



***Our Mission: We disrupt generational poverty through a primary focus on children & young adults and the specific challenges they face at distinct stages of life.***

**Northwestern University Settlement Association  
Regular Meeting of the Board of Directors**

**1012 N Noble St  
Chicago, IL 60642  
Vittum Theater**

**In-Person Meeting – Mask Wearing Optional**

**Call to order**

**Amy O'Donnell**

**Present:**

Amy O'Donnell  
Tracy Heilman  
Bill Welnhofer  
Tyrone Washington  
Alice Schaff  
Ginny Burnstine  
Yaned Gonzalez

Bob Best  
Christine Jacobek  
Gina Gooden  
Beth Boehrer  
Amy Chung  
John Relias

**Zoom:**

Kurt Mueller  
Holly Sunshine  
Sarah Shumway

**Staff:**

Carole Wood  
Danielle LaPointe  
Edison Ureña  
Jason Smith  
Cynthia Martinez

**CALL TO ORDER**

**AMY O'DONNELL**

Amy O'Donnell called the meeting to order at 12:30pm.

**Agenda Item 1. Public comment**

No public comment.

**Amy O'Donnell**

**Agenda Item 2. Chair's Comments**

Amy thanked everyone for being present for the board meeting. Amy asked Cynthia to take roll call. Amy mentioned there was a quorum for voting.

**Amy O'Donnell**

**Agenda Item 3. Consent Agenda**

- a. Approval of Board of Directors meeting minutes
  - i. [Approval of Minutes of Regular Meeting on December 12, 2022](#)
- b. CEO's Report
  - i. [CEO Report](#)
  - ii. [2023 INCS Board Member Training Options \(Slide 14\)](#)
- c. Financials
  - i. [FY23: NUSA Balance Sheet as of February 28, 2023](#)
  - ii. [FY23: NUSA Overall Consolidated Budget Report as of February 28, 2023](#)
  - iii. Endowment Reports
    - 1. [NUSA Evanston and Family Endowment Reports as of February 28, 2023 \(Chicago Partners\)](#)
    - 2. [NUSA Main Endowment Report as of February 28, 2023 \(William Blair\)](#)
- d. Head Start Report
  - i. [February Narrative Report 2023](#)

Amy motioned for the approval of the consent agenda. Bob seconded. All in favor. None opposed. The consent agenda passes.

The public is welcome to attend the meeting.



**Agenda Item 4. Discussion**

**Carole Wood**

- a. FY24 Draft Budget
  - i. [FY24: NUSA Draft Budget Breakout by Programs and Departments](#)
  - ii. [FY24: NUSA Revenue Breakdown Projections](#)
  - iii. [NUSA Overall Consolidated Comparison Between FY23 Approved Budget with Draft FY24 Budget](#)
- b. [Strategic Considerations Provided by Conlon Public Strategies](#)

Carole Wood

The FY24 NUSA budget documents were reviewed. Board members then had a discussion on the different sections of the draft budget. Carole mentioned that the board documents shown are only a draft budget for FY24. The Auxiliary Board budget projections were discussed.

Recent public grant awards were reviewed, and the board was made aware of new multiyear funding and how that is counted in the FY24 revenue projections. Amy thanked Edison, Carole and the staff for their diligence in getting this work done.

Amy briefly discussed board giving and establishing a give-or-get fundraising minimum of \$10,000 for board members and we continue to grow as an organization. It was also noted that we have to align on foundations and corporations in order to grow in the next year and beyond. Amy noted the significant work that was done by Jason and the school leadership team to review and make changes to the school budget.

Carole noted that the budget as presented is very conservative in terms of revenue. Bill stated that this is the first time in 25 years that there was a budget completed 3 months before the end of the fiscal year. It was reiterated that this draft budget is subject to change over the next three months.

Carole gave an overview of the Strategic Considerations recently compiled by Conlon Public Strategies. The Strategic Considerations for FY23 and beyond were the product of surveys, interviews, and focus groups conducted with stakeholders and provide important feedback on Settlement programs as we move into the charter renewal process. While the feedback gathered was not necessarily new information, it reaffirmed that we should be investing in Rowe, Family CARES, and out-of-school time programming for children and teens.

