



**Meeting of the Board of Directors
Wednesday, February 7, 2024, at 4:00 p.m.
339 N. 63rd Street, Philadelphia, PA 19139**

The meeting was called to order at 4:15 p.m.

Board Members in Attendance: Charles Barrett Adams, Michael Bowman, Albert Oehrle, Nancy Robinson-Garvin, Patrick South, Wes Wyatt, Paul Yakulis

Board Members Excused: Isaac Ewell, Kevin Johnson, Floyd Simpson, Elaine Wells

Staff in Attendance: Ruth Gonzalez, Dr. William Hayes, Tyler Jackson, Bryant Leach, Kenyon Meeks, Rebecca Nicolas, Michael Sanford, Colleen Smith

Guests in Attendance: N/A

I. Executive Session

An executive session was held for the purpose of discussing personnel matters.

II. Call to Order: *Wes Wyatt*

Mr. Wyatt calls the meeting to order and announces that Amir Tucker, Boys' Latin's alumni representative, has resigned from the board. The school is now in the process of looking for an additional alumni board member. Mr. Wyatt announces that financial interest statements for 2023 are due on May 1, 2024. Ms. Smith will send detailed instructions on how to complete those and asks the board to have them in by March. Ms. Smith notes that submitting statements of financial interest in a timely fashion was a compliance issue for Boys' Latin previously. Ms. Smith will share a copy of each board member's previous statement from last year, along with information on Act 55 training.

There is a motion to adopt the December 6, 2023 Boys' Latin board of directors meeting minutes, which is moved by Mr. Yakulis and seconded by Mr. Adams. The motion passes unanimously.

Mr. Wyatt adds that a public comment session will be held should any guests arrive, as a parent had expressed interest in speaking at tonight's board meeting. There is a discussion on the process for preparing for guest speakers.

III. Interim CEO Report: Dr. William Hayes

Dr. Hayes begins by addressing the Revised 2023-2024 Calendar, which now includes a retroactive two-hour late arrival on January 17, 2024 due to inclement weather, a retroactive school closure on January 19, 2024 due to inclement weather, and moving the Grade 8 Move-up Ceremony from June 4, 2024 to June 3, 2024. Dr. Hayes adds that these changes do not take the school under the required amount of instructional hours for the year, and there are no financial implications to moving the ceremony. Ms. Smith adds that board approval is needed for changes to instructional hours and encourages board members to attend the ceremony.

There is a motion to adopt the Revised 2023-2024 Calendar, which was previously circulated to the board, which is moved by Mr. Oehrle and seconded by Mr. Yakulis. The motion passes unanimously.

Dr. Hayes then gives some board shout outs by first celebrating Mr. Johnson's 50th birthday, which is today. Dr. Hayes congratulates Mr. Simpson on welcoming a new baby into the world and thanks him for making a promising connection to the Presbyterian Church organization. Dr. Hayes also thanks Mr. Yakulis for facilitating a possible grant opportunity with the McLean Foundation. Dr. Hayes then gives kudos to Ms. Wells for her work with the African American Charter School Coalition and for collecting testimonials about the impact Boys' Latin has been making.

Turning to the college enrollment update, for 2024 thus far 78.8 percent of seniors have applied to college while 43.3 percent of seniors have been accepted. At this time last year 56 percent of seniors had applied to college while 31 percent were accepted. So far students have been accepted to schools such as: Arcadia, Cornell, Chestnut Hill College, Clark Atlanta, Florida Institute of Technology, George Mason, Morehouse College, Penn State, Robert Morris, Saint Joseph's, Shippensburg, Temple, University of Maryland Eastern Shore, Ursinus, Virginia State, Widener, and Xavier University of Louisiana. Dr. Hayes notes that Boys' Latin's valedictorian was accepted to Cornell.

There is a discussion on Boys' Latin's college enrollment numbers.

Dr. Hayes then gives an update on middle school academic growth. Boys' Latin recently started using the program iReady to help track growth and perform diagnostic assessments. Boys' Latin is exceeding expectations in terms of high growth, but still struggling in terms of overall proficiency. Sixth graders are struggling in reading and math however eighth graders are showing tremendous growth within the top percentile. Dr. Hayes explains that Boys' Latin hopes to see 1.5 to two years of growth and move more students towards the higher performance quadrant. The middle school team has met to review this data and develop intervention plans.

