



**Meeting of the Board of Directors  
Wednesday, December 1, 2021 at 4:00pm  
Meeting held via Zoom due to COVID-19**

*The meeting was called to order at 4:13 p.m.*

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

Board Members Excused: Isaac Ewell, Elaine Wells

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 attending. The board currently does not have a quorum so all votes will be delayed until one is reached.

There is a motion to adopt the November 3, 2021 Boys' Latin Board of Directors meeting minutes, which is moved by Ms. Woodward and seconded by Mr. Conwell. The motion will be voted upon once a quorum is reached.

III. Interim CEO Report: Dr. William Hayes

Dr. Hayes begins by discussing a proposed special education consulting contract for Foundations, an organization Boys' Latin has worked with in the past. Dr. Hayes explains how two new individuals who have started in the special education coordinator position need training, development, and support. Foundations will offer that support in terms of program management, compliance, and deadlines. Training will occur one day per week for eight hours per day, and will consist of one-on-one coaching.

Dr. Hayes then give an update on COVID-19 as Boys' Latin has had 41 total confirmed cases this year as of November 30, 2021. There was a cluster in the middle school and an uptick in cases at the high school. 12 percent of Boys' Latin students are fully vaccinated in the middle school and 23 percent of students are fully vaccinated at the high school. Ms. Smith has been giving out information to families on how to get students vaccinated. Dr. Hayes notes that this is all self-reported data.

There is a discussion on other middle schools' case numbers comparatively and how to encourage more Boys' Latin students to get vaccinated.

Continuing, Dr. Hayes discusses key academic performance indicators, which are indicated data points to keep Boys' Latin on track for adjustments in enrollment, average daily attendance, regular attendance, suspension rates, student retention, and quarterly passing rates. Dr. Hayes explains how students who test positive for COVID-19 or who have come in close contact with a COVID-19 positive individual must stay home, and are not counted as present for that day, so attendance is lower because of this. Currently, Boys' Latin is at 86 percent daily attendance with 763 students enrolled, 32 percent regular attendance, three percent suspension rate (compared to seven percent in 2019), 94 percent student retention, and 91 percent quarterly passing rate.

There is a discussion on how to improve attendance numbers for quarantined students and possibly setup a vaccination campaign. Ms. Smith adds that for every student that contracts COVID-19 there is an average of 30 other students that one infected students came into contact with, who must also quarantine. There is no synchronous virtual learning for quarantined students.

Dr. Hayes notes that the suspension rate may rise to four percent. Boys' Latin is considering re-categorizing attendance when students are out on quarantine because these students are not allowed in school based on public health department mandates. Boys' Latin wants the data to tell the whole story.

Moving on to college enrollment indicators, Dr. Hayes announces that 44 of 85 students took SATs, 43 of 85 students are registered for the December SAT, 9 of 85 students have been accepted into college, and 76 of 84 students have registered to take the SAT. The remaining eight students will be reassessed prior to the end of the year. Dr. Hayes attributes this positive start to the college team who has responded to increased expectations by making sure students had passcodes and preparing them for what to expect while taking these tests.

Dr. Hayes notes that there are some students who do not intend to go to college currently. Boys' Latin will host a session tomorrow to help students understand the importance of taking the SATs before graduation. Juniors will take the spring SAT this upcoming May, which will be mandatory.

Dr. Hayes concludes his presentation.

#### IV. Board Committee Reports

##### a. Parent Liaison Report: *Colleen Smith on behalf of Elaine Wells*

Ms. Smith reports that Ms. Wells considered the inquiry posed by Dr. Hayes as to whether Boys' Latin could provide assistance to families who needed it on Thanksgiving. Through solid community connections Ms. Wells' non-profit was able to connect with Representative Joanna McClinton to provide 20 families with turkeys and all the trimmings. Boys' Latin's extended family network also partnered with Grand Hall of Pennsylvania to help families who recently lost loved ones to gun violence by giving out gift baskets.

Ms. Smith concludes Ms. Wells' presentation.

##### b. Finance: *Kerry Woodward*

Now that a quorum is reached, the motion to adopt the November 3, 2021 meeting minutes will be voted on. The following board members vote in the affirmative: Mr. South, Mr. Oehrle, Mr. Wyatt, Ms. Woodward, Mr. Conwell, Mr. Yakulis, and Ms. Guidi. The motion passes unanimously.

Ms. Woodward begins by describing how the finance committee convened several weeks ago to review the October 2021 financial statements where the balance sheet is in a position of strength. Mr. Whisman notes that Boys' Latin used funds from its foundation to perform recent renovations, which significantly lowered that balance. This money will need to be replenished before more significant facilities projects can continue.

Moving on to profits and losses, Ms. Woodward states that not much has changed since the last board meeting, as the school team brought the finance committee a series of thoughtful modifications to end-of-year projects. Rather than restating another revised budget, the committee will make an adjustment to the projection at the end of the year.

