



NORTH LAWDALE
COLLEGE PREP

1615 S Christiana Ave. Chicago, IL 60623
nlcphs.org | (773) 542-1490

Board Meeting Minutes

General Information

Name of Meeting	November Board Meeting
Date of Meeting	11/19/24
Time of Meeting (CT)	5:30 - 7:30 PM CST
Number of Attendees	9
Quorum Present (Y or N)	Y

*Call to Order

Roll Call / Board Members in Attendance

- **Present:**
 - Bruce Miller
 - Hill Hammock
 - Robin Steans
 - John Horan
 - Carrie Stewart
 - Rob Werner
 - James Brooks
 - Alees Edwards
 - Karen Castleberry
- **Not Present**
 - Al Bennett
 - Wilonda Cannon



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School Staff Attendees

- **Present:**
 - Jemia Cunningham Elder, Chief Executive Officer
 - Genessa Brown, Sr. Director of Operations
 - Keanna Greer, Special Projects Manager
 - Brandi, Campbell, Assistant Principal

Agenda

1. Welcome
2. Public Comment
3. Approval of NLCP Anti-Bullying Policy
4. Board Compliance
5. Finance
6. Academics
7. Human Resources + Talent
8. Governance
9. Public Meeting Adjournment
10. Closed Session (*discretionary*)

Approval of the Agenda

- **Motion to Approve Agenda:** John Horan
- **Seconded by:** Robin Steans
- **Approved/Rejected:** Yes
- **Amendments (if any):** Brandi Campbell will present Collins Update

Agenda Summary

Agenda Item 1: Public Comment

- **Discussion Summary:** No Public Comment
- **Action Taken:** None
- **Responsible Party:** N/A
- **Timeline/Deadline:** N/A

Agenda Item 2: Approval of NLCP Anti-Bullying Policy



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- **Discussion Summary: Question:** Are we dealing with bullying issues? **Response:** We are dealing with one reported bullying situation. The incident is being investigated internally.
- **Action Taken:** Investigation
- **Responsible Party:** Marie Sainvilus-Miles
- **Timeline/Deadline:** 12/20/24

Agenda Item 3: Collins Update

- **Discussion Summary: Highlight** - Dr. Bowens and students have been working on campus beautification. Culture walks were conducted, and key focus areas for monitoring include: Phones, Uniforms, Student Engagement, Eating/Drinking in class, Technology use for academic resources, and Classroom discussions/small group activities.
- SPED Walkthroughs - Summary of Responses
 - Strengths - Teacher are progress monitoring and completing collaboration logs; paras are completing logs for each class per the IEP; weekly SPED meetings
 - Growth - Move towards team teaching and station teaching
- Academic Walkthroughs - Summary of Responses
 - Strengths - Lesson plans are improving
 - Growth - Increase classroom discussion and higher-level thinking
 - One on One Supervision

Question: What % of classes have special education teachers? **Answer:** We currently have 12 classes with SPED teachers. **53** of our **263** students have an IEP.

Question: How has it been navigating culture? **Answer:** The beginning of the school year was a bit rocky, but Dr. Bowens' strength in team building has helped stabilize the situation, and things are now starting to settle down.

- **Action Taken:** Ensure that we are teaching grade-level standards, while increasing student engagement and fostering classroom discussions. Focus on promoting



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higher-level thinking and questioning. Continue coaching and providing feedback to support teachers.

- **Responsible Party:** Collins Leadership Team
- **Timeline/Deadline:** 3/18/25

Agenda Item 4: Board Compliance

- **Discussion Summary:** Karen Castleberry must complete OMA training
- **Action Taken:** The Board Compliance Report has been presented, and emails will be sent with details on the current board compliance status.
- **Responsible Party:** Keanna Greer | Karen Castleberry
- **Timeline/Deadline:** 12/23/24

Agenda Item 5: Finance

- **Discussion Summary: Action Item Summary:**

The CPS Ratio as of September 30th was presented.

- FY25Q1 Surplus/(Deficit) - \$(243,851)
- FY25Q1 Cash - \$1,821,186

The North Lawndale College Prep Profit and Loss statement for July - September 2024 was presented. The North Lawndale College Prep Balance Sheet as of September 30, 2024, was reviewed. NLCP staff reported that the \$131,000 Steans grant was included in the FY24 financials.

