



**Meeting of the Board of Directors
Wednesday, November 3, 2021 at 4:00pm
Meeting held via Zoom due to COVID-19**

The meeting was called to order at 4:17 p.m.

Board Members in Attendance: Joseph Conwell, Isaac Ewell, Amy Guidi, Steven Kempf, Albert Oehrle, Patrick South, Amir Tucker, Elaine Wells, Kerry Woodward, Wesley Wyatt, Paul Yakulis

Board Members Excused: Stephen Smith

Staff in Attendance: Dr. William Hayes, Ruth Gonzalez, Tyler Jackson, Colleen Smith

Guests: Mike Whisman (Charter Choices), Jenna Smalley (Kleinbard LLC)

I. Executive Session

An executive session was held to discuss the personnel report being voted on tonight.

II. Call to Order: *Wes Wyatt*

Mr. Wyatt calls the meeting to order, and thanks everyone for their time and efforts this week.

There is a motion to adopt the October 6, 2021 Boys' Latin Board of Directors meeting minutes, which is moved by Mr. Kempf and seconded by Mr. Yakulis. The motion passes unanimously.

In regards to charter renewal process, Mr. Wyatt advises the board that there is Act 55 training for trustees which is a relevant compliance issue. Ms. Smith will circulate invitations and materials related to these training sessions. Mr. Wyatt notes that board engagement is considered during the charter renewal process as well.

III. Interim CEO Report: *Dr. William Hayes*

Dr. Hayes begins with an update on the 2021-22 charter renewal process. Ms. Smith takes the board through a timeline of submissions for this charter renewal period. The process started back in May with meetings followed by document submissions over the summer which completed in October. Ms. Smith thanks Ms. Gonzalez for her hard work submitting these items. Ms. Smith explains how some items were resubmitted due

to an original submission needing additional information. Ms. Smith adds that Boys' Latin is still waiting to hear from the Charter School Office ("CSO") on when the site visit will take place. Currently Boys' Latin is working on the financial audit, which is on track to be completed before the deadline of 12/31/21.

Continuing, Ms. Smith discusses that Boys' Latin has received some feedback from the CSO where Boys' Latin was found to be compliant and noncompliant in various fields. Ms. Smith advises that not all of these non-compliant areas will be brought to a full level compliance for this charter renewal. For example, 4/10 personnel files were found to be fully compliant so the six remaining were resubmitted. Boys' Latin was found to be fully compliant on all enrollment files, lottery results, and waitlist results. However two expulsion records were found to be noncompliant. Boys' Latin is currently preparing the resubmission of student health records in which 2/20 were deemed compliant. Boys' Latin put into place a new policy for this school year to ensure compliance, however the school won't be able to go back and make past years compliant. Ms. Smith adds that Boys' Latin was found to be fully compliant in screening and progress monitoring categories yet noncompliant in the tiered instruction category for the middle school (the high school was compliant).

There is a discussion on who will replace Mr. Ewell in handling expulsions and renewal deadlines. Ms. Smith highlights how Boys' Latin is gaining clarity on compliance items that are not always clearly communicated to schools.

Dr. Hayes then gives an academic update to the board. In early-October, schools administered the MAP Assessment which indicates where students are on a college-readiness standard. Boys' Latin students are approaching the average in both math and reading. Dr. Hayes asks the board to consider an IXL Contract with a cost of \$40,901 over three years, which provides content for students in grades 6-12 that includes an onboarding professional development session for teachers and administrators.

There is a discussion on the merits of the IXL Contract.

Dr. Hayes concludes his presentation.

IV. Board Committee Reports

a. Parent Liaison Report: Elaine Wells

Ms. Wells begins by explaining to the board how she will be partnering with SEAL Philly in an attempt to get a COVID-19 vaccine clinic at Boys' Latin for families and the community. Ms. Wells has obtained relevant information and reached out to community partners to get feedback on if the community wants the clinic. Boys' Latin will host its first Extended Family Network meeting later this month at the high school. Mr. Wyatt adds how challenging it is to operate on a daily basis with testing and quarantines, and thanks the school's team for their hard work making it happen. Dr. Hayes gives a round of applause to Ms. Smith for her efforts in helping COVID-19 regulations in place roll out smoothly.

