

Our Mission: We disrupt generational poverty by supporting, preparing, and empowering young people at distinct stages of life to break down barriers on their path to success in adulthood.

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

**1400 W. Augusta Boulevard
Chicago, IL 60642
Guild Hall**

Board of Directors members present in person: Chair Amy O'Donnell, Robert Best, William Welnhofner, Melissa Gibson, Lieke Hakkenberg, Tracy Heilman, Kurt Mueller, Tracy Rayner, William Rowe, Hollis Sunshine, Larry Weithers, Claire Winnard. Board of Directors members present on Zoom: Virginia Burnstine, Kathleen Elliott, Sami ElSaden, Sarah Shumway, Alice Schaff. Staff present in person: CEO Carole Wood, CFOO Christian Feaman, Chief of Staff Danielle LaPointe, Jaime Jaramillo Rowe Principal, Jason Smith, Rowe Assistant Principal Derrick Svelnys, Interim Assistant Principal Duane Davis, Director Board Relations Alison Armstead.

Amy O'Donnell, Chair, called the meeting to order 12:07 PM.
Amy requested for the Assistant Secretary Alison Armstead to take the roll.

Public Comment

Amy acknowledged that there were no members of the public present for public comment.

Board Chair Report

Amy delivered the Board Chair report and reviewed INCS training opportunities for members. Amy noted that there had been changes with the Rowe Elementary leadership team. The Chair noted having met with the new Principal and Interim Assistant Principal and, along with Carole Wood, and commended their proactive approach. They have been managing daily operations while also developing medium- and long-term plans for the school. The new leadership team would stop by later during the meeting to introduce themselves to the Board of Directors.

CEO's Report

Carole Wood delivered the CEO report, highlighting key updates and developments. Family Cares currently supports 86 scholars without a waitlist, which is a positive development. They continue to be active at the school, providing assistance and exploring ways to increase Medicaid billing opportunities.

The food pantry has served over 2,000 individuals as of December. Efforts are being made to accommodate more people inside instead of having them wait outside. There is anticipation of changes in demand due to ongoing immigration-related factors.

Teen programs are engaging 26 participants, while after-school programs support 168 students, reflecting a decline tied to overall school enrollment. Recruitment efforts for the teen program are being strengthened, especially at the upper school. Progress has been noted, with increased engagement in the program.

Enrollment goals for the Outdoor Education Center are set at 900 students this year, up from 750 last year. A new program director has been hired with extensive camp experience. Summer camp will operate for five weeks, aligning with recommendations from Kaleidoscope, an external consultant.

Current ECE enrollment is 66 students, below target levels. Outreach to encourage applications through the CPS portal continues, alongside efforts to address the complexities of the enrollment process.

The Development department achieved 56% of the \$3.4M fundraising goal, with \$1.9M raised to date. The team continues to focus on major gift pipelines and grant applications to secure additional funding.

Carole provided an update of the charter renewal process informing the members that the charter renewal public meeting took place on February 4th. We worked diligently to ensure representation at the meeting. We completed and submitted our packet of support letters for the charter renewal. These letters highlighted the strong backing from our community and underscored our school's commitment to providing exceptional educational opportunities. To strengthen our position, we coordinated efforts to arrange visits for new CPS Board members to tour our school.

Consent Agenda

Board Chair Amy O'Donnell introduced the Consent Agenda for approval, stating that it would proceed with a single, unanimous vote unless any member wished to remove an item for individual discussion. Tracy Heilman made a motion to approve the consent agenda. Robert Best seconded the motion. The motion was approved by unanimous vote.

Financial Report and Budget

The Financial Report and budget overview was delivered by Board Treasurer Bill Welhofer and CFOO Christian Feamen. From a positive standpoint, the financial performance for the year reflected the disciplined and well-planned budgeting efforts of recent years. Throughout the year, the finance team tracked the budget closely and maintained a strong position. There was ample cash and liquidity to meet operational needs and the organization remained in full compliance with lender covenants.

In alignment with CPS requirements, the finance team developed a three-year financial projection. Feedback from CPS on this projection was received and incorporated into our ongoing planning process. Stabilizing and eventually growing enrollment remains a top priority. The school is working on targeted recruitment and retention strategies, including a heat map of student locations.

Auxiliary Board Updates

North Shore Board

Claire Winnard, delivered her report informing the members that the North Shore Board elected the new slate of officers and that the 2025 Gala date is October 18.

Winnetka Board

Winnetka Board President, Lieke Hakkenberg report included that the 9th annual wine tasting event would be held on Friday, May 2nd at the Glen View Club. Lieke also informed the group that due to various reasons the Winnetka Board would be going dormant at the end of June. Members of the board discussed ways to keep the remaining members of the Winnetka Board engaged with the broader organization.

Evanston Woman's Board

Hollis Sunshine noted in her report that the Evanston Board raised about half of their goal for the Dollar Letter Campaign and that they are working on a teacher appreciation project.

Emerging Leaders Chicago Board

Carole Wood reported out for the Chicago Board noting that they have 11 active members. The board was in the middle of a clothing drive and working on a summer event.

Committee Reports

Governance Committee Report

Kathleen Elliott stated that during the previous Governance committee meeting, Amy expressed her desire to nominate Larry Weithers as the new Assistant Treasurer. Amy announces that she appoints Larry Weithers as the Assistant Treasurer. Bob Best made a motion for the Board of Directors to approve the appointment of Larry Weithers as Assistant Treasurer, Lieke Hakkenberg seconded the motion. The motion was approved by unanimous vote.

Education Committee Report

Alice Schaff, reported on the Education Committees first meeting with the new Rowe Leadership team which focused on communication, culture, curriculum and staff development.

Program Integration Committee Report

Tracy Heilman, provided an update, noting the committees plans to continue its work on data strategy and performance quality improvement.

Questions/Other

Amy thanked everyone for their contributions and announced that the next board meeting was scheduled for Monday, April 28. Bob Best made a motion to adjourn the meeting. Holly Sunshine seconded the motion. The motion was approved by unanimous vote. Meeting adjourned 1:54 PM

Minutes submitted by Alison Armstead