Meeting of the Board of Directors
Wednesday, October 2, 2024 at 4:00 p.m.
339 N. 63rd Street, Philadelphia, PA 19139

The meeting was called to order at 4:20 p.m.

Board Members in Attendance: Charles Barrett Adams, Kevin Johnson, Nathaniel Morris, Nancy Robinson-Garvin, Elaine Wells, Wes Wyatt