There is motion to adopt the December 1, 2021 hires, terminations, and resignations as discussed in executive session, which is moved by Mr. Oehrle and seconded by Mr. Wyatt. The following board member votes in the affirmative: Ms. Woodward, Mr. Wyatt, Mr. Conwell, Mr. South, Mr. Oehrle, Mr. Yakulis, Ms. Wells (who voted by email), Ms. Guidi, and Mr. Kempf. The motion passes unanimously.

There is a motion to adopt the December 1, 2021 contracts<sup>1</sup> as discussed in executive session and previously circulated to the board, which is moved by Ms. Woodward

---

<sup>1</sup> Dave & Buster's Event Contract for the 2021 Employee Holiday Party; Mail Shark SY2023 Recruitment Postcard Agreement; MedPro Disposal Medical Waste Disposal Service Agreement; Marvin's Educational Service Buyout

and seconded Mr. Conwell. The following board members vote in the affirmative: Mr. Conwell, Ms. Woodward, Ms. Guidi, Mr. Kempf, Mr. South, Mr. Yakulis, and Mr. Wyatt. The motion passes unanimously with Mr. Oerhle abstaining.

There is a motion to designate authority to the finance committee to approve the FY2021 Audit by the December 31, 2021 deadline, with the condition that the finance committee present a detailed review of the FY2021 Audit at the January 5, 2022 board meeting, which is moved by Mr. Oerhle and seconded by Mr. Yakulis. The following board members vote in the affirmative: Mr. Oerhle, Mr. Wyatt, Ms. Woodward, Ms. Guidi, Mr. Kempf, Mr. South, Mr. Conwell, and Mr. Yakulis. The motion passes unanimously.

Ms. Woodward expects to receive the audit in the next week or two, which will be circulated for board review.

Ms. Woodward concludes her presentation.

c. Development: Patrick South

Mr. South begins by thanking Mr. Jackson for his recent hard work and efforts. Currently Boys' Latin has raised \$423,000 from cash and commitments with the majority coming from foundation grants, individual giving, and EITC. Mr. South notes that Boys' Latin is entering EITC season so the development committee expects to see an increase in those numbers. The targeted development goal is \$1.3 million, meaning the school has roughly \$875,000 to go. Boys' Latin raised \$24,500 from Giving Tuesday this week, which is strong compared to historical numbers. The event was promoted over Facebook and email, and Mr. South thanks everyone involved who helped get the word out. Boys' Latin also recently sent its annual appeal to 500 donors, which contained a letter from Dr. Hayes. Mr. South encourages full board participation in a meaningful amount, which is an important part of individual fundraising. The committee also had a call to discuss how and when the remaining budgeted funds will be raised. Boys' Latin has decided to bring back the annual fundraiser which historically has been mid-to-late April. Mr. South notes that that final \$150-200,000 of the development budget has come from its annual event previously. Mr. South emphasizes that with new leadership and students back to school that this is a right time to re-engage donors. The committee will meet again to discuss more details on the annual event and further development activities including the quarterly newsletter going out soon which includes specific requests for tech and athletics.

Ms. Guidi gives Mr. South a round of applause for all of his hard work fundraising.

Mr. South concludes his presentation.

d. Facilities: *Joe Conwell*

Mr. Conwell begins by giving an update on the Master Campus Plan. The facilities committee has been very active recently developing this plan. Boys' Latin is 85 percent through the process of framing out what the options are for phase two at the middle school. The committee is attempting to tie that master plan into a 10-year look as to what the facilities needs will be at both the middle and high schools. A couple years ago Boys' Latin did some master planning with an outside consultant which was productive, and Dr. Hayes has been very involved along with administration in giving input to determine what the real needs of the school are. Mr. Conwell describes how the goal is to come up with a master plan that the school feels good about and articulate that to the board and donors. Mr. Conwell explains how funding is a big hurdle, as the committee has been analyzing how much of the federal ESSR funds will be available for future facilities projects. Based on that, the school can get an idea of how much of that balance will need to be fundraised. In Mr. Conwell's opinion, Boy's Latin does not have the capacity to add significant debt for capital projects or facilities projects at this time. In the meantime the committee will come up with a plan to fund through ESSR and donations. By early 2022 the committee will have a clearer vision for this master plan.

Mr. Conwell concludes his presentation.

e. Governance: *Albert Oehrle*

Mr. Oehrle has no presentation today.

f. Education: *Steve Kempf*

Mr. Kempf begins by describing how the education committee has been meeting regularly to review metrics selected to track Boys' Latin's performance and adding some additional metrics as they become relevant as the school year progresses. Mr. Kempf thanks Dr. Hayes for presenting those metrics today.

Mr. Kempf concludes his presentation.

Mr. Wyatt thanks everyone for their time and hopes everyone had a great Thanksgiving.

*The meeting adjourns at 4:54 p.m.*

Respectfully submitted,

---

Patrick South, Secretary