

# May Board Meeting Minutes

## **General Information**

<b>Name of Meeting</b>	May Board Meeting
<b>Date of Meeting</b>	5/13/25
<b>Time of Meeting (CT)</b>	5:30 - 7:30 PM CST
<b>Number of Attendees</b>	7
<b>Quorum Present (Y or N)</b>	Y
<b>Location</b>	1615 S Christiana Ave, Chicago, IL 60623

\*Call to Order

## **Roll Call / Board Members in Attendance**

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

## **School Staff Attendees**

- Present:
  - Jemia Cunningham Elder, Chief Executive Officer
  - Genessa Brown, Sr. Director of Operations
  - Keanna Greer, Special Projects Manager
  - Adam Sparks, Director of Academics
  - Kyera Bradley, Principal

## **Guest Attendees**

- Present:

## **Agenda**

1. Welcome
2. Call to Order
3. Approval of Last Meeting Minutes
4. Public Comment
5. COI Form
6. Board Compliance
7. Strategic Planning Update
8. Finance
9. Academics
10. Human Resources + Talent
11. Governance
12. Closed Session (*discretionary*)
13. Return to General Session
14. Public Meeting Adjournment

## **Approval of the Agenda**

- **Motion to Approve Agenda:** Hill Hammock
- **Seconded by:** Karen Castleberry
- **Approved/Rejected:** Yes
- **Amendments (if any):** N/A

## **Agenda Summary**

### **Agenda Item 2:** Call to Order

- **Roll Call:**
- Hill Hammock - YES
- John Horan - YES
- Carrie Stewart - YES
- Rob Werner - YES
- James Brooks - YES
- Alees Edwards - YES
- Karen Castleberry - YES
- Bruce Miller - ABSENT
- Wilonda Cannon - ABSENT
- Robin Steans - ABSENT
- Al Bennett - ABSENT

### **Agenda Item 3:** Approval of Last Meeting Minutes

- **Discussion Summary:** All board members reviewed the minutes from the 3/18/25 Board Meeting.
- **Action Taken:** Approved
- **Responsible Party:** N/A

- **Timeline/Deadline:** N/A

#### **Agenda Item 4:** Public Comment

- There was no public comment at the board meeting held on May 13, 2025.

#### **Agenda Item 5/6:** Board Compliance

- **Discussion Summary:** All board members have successfully completed OMA! Thank you, Bruce, Carrie, and Al, for completing your board training hours. The rest of the board members have not yet completed their training hours. Please sign up for the next board training session on June 16th. Compliance status emails, along with the 2025 board training schedule, will be sent to you soon. Additionally, all COI forms were distributed for signature.
- **Action Taken:** N/A
- **Responsible Party:** Keanna Greer | Board Members
- **Timeline/Deadline:** 6/27/25

#### **Agenda Item 7:** Strategic Planning Update

- **Discussion Summary:**
- **Where we are:** The charter renewal timeline has been pushed back.
- CPS plans to vote on the charter renewal on May 29, 2025.
- Principal Bradley reviewed the 5Essentials summary for SY23–SY25, which showed that NLCP is trending in the right direction. For SY25, the school scored **Strong** in both the Collaborative Teachers and Involved Families categories. Results were **Neutral** in the Effective Leaders and Supportive Environment categories, though both areas showed notable improvement compared to SY24. Specifically, scores increased by 15 points in Effective Leaders and by 6 points in Supportive Environment.

#### **Agenda Item 8:** Finance

- **Discussion Summary:**
- The CPS Ratio as of March 31, 2025, was presented.
- FY25Q3 Surplus/(Deficit) - \$(1,357,630)
- FY25Q3 Cash - \$999,388\*
- The North Lawndale College Prep Profit and Loss statement for July 2024 - September 2025 was presented.
- The North Lawndale College Prep Balance Sheet as of March 31, 2025, was reviewed.
- **Responsible Party:** Jemia Cunningham-Elder
- **Timeline/Deadline:** N/A

#### **Agenda Item 9:** Academics

- **Discussion Summary:**
- For SY26, we aim to have an enrollment of 400 to 500 students. We will offer the following programs: Academic Enrichment, Physical Fitness, Foreign Language, Driver's Education, Art + Maker Space, Business and Marketing, Colloquium with Senior Project
- The Phoenix Academic Model
  - **Where We Are Today:**