Upcoming External Affairs News: Board support will be needed for Giving Tuesday and the annual End-of-Year appeal.

Reviewed and updated the budget, including budget-to-actuals. The Finance Committee will meet to review and revise the budget. Discussed a line of credit. - NLCP has moved forward with pursuing a line of credit and money marketing account with Wintrust Bank.

Question: What is the current APY for a money market account? **Answer:** 3.5 %, but would need to double-check as this number fluctuates.

Hill Hammock - I would like to be involved in the discussions regarding banking rates.

- **Action Taken:** Himali will set up a call to meet with Hill to review banking rates.
- **Responsible Party:** Himali Patel | Finance Committee | Hill Hammock



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- **Timeline/Deadline:** 1/31/25

Agenda Item 6: Academics

- **Discussion Summary: Question:**

The Academic Committee presented data on the multi-tiered systems of support across both campuses, as well as staff certification data, on-track progress, and on-track attendance data.

Chronic Absentee is a focus because it affects instruction.

- **Question:** What is the CPS attendance rate? **Answer: 79%** **Question:** How does our attendance rate compare to CPS's? **Answer:** The current data hasn't been retrieved yet, but we will follow up with the board once it's available. However, we can report that attendance has improved since March 2024.
- **Action Taken:** Interventions will involve having conversations with students to understand the factors preventing them from arriving on time. Once the issue is identified, we will develop a personalized success plan for each student who has been identified with chronic tardiness to improve their on-time arrival.
- **Responsible Party:** Counselors | Social Workers | Leadership Team
- **Timeline/Deadline:** 3/18/25

Agenda Item 7: Human Resources

- **Discussion Summary:** Highlight: There has been no turnover since the last board meeting.
- **Action Taken:** The goals for the upcoming period focus on improving school culture, fostering connections, and ensuring compliance. A key priority is attracting and retaining licensed teachers, with efforts underway to review and act on feedback from the staff quarterly survey. Additionally, the development of a competitive compensation and benefits plan is a major focus.

The strategic plan centers on attracting the right teachers who align with the school's mission, ensuring competitive compensation for current staff, and reducing turnover. Succession planning is also a priority, as is providing growth opportunities and professional development to support teacher advancement.

- **Responsible Party:** Genessa Brown | Lora Jennings - Hr Specialist
- **Timeline/Deadline:** N/A

Agenda Item 8: Governance Committee

- **Discussion Summary:** Reviewed Goals.
- **Action Taken:** The goals for this year include implementing a formal onboarding process for new board members and introducing a board assessment tool for governance committee members to evaluate the board's performance. Additionally, there is a focus on



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recruiting new board members with specific expertise, including experience in fundraising (particularly in helping to introduce others to the school), as well as backgrounds in academics, law, and education.

- **Responsible Party:** Governance Committee | Hr Team | Leadership Team
- **Timeline/Deadline:** N/A

Motions

- Motion 1:
 - Motion: Call meeting to order
 - Made by: Hill Hammock
 - Seconded by: Robin Steans
 - Roll Call Vote:
 - Bruce Miller - Yes
 - Hill Hammock - Yes
 - Robin Steans - Yes
 - John Horan - Yes
 - Carrie Stewart - Yes
 - Rob Werner - Yes
 - James Brooks - Yes
 - Alees Edwards - Yes
 - Karen Castleberry - Yes



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- Details: N/A
- Motion 2:
 - Motion: Public Comment
 - Made by: Bruce Miller
 - Seconded by: Hill Hammock
 - Details: No Public Comment
- Motion 3:
 - Motion: Anti-Bullying Policy
 - Made by: Robin Steans
 - Seconded by: Carrie Stewart
 - Details: N/A
- Motion 4: Public Meeting Adjournment
 - Motion: Meeting adjourned
 - Made by: Bruce Miller
 - Seconded by: Hill Hammock
 - Details: N/A

Adjournment - Public Session

- **Time of Adjournment:** 11/19/2024, 7:30 PM CST
- **Next Meeting:** 1/21/2025, 5:30 - 7:30 PM CST
- **Adjournment Motion Made by:** Hill Hammock
- **Seconded by:** Bruce Miller
- **Approved/Rejected:** Yes