



**Meeting of the Board of Directors
Wednesday, August 2, 2023 at 4:00 p.m.
Meeting Held Virtually Via Zoom**

The meeting was called to order at 4:12 p.m.

Board Members in Attendance: Charles Barrett Adams, Michael Bowman, Nancy Robinson-Garvin, Floyd Simpson, Wes Wyatt, Paul Yakulis, Elaine Wells

Board Members Excused: Isaac Ewell, Kevin Johnson, Albert Oehrle, Pat South, Amir Tucker

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

Guests in Attendance: Jenna Smalley (Kleinbard), Michael Whisman (Charter Choices)

I. **Executive Session**

An executive session was held to discuss (1) personnel matters and (2) agency of business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

II. **Call to Order:** *Wes Wyatt*

Mr. Wyatt calls the meeting to order.

There is a motion to adopt the June 7, 2023 Boys' Latin board of directors meeting minutes, which is moved by Mr. Yakulis and seconded by Ms. Wells. The motion passes unanimously.

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

Dr. Hayes begins with some board shoutouts, thanking Mr. Yakulis for a productive lunch with Mainline Health that was integral in developing plans for next year. Dr. Hayes also thanks the governance committee for making sure there are clear expectations and guidelines that allow the board to move forward in a positive direction, which is essential for the advancement of Boys' Latin.

There is a motion to adopt the Educational Services and Trust Agreement for Student A, which has been previously circulated to the board and discussed in executive session, which is moved by Mr. Yakulis and seconded by Mr. Simpson. The

following board members vote in the affirmative: Mr. Yakulis, Mr. Simpson, Mr. Wyatt, Ms. Wells, Ms. Robinson-Garvin, Mr. Adams, and Mr. Bowman. The motion passes unanimously.

There is a motion to adopt the Educational Services and Trust Agreement for Student B, which was previously circulated to the board and discussed in executive session, which is moved by Mr. Simpson and seconded by Mr. Yakulis. The following board members vote in the affirmative: Mr. Yakulis, Mr. Simpson, Mr. Wyatt, Ms. Wells, Ms. Robinson-Garvin, Mr. Bowman, and Mr. Adams. The motion passes unanimously.

Dr. Hayes then takes the board through the Revised 2023-2024 Calendar, which meets the minimum requirement for public schools serving secondary grade levels of 180 instructional days and/or 990 instructional hours. Classes will be held from 8:00 a.m. to 2:00 p.m. on Mondays, and 8:00 a.m. to 3:15 p.m. at the high school and 8:00 to 3:20 p.m. at the middle school on Tuesdays and Thursdays. Ms. Smith adds that these hours do not include Leadership Academy, which takes place on Tuesdays and Thursdays from 3:20 to 4:00 p.m. at the high school and 3:25 to 4:00 p.m. at the middle school.

There is a motion to adopt the Revised 2023-2024 Calendar, which was previously circulated to the board, which is moved by Mr. Adams and seconded by Mr. Yakulis. The following board members vote in the affirmative: Mr. Bowman, Mr. Yakulis, Mr. Adams, Ms. Wells, Ms. Robinson-Garvin, Mr. Wyatt, and Mr. Simpson. The motion passes unanimously.

Dr. Hayes notes that Boys' Latin has been going through a peer review process of revising its employee handbook under advice of counsel, which is an annual review process. Ms. Smith adds that the school's insurance provider does a policy review to make sure the school is meeting minimum requirements. The proposed handbook has new sections which address the school calendar, event planning procedures, interactions between employees, volunteers, and students, and a personal property section. The School-Based Employee Remote Work Policy was added, and the Performance Evaluation and School Cellular Services sections have been updated.

There is a motion to adopt the Employee Handbook, which was previously circulated to the board, which is moved by Mr. Simpson and seconded by Mr. Yakulis. The following board members vote in the affirmative: Mr. Wyatt, Mr. Yakulis, Mr. Simpson, Mr. Adams, Ms. Wells, Ms. Robinson-Garvin, and Mr. Bowman. The motion passes unanimously.

Ms. Smith explains that the Admission and Enrollment Policy and Process is another item that is reviewed and updated annually. Enrollment targets, the lottery, lottery preferences, and confirming enrollment sections were updated. Status, disenrollment, and a timeline for the 2024-2025 school year were added. Boys' Latin wanted to be clear about how the lottery process works.