The upcoming mayoral election was discussed and other political considerations moving forward. Proposed ordinances and legislation with implications for labor and organizing were reviewed, including how it may potentially impact Northwestern Settlement. Carole and Jason provided information and shared their experiences with unionization and organizing in schools and what it could possibly mean as a social service agency. John shared his experience and insight on unionization. It was stated that there is still a lot of uncertainty and that many elements are outside of our control. Carole assured the board that she and staff members were tracking these matters very closely and would share additional information as we receive it.

On the topic of organization and school culture, Carole noted that being a teacher and working in schools post-COVID is very challenging. Mental health concerns and behavior issues are significant challenges in our buildings. Jason reiterated Carole's point and discussed the work being done to address these issues, including professional development and new staffing configurations.

Tyrone inquired about the school leadership and changes that have been made this school year. Jason highlighted some of the structures that have been put in place and changes that have been made to improve accountability and outcomes and create better alignment across the two buildings. It was noted that there remains much work to be done and that we are still in a period of rebuilding. Carole discussed parent feedback, including that they would still like to see stricter measures with discipline, dress code, and homework.

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Carole also noted efforts to be more transparent in our budget process, particularly in the school. Historically, teachers and school staff were not given insight into the budget or process, which created confusion and misconceptions. It was highlighted that in the overall Settlement budget, special consideration is given to staff culture-building and DEI work. On the topic of DEI, Carole shared that past efforts have been started and stopped, and that we are being very intentional about making sustained progress on this moving forward.

Christine noted the importance of making sure staff, teachers, and families feel heard. Carole agreed with that, and reiterated her commitment to giving everyone a voice and we plan for the future and moving into the charter renewal cycle.

Ginny stated that she sees great progress being made at the school, particularly under the new leadership, and Alice agreed. Amy said that the next 3 to 5 years will be very consequential, and that we encourage feedback by board members. Carole shared with the board that charter schools are getting shorter renewals and that we should prepare for our next renewal to be shorter than previous renewals. She also shared that we are reviewing teacher credentials and how we can encourage and incentivize endorsements and other continued education for our teaching staff.

Amy Chung asked if teachers and staff are aware of the charter renewal process. It was suggested that efforts be made to educate staff on the process and the various elements that will be reviewed through the process and potentially consequential.

Bob said that he gives state-wide seminars for the schools via INCS. He offered to provide additional resources and answer questions.

Amy then mentioned that it will be critically important to have a quorum in person at the June board meeting in order to approve the FY24 budget.

**Agenda Item 5. Closed Session Closed Session pursuant to:** Section 2(c)(1) of the Illinois Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees

**Amy O'Donnell**

**Agenda Item 6. Questions / Other**

**Amy O'Donnell**

a. Next meeting: Board of Directors Annual Meeting Monday, June 26, 5:00 PM CT | In-person Vittum Theater

Amy mentioned that we should have an annual meeting and board meeting on a Monday evening (annual meeting and final board meeting). Bob mentioned that historically the annual board meeting was usually a celebration. Amy mentioned that having board members show up for the board meeting is a good way for members to be engaged. Gina agreed that it helps engage the auxiliary boards and create connections between the boards. Amy and board members discussed about how the logistics can look like for the combined annual meeting and board meeting. Gina mentioned that there should be an event in the fall, so that it gives an opportunity to connect. Carole asked what board members would like, lunch or dinner, and cocktails. Carole asked if board members prefer cocktails in the suburbs, or in a country club. Amy mentioned that if we want to have a party, board members should figure out how to pay for it. She does not want this expense to be added to the budget. Carole asked if noon or 5pm would work for everyone. Amy asked that parking should be taken into consideration. A Google form will be sent out. Amy had an informal vote, and the next meeting will take place at noon. Carole will get back to board members with more details, and with ticket prices. Carole will talk to Gina for further discussion on planning.

The public is welcome to attend the meeting.



**Agenda Item 7. Amend regular meeting schedule 2022-2023**

**Amy O'Donnell**

Amy motioned to approve amending regular meeting schedule. All in favor. None opposed. Amendment passed.

Amy motioned to adjourn. Alice seconded. Meeting adjourned at 2:01pm.

Meetings submitted by Cynthia Martinez

The public is welcome to attend the meeting.

Discrimination based on disability, race, creed, color, gender, national origin, religion, ancestry, marital status, or need for special education services is prohibited.