There is a discussion on middle school academic growth. Dr. Hayes adds that the goal is to achieve one year's worth of growth in a nine-month period.

Boys' Latin recently distributed a Mid-Year Intent to Return Survey to staff, which closes on February 15, 2024. This survey is circulated every year. So far 67 percent of staff have responded with 91.2 percent indicating that they will return, 7 percent are likely to return, and 1.8 percent are unlikely to return. Dr. Hayes is confident that all staff will eventually return the survey, which consists of 85 employees. Ms. Smith adds that many employees responded quickly, as the survey only went out one week ago. Many respondents left insightful comments and expressed their investment in Boys' Latin's mission.

Dr. Hayes discusses data received from Bullseye on teacher performance. Boys' Latin looks at certain indicators to measure teacher performance, such as talk ratio, use of resources, focused transitions, and routines & procedures. The hope is by March or early April the school can make determinations about teachers returning to Boys' Latin. This information is available to anyone on the academic team, including coaches. Ms. Smith adds that common feedback from focus groups held last school year was additional instructional coaching and support for teachers, so the school invested heavily in that area.

There is a discussion on teacher retention, and the different indicators that teachers are evaluated on using Bullseye.

Dr. Hayes then announces some Boys' Latin Spotlight news, including the middle school being named School of the Week by the Pennsylvania Coalition of Public Charter Schools two weeks ago. The Junior Internship Program has launched at the beginning of February, with three students interning at Councilman Isaiah Thomas' office and CHOP. Dr. na'Khia Washington was named the Pennsylvania School Counselor of the Year, and recently visited the White House.

Dr. Hayes concludes his presentation.

IV. Board Committee Reports

a. Finance: *Colleen Smith*

Ms. Smith begins with the November 2023 and December 2023 financial statements. Ms. Smith explains that the board finance committee met last Wednesday to review these statements in detail. Overall, the school is in a strong financial position, beating each metric, and operating in alignment with the budget.

Ms. Smith states that the personnel report was circulated to the board prior to today's meeting and was reviewed and discussed in executive session.

There is a motion to approve the 2/7/2024 Hires, Terminations, and Resignations as presented in the 2/7/2024 personnel report, which was previously circulated to the board and discussed in executive session, which is moved by Mr. South and seconded by Mr. Yakulis. The following board members vote in the affirmative: Mr. Adams, Mr. Wyatt, Mr. Yakulis, Mr. Oehrle, Mr. South, Ms. Robinson-Garvin, and Mr. Bowman. The motion passes unanimously.

Ms. Smith explains that contracts are split into three approvals based on type of contract. The first batch is contracts submitted to the board for approval which are valued at more than \$15,000. The second batch is contracts which have already been entered into by Dr. Hayes and valued at under \$15,000. The final batch consists of one contract which was emergency approved via email and needs to be ratified today.

There is a motion to approve the 2/7/2024 Contracts,¹ which were previously circulated to the board, which is moved by Mr. Yakulis and seconded by Mr. Oehrle. The following board members vote in the affirmative: Mr. Adams, Mr. Wyatt, Mr. Yakulis, Mr. Oehrle, Mr. South, Ms. Robinson-Garvin, and Mr. Bowman. The motion passes unanimously.

There is a motion to approve ratification of the adopted 2/7/2024 Contracts² 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. Yakulis and seconded by Mr. Adams. The following board members vote in the affirmative: Mr. Adams, Mr. Wyatt, Mr. Yakulis, Mr. Oehrle, Mr. South, Ms. Robinson-Garvin, and Mr. Bowman. The motion passes unanimously.

There is a motion to approve ratification of the previously emergency board-adopted Contract³ via email, which was previously circulated to the board, which is moved by Mr. Yakulis and seconded by Mr. Oehrle. The following board members vote in the affirmative: Mr. Adams, Mr. Wyatt, Mr. Yakulis, Mr. Oehrle, Mr. South, Ms. Robinson-Garvin, and Mr. Bowman. The motion passes unanimously.

Ms. Smith notes that applications for enrollment were up 10 percent year over year, and the school expects the 2024-25 student enrollment advertising campaign will help boost admissions. Ms. Smith will circulate to the board the specific bus stations that Boys' Latin advertising will be posted at, along with SEPTA buses in the northeast and northwest sections of the city.

Ms. Smith then advises the board that the school updated its Financial Policies and Procedures, which is regularly reviewed and updated on an as-needed basis to ensure

¹ 2023-24 Fairwold Academy Tuition Agreement for Approved Private School Placement Services; 2023-24 Martin Luther School Purchase of Services Agreement; 2023-24 The Lincoln Center for Family and Youth Service Agreement; 2023-24 The Stepping Stones Group Agreement; 2024-25 Comcast Internet Service Agreement (E-Rate); and ProCare Therapy Addendum for Kesselee Dennis from January 8, 2024 to June 5, 2024.

² 2023-24 Community Council Education Services Agreement for Services; and Death By Incarceration Media After-School Program Services Agreement.

³ Intersection Contract for Advertising.

compliance with federal, state, and local requirements. Boys' Latin added a "Grant Management" section to document the procedure the school follows to effectively and compliantly manage grants. The "Procurement Policy" was updated to align with the updated state procurement thresholds published last month. The "Fixed Asset Documentation" section was also updated to include funding sources in the school's asset management system. The "Personally Identifiable Information" section was added to define what the school considers to be personally identifiable information. Finally, the "Fraud Policy" was updated to the "Fraud, Waste, and Abuse Policy," which now defines waste and abuse along with documenting the reporting process for detected or suspected abuses.

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

Ms. Smith concludes her presentation.

b. Development: *Patrick South*

Mr. South begins by announcing that Boys' Latin is 90 percent of the way towards hitting its budgeted development revenue goal, which is spread out between EITC, grants, and individual giving. There are also some preliminary 2024 event contributions. The development committee believes the school will hit its targeted \$1 million development goal for this school year. Boys' Latin had a strong annual appeal earning \$81,000 and EITC is solid as well. Save the dates have been sent out to around 900 people for the annual event in April, an online giving site has been set up, and sponsorship mailings were recently sent out by Mr. Jackson and Ms. Smith. Mr. South asks the board for any additional sponsorship opportunities.

Mr. South then announces that Boys' Latin will host a cocktail party in Palm Beach, Florida for donors on February 29, 2024. The goal is to have Dr. Hayes meet these donors, and so far over 30 people have confirmed they will attend. Mr. South also had a call with Mr. Yakulis for a foundation opportunity. Mr. South appreciates everyone's help in getting the word out for these events.

Ms. Smith adds that Boys' Latin is hoping to host a board and parent town hall meeting, which unfortunately did not happen this past January as intended, but the school is looking to hold that event this spring. Mr. Jackson will reach out to the board on date options that would work in either April or May. Ms. Smith is looking for seven or eight board members to attend so parents can meet the board in a more casual setting. The school teams are ready and excited at the prospect of this town hall meeting.

Mr. South concludes his presentation.

c. School Programming & Education Performance: *Charles Adams*

Mr. Adams explains that he and Dr. Hayes attended an event hosted by Finance Academy, a Philadelphia organization for black leaders in schools, to chat with funders and foundations. Mr. Adams and Dr. Hayes have held regular meetings since to brainstorm ideas for improving school performance. Some of these ideas include addressing student attrition, being proactive versus reactive, and investigating why students leave the school.

Dr. Hayes adds that a report was released which is projecting a reduction of 23 percent of students in Philadelphia across the board for both the District and charters. Boys' Latin needs to start thinking about its market share of students and how to keep the students it has on top of recruiting more.

There is a discussion on the projected reduction of students in Philadelphia. Dr. Hayes adds that the driver of this statistic is more people moving out of the city and the rise in popularity of virtual charters.

Mr. Adams wants to start a preliminary dialogue to decipher what works for families who decide to attend Boys' Latin.

Dr. Hayes adds that Boys' Latin's mission is college preparation and success, however the school also has a reputation for taking on and servicing challenging students. Parents see Boys' Latin as a safe school and want to fight to keep their kids enrolled. Dr. Hayes discusses the idea of adding nuance to Boys' Latin's mission from a business and consumer standpoint.

There is a discussion on Boys' Latin's reputation and mission. Ms. Smith suggests that this would be a good time to engage in a comprehensive strategic planning process. Mr. Adams adds that having a clear, defined mission will ensure sustained success.

Mr. Adams concludes his presentation.

Mr. Wyatt thanks everyone for their time and hard work tonight.

The meeting adjourns at 5:40 p.m.

Respectfully submitted,

Patrick South, Secretary