There is a motion to adopt the Admission and Enrollment Policy and Process, which was previously circulated to the board, which is moved by Mr. Bowman and seconded by Mr. Simpson. The following board members vote in the affirmative: Mr. Bowman, Mr. Simpson, Mr. Wyatt, Mr. Yakulis, Ms. Wells, Ms. Robinson-Garvin, and Mr. Adams. The motion passes unanimously.

Ms. Smith states that the Student and Family Handbook is also reviewed and revised each year. This year Boys' Latin made changes such listing the exact address of each school campus and adding the Language Instruction Educational Program Policy. Sections have been updated to include the requirement that all student athletes must take a physical and a link to an instructional video on how to tie a tie. Yesterday Project Go, which is run by the Philadelphia District Attorney's office, released a new process related to truancy which has been incorporated. Boys' Latin also updated the Code of Conduct section to address the laptop policy for fees related to repairs and lost laptops. Ms. Smith adds that the school's Language Instruction Education Policy was historically kept separate but now will be housed within this handbook.

There is a motion to adopt the 2023-2024 Student and Family Handbook,¹ which was previously circulated to the board, which is moved by Mr. Yakulis and seconded by Mr. Simpson. The following board members vote in the affirmative: Mr. Adams, Mr. Simpson, Mr. Yakulis, Mr. Wyatt, Ms. Wells, Ms. Robinson-Garvin, and Mr. Bowman. The motion passes unanimously.

Dr. Hayes concludes his presentation.

IV. Board Committee Reports

a. Parent Liaison Report: Elaine Wells

Ms. Wells updates the board on initiatives and programming that Boys' Latin is involved in. The City of Philadelphia is currently running a greening initiative where \$10 million will be spent on green initiatives in neighbors of color, including those where Boys' Latin's campuses are located. Ms. Wells wants to make sure both schools, students, and families are included in these initiatives.

Ms. Wells concludes her presentation.

b. Finance: Colleen Smith

Ms. Smith begins by announcing that the 2023 financials are in the process of being closed out. Mr. Whisman explains that the audit for June 30 will begin over the new

¹ The 2023-2024 Student and Family Handbook includes: Student Health Services Policy; Uniform Policy; Attendance Policy; Truancy Policy and Program Description; Code of Conduct; Suspension and Expulsion Policy; Grading Policy; Language Instruction Education Policy; Acceptable Use Policy; One-to-One Laptop Policy; and Student Records Policy.

few days, and Boys' Latin will have its final year end numbers soon. The financial statements are reconciled and ready for audit.

Ms. Smith then addresses a state budget update which Charter Choices and Boys' Latin have been monitoring closely. The state budget was approved at the state level, but it still needs to be signed. The state government is currently in recess so the budget will not be signed into law until September 18, 2023. Boys' Latin was worried that there might be an impact in terms of cash flow, but the School District announced yesterday that they intend to continue all payments to charter schools to maintain regular operations and support students. Boys' Latin is confident that there will not be any financial impact on the school. Mr. Whisman adds that budget impasses happen frequently, and only once in the history of the School District did they suspend payments. Boys' Latin is thankful to have a School District that continues to make payments. Mr. Whisman notes that any federal dollars Boys' Latin normally sees from the Department of Education will stop until the budget is signed. Ms. Smith assures the board that a hold of these federal payments until September will not impact the school.

Ms. Smith then takes the board through the Revised FY2024 Budget. The proposed budget presented to the board in June yielded a net income of \$390,000, while the revised budget yields a net income of \$998,000. Ms. Smith explains that School District rates were significantly higher than projected, which was a significant change in terms of revenues. The general education rate increased to \$11,500 per pupil, which results in a little over a million dollar more than anticipated. The special education rate increased to \$36,300 per pupil, which adds another \$726,000 for the fiscal year.

In terms of expenditures, the proposed budget presented in June contemplated \$17,800,000 in expenditures while the revised budget now contemplates \$19,813,000 in expenditures. Salaries and benefits were increased to reflect actual salaries and benefits of new hires, an increased placeholder salary of \$65,000 for 12 instructional vacancies, and the removal of one high school fine arts teacher to be replaced by a contracted employee. Mr. Smith notes that the biggest change was capital projects: in June, a budget was presented with a high amount of risk related to budget for the middle school campus renovations. Taking into account these significantly increased per pupil rates from the School District, the school is now able to complete the middle school gym project and STEAM building in FY2024. Any capital projects at the high school campus can take place in FY2025 and beyond.

There is a motion to approve the Revised FY2024 Budget as presented, which was previously circulated to the board, which is moved by Mr. Simpson and seconded by Mr. Yakulis. The following board members vote in the affirmative: Mr. Yakulis, Mr. Wyatt, Mr. Simpson, Mr. Adams, Ms. Robinson-Garvin, Mr. Bowman, and Ms. Wells. The motion passes unanimously.

There is a motion to approve the 8/2/2023 Hires, Terminations, and Resignations as presented in the 8/2/2023 personnel report, which was previously circulated to the board and discussed in executive session, which is moved by Mr. Yakulis and seconded by Mr. Adams. The following board members vote in the affirmative: Mr. Yakulis, Mr. Wyatt, Ms. Wells, Mr. Adams, Ms. Robinson-Garvin, Mr. Bowman, and Mr. Simpson. The motion passes unanimously.

There is a motion to approve the 8/2/2023 Contracts,² which were previously circulated to the board, which is moved by Mr. Bowman and seconded by Mr. Simpson. The following board members vote in the affirmative: Mr. Bowman, Ms. Robinson-Garvin, Mr. Simpson, Mr. Yakulis, Mr. Wyatt, Mr. Adams, and Ms. Wells. The motion passes unanimously.

There is a motion to approve ratification of the adopted 8/2/2023 Contracts³ valued at under \$15,000 which have been entered into by the CEO of Boys' Latin in alignment with board policy, which were previously circulated to the board, which is moved by Mr. Simpson and seconded by Mr. Bowman. The following board members vote in the affirmative: Ms. Wells, Mr. Bowman, Mr. Simpson, Mr. Yakulis, Mr. Adams, Mr. Wyatt, and Ms. Robinson-Garvin. The motion passes unanimously.

Ms. Smith explains that Boys' Latin became aware of a new requirement from the state surrounding the procedure for state grants. A section titled "Time and Effort Documentation for State Grant Awards" has been added to Boys' Latin's Financial Policies and Procedures in an effort to be in compliance with state law.

There is a motion to adopt the Financial Policies and Procedures, which were previously circulated to the board, which is moved by Mr. Adams and seconded by Mr. Simpson. The following board members vote in the affirmative: Mr. Wyatt, Mr. Adams, Mr. Yakulis, Mr. Bowman, Ms. Wells, Mr. Simpson, and Ms. Robinson-Garvin. The motion passes unanimously.

Ms. Smith concludes her presentation.

² 2023-2024 Agile Mind Service Agreement; 2023-2024 SchoolLync Student Transportation Agreement; 2023-2024 Foundations Special Education Leadership Coaching Agreement; 2023-2024 Foundations Special Education Support Agreement; Black Tech Philly Educational Program Delivery Agreement for Advance Placement Python; Black Tech Philly Educational Program Delivery Agreement for Intro to Python; Foundations Professional Development Agreement from August 1, 2023 to September 1, 2023; FY2024 Pennsylvania School for the Deaf Contractual Agreement; ProCare Therapy Addendum for Annike Sprow from August 28, 2023 to June 5, 2024; ProCare Therapy Addendum for Carissa Vernon from August 28, 2023 to June 5, 2024; ProCare Therapy Addendum for Jayah Washington from August 28, 2023 to June 5, 2024; ProCare Therapy Addendum for Jessica Drake from August 28, 2023 to June 5, 2024; and SchoolMint Renewal Agreement.

³ 2023-2024 PowerSchool Schoolology Renewal Agreement; I Love U Guys Foundation Standard Response Protocol Notice of Intent; Cloudcast PEPPM Mini-bid E-Rate Contract for April 1, 2023 to September 30, 2024; Green Tree School Tuition Agreement 2023 Extended School Year for Z.O.; ProCare Therapy Addendum for Annike Sprow from July 5, 2023 to July 27, 2023; ProCare Therapy Addendum for Janae Wellman from July 5, 2023 to July 27, 2023; Student Transportation Agreement for Z.C.; The Center for Black Educator Development Grant Agreement; and The Pathway School Extended School Year 2023 Agreement for N.R.

c. Development: *Tyler Jackson*

Mr. Jackson announces that the development committee met in early July to discuss FY2024 development goals from the annual event to board engagement. The committee is budgeted to raise \$1 million for FY2024 and aims to increase avenues for raising money. The committee aims to raise \$350,000 from EITC, \$150,000 from grants and foundations, \$100,000 from the annual event, and \$400,000 from individual giving. The committee is also focused on board engagement and will offer more opportunities for board members to connect with the school and meet with school community and key stakeholders. An engagement proposal was circulated to the board which outlines the major school events for the year from the first day of the school to graduation. The committee asks the board to consider bringing a friend or potential donor to any of these events to get to know Boys' Latin's students and faculty.

Mr. Jackson then asks the board to follow Boys' Latin's various social media accounts and like/share its content on either Facebook, Instagram, or LinkedIn to highlight events at the school. The committee asks the board to make one donation of any size to keep the school's mission alive for students and families.

Mr. Wyatt emphasizes the importance of 100 percent board participation. It helps the school's efforts and credibility in front of donors to say the whole has made board donations as it increases trust in the organization. Mr. Wyatt gives a shoutout to those involved in managing the school's Instagram account. Mr. Wyatt encourages the board to bring anyone who might be interested in donating to the campus as the school sells itself.

There is a discussion on the key events for board members to attend and levels of participation in these events.

Continuing, Mr. Jackson announces that he along with Dr. Hayes and Mr. Wyatt will meet with board members individually between now and September 7 to gauge the best ways for board members to support the school.

Turning to EITC, Boys' Latin received the list of approved donors from the state so the school knows who has the capacity to give and the exact amount of dollars on the table. Mr. Jackson asks the board to review this list to see if they know any individuals at these organizations and who they'd feel comfortable approaching about a donation. Mr. Simpson notes that his organization is part of U.S. Bank and will reach out to see what he can do on the EITC side.

Mr. Jackson then announces that Boys' Latin is in the process of rebranding the annual event. Mr. Wyatt approached the committee about adding a freshness to the event overall. An event committee will form which will include five board members and five non-board members. The school aims to keep the same sponsorship levels

but will look to change the location to the Free Library of Philadelphia roof top area. The development committee is confident they will be able to reach their goal. There is also an idea for a Florida engagement event.

The proposed theme for the new annual event will be “education is the path to joy” to promote the school’s mission for preparing boys for success in college and beyond. The event will be a cocktail party format taking place on April 25, 2024 from 6:00 to 9:00 p.m. Boys’ Latin wants to encourage mingling amongst attendees to forge relationships as opposed to a more formal sit-down event. The first and last hour of the event will be dedicated to mingling with an hour of dinner and dessert in the middle. Dr. Hayes will also speak at the event.

Ms. Smith adds that there will be a DJ and the school is aiming to throw a fun Thursday night cocktail party to celebrate the school and honor Philadelphians who support the work done at Boys’ Latin. The committee seeks to re-engage long-standing donors and continue to foster those relationships. The school wants to broaden its net and start connecting with other perspective donors. This different format, approach, and location will make the event more accessible and more inviting for board members to bring friends and others from their networks to learn more about the school.

Mr. Smith thanks Mr. Jackson for his thoughtful planning, as Boys’ Latin is in great shape in terms of planning for the annual event. Mr. Wyatt adds that these revised new plans look great, and is looking forward to a fun event.

Mr. Jackson concludes his presentation.

d. Governance: Paul Yakulis

Mr. Yakulis notes that the Development Committee Roles & Responsibilities document has been reviewed, edited, and agreed to by Mr. South and the development committee. This document was previously circulated to the board and will be submitted for approval today. Following this vote the governance committee will now have all Roles & Responsibilities documents for all board committees approved.

There is a motion to adopt the Development Committee Roles & Responsibilities, which was previously circulated to the board, which is moved by Mr. Wyatt and seconded by Mr. Yakulis. The motion passes unanimously.

Mr. Wyatt thanks the governance committee for their hard work in outlining roles and responsibilities for each committee.

Mr. Yakulis concludes his presentation.

e. School Programming & Education Performance: Dr. Hayes and Mr. Wyatt

Dr. Hayes presents the SY2023 Goals Progress Report as of 7/31/23. Dr. Hayes notes that the school recently received its raw state assessment data which will be at the top of the conversation for the school programming committee meeting in September.

Dr. Hayes and Mr. Wyatt conclude their presentation.

Mr. Wyatt thanks everyone for their help and hard work and wishes everyone a good rest of the summer.

The meeting adjourns at 5:11 p.m.

Respectfully submitted,

Patrick South, Secretary