Ms. Wells concludes her presentation.

b. Finance: *Kerry Woodward*

Ms. Woodward begins by walking the board through the September 2021 financials, as the school is now through the first quarter of the financial year. There is a strong balance sheet with 80 days of cash on hand meaning the school is meeting its 60-day goal. Ms. Woodward explains how the end of year projection shows that Boys' Latin is tracking closely to budget. Ms. Woodward addresses how the school's team did an excellent job right-sizing the budget for an adjustment to enrollment expectations as they adjusted the projected annual average daily membership to 768 to adjust revenue accordingly. Boys' Latin is expecting a net change in fund balance of \$401,000 which is very strong. Ms. Woodward adds that there is room in the budget in regards to debt covenants, and the school is in strong shape financially.

There is a motion to approve the Hires, Terminations, and Resignations as presented in the 11/3/2021 personnel report and discussed during executive session, which is moved by Mr. Oehrle and seconded by Mr. Kempf. The following board members vote in the affirmative: Mr. Wyatt, Mr. Conwell, Mr. Kempf, Mr. Yakulis, Mr. South, Ms. Wells, Ms. Guidi, Mr. Ewell, Mr. Tucker, and Mr. Oehrle. The motion passes unanimously.

There is a motion to approve the eight contracts¹ as of 11/3/2021 which were previously circulated to the board, which is moved by Mr. Oehrle and seconded by Mr. Conwell. The following board members vote in the affirmative: Mr. Kempf, Mr. Wyatt, Mr. Conwell, Mr. Yakulis, Mr. South, Ms. Wells, Ms. Guidi, Mr. Ewell, Mr. Tucker, and Mr. Oehrle. The motion passes unanimously.

Ms. Woodward concludes her presentation.

c. Development: *Patrick South and Colleen Smith*

Mr. South begins by taking the board through the development summary. Mr. South states that the development goal for this fiscal year is \$1.3 million, which is split between EITC, grants from foundations, events, and individual giving. So far this year most of the committee's activity has been on the grant-side, totaling \$268,000. Mr. Smith adds that Boys' Latin has already out-performed its grant budget. Now the school is getting to that time of year where the committee is focusing on other areas like EITC and the year-end ask which will be distributed soon. Mr. South notes that the committee will have a meeting in the next couple of weeks to discuss a potential spring event.

Ms. Smith gives an update that federal grant money will be allocated to the school in response to COVID-19 in the amount of \$9 million distributed over the next three years.

¹ Teach For America Professional Services Agreement; Project "Go" School Attendance Support Program Memorandum of Understand; Education Plus Health COVID-19 Testing Program Memorandum of Understanding; Zoom Consent to Educational Data Collection; Athletics Security Independent Contractor Agreement; Hilton Philadelphia City Avenue Social Catering Agreement; Amended 2021-22 MACCS Health Services Service Agreement; Aide and COVID-19 Support; and IXL Learning Contract

Those grant applications are due to Charter Choices today so they can be submitted to the State for review and approval.

Mr. South and Ms. Smith concludes their presentation.

d. Governance: *Albert Oehrle and Wes Wyatt*

Mr. Wyatt and Mr. Oehrle address how Boys' Latin wants to stay in compliance for future charter renewals, so the governance committee will get back up and running to monitor the school's progress.

Mr. Oehrle and Mr. Wyatt conclude their presentation.

e. Education: *Steve Kempf*

Mr. Kempf announces that the education committee has been formed and now meets regularly each month. Dr. Hayes and Messrs. Wyatt, South, and Kempf are on the committee. Last week the committee met to address the math assessment that Dr. Hayes presented today in great length, and had healthy discussions over the current status of the assessment and hopes going forward. Mr. Kempf notes that the committee will have prior years' numbers to compare, and over the next few months Boys' Latin will be integrating additional metrics to monthly meetings to monitor the key performance metrics of the school. Mr. Kempf hopes to continually evolve the committee and pinpoint the key metrics to outstanding performance.

Mr. Kempf concludes his presentation.

Mr. Wyatt thanks everyone for attending and appreciates everyone's time and diligence.

The meeting adjourns at 4:57 p.m.

Respectfully submitted,

Patrick South, Secretary