- Scholars have limited ability to self-select electives. All students are required to take pre-calculus in 12th grade.
    - Spanish I is offered junior year. Spanish II is offered senior year. Honors & AP Courses offered only to Christiana 10th-12th-grade students.
  - **What We Piloted This Year:**
    - Introduced business & marketing as an elective in semester 2. Added honors English for Christiana 9th-grade students in semester 2.
    - Offered Driver's Ed as an elective during the school day at Christiana and as an opt-in after-school experience for Collins students.
  - **The Future We Envision (SY26):**
    - Begin year 1 of a four-year transition to offer multiple world language courses.
    - Adopt Transitional Mathematics as the non-honors, senior level mathematics course.
    - Honors-level courses are offered to all 9th-12th-grade students in all core courses.
    - Adopt new elective options in preparation for a phased self-selection process
  - **The Student Experience Beyond (SY26):**
    - All scholars have a menu of elective options from which they can self-select.
    - Seniors have two mathematics course options.
    - Multiple world language options are offered, with at least two years per language.
    - Honors & AP courses offered to eligible students 9th-12th-grade.
  - **Student Experience Arc:**
    - Sophomore year: Take Driver's Ed and experience Young Scholars Professional Day (YSPD)
    - Junior year: Wear gold shirts and participate in ACT Mania & ACT Bootcamp. Receive letter sweaters and become eligible for the spring break trip.
    - Senior year (Red Shirt): Gain access to the senior wing, take senior seminar, and complete a post-secondary plan. Become eligible for the Phoenix Pact.
    - Each year, students will meet with their counselor and complete one community service project, known as Odyssey Day.
- **Action Taken:** N/A
- **Responsible Party:** Adam Sparks
- **Timeline/Deadline:** N/A

**Agenda Item 10:** Human Resources + Talent

- **Discussion Summary:** Genessa Brown, Sr Director of Operations, presented the following:
- **Teacher Licensure Data:**
  - **Goal 75%**

- Christiana Q3 - **75%**
- Collins Q3 - **53%**
- **Retention Updates:**
  - 90% Retention Rate
  - 2FTE resigned on 5/6 and 5/16
- **HR Strategic Plan:**
  - We aim to attract the right teachers to strengthen our instructional team.
  - We will ensure competitive compensation for current teachers to retain top talent.
  - Our goal is to eliminate unnecessary turnover and promote staff stability.
  - We will implement succession planning to prepare for future leadership needs.
  - We will provide training and growth opportunities to help teachers advance in their careers.

#### **Agenda Item 11: Governance**

- **Discussion Summary:**
- During the Governance Committee meeting, we discussed plans for board expansion and reviewed a proposed recruitment strategy. The goal is to increase board membership from the current 11 members to a total of 15.
- As part of our assessment, we identified the need to strike a balance between community representation and individuals who bring specialized governance skills, such as expertise in fundraising and legal matters. To support this effort, we are asking each board member to recommend one potential candidate for board appointment. The Senior Leadership Team will follow the same approach.
- **Draft Recruitment Strategy:**
  - **Identify Potential Candidates:** Begin identifying qualified individuals who may be a good fit for board membership.
  - **Vetting Process:** Each candidate will undergo a vetting process that includes interviews with two to three current board members.
  - **Virtual Board Orientation:** Selected candidates will attend a virtual orientation session to learn about board responsibilities and expectations.
  - **Financial Commitment:** Board members are expected to make a financial contribution, and we will discuss the specifics of that expectation with candidates.
- In addition to these steps, candidates should be prepared to:
  - Serve on at least one board committee
  - Participate in at least one school-based service activity
  - Attend the school's graduation ceremony
  - After completing the orientation and review process, candidates will be given time to consider the responsibilities before making a final decision about joining the board.

#### **Motions**

- **Motion 1:**
  - Motion: Call the meeting to order
  - Made by: James Brooks
  - Seconded by: John Horan
  - Roll Call Vote:
    - Hill Hammock - Yes
    - John Horan - Yes
    - Carrie Stewart - Yes
    - Rob Werner - Yes
    - James Brooks - Yes
    - Alees Edwards - Yes
    - Karen Castleberry - Yes
  - Details: N/A
- **Motion 2:**
  - Motion: Approve Agenda
  - Made by: Hill Hammock
  - Seconded by: James Brooks
  - Roll Call Vote:
    - Hill Hammock - Yes
    - John Horan - Yes
    - Carrie Stewart - Yes
    - Rob Werner - Yes
    - James Brooks - Yes
    - Alees Edwards - Yes
    - Karen Castleberry - Yes
  - Details: N/A
- **Motion 3:**
  - Motion: Approve 3/18/25 Meeting Minutes
  - Made by: James Brooks
  - Seconded by: Alees Edwards
  - Roll Call Vote:
    - Hill Hammock - Yes
    - John Horan - Yes
    - Carrie Stewart - Yes
    - Rob Werner - Yes
    - James Brooks - Yes
    - Alees Edwards - Yes
    - Karen Castleberry - Yes
- **Motion 4:**
  - Motion: Public Comment
  - Made by: James Brooks
  - Seconded by: John Horan

- Details: There was no public comment at the board meeting held on May 13, 2025.
- **Motion 5: Public Meeting Adjournment**
  - Motion: Meeting adjourned
  - Made by: James Brooks
  - Seconded by: John Horan
  - Details: N/A

### **Adjournment - Public Session**

- Time of Adjournment: 5/13/2025, 7:30 PM CST
- Next Meeting: 6/17/2025, 5:30 - 7:30 PM CST
- Adjournment Motion Made by: Hill Hammock
- Seconded by: John Horan
- Approved/Rejected: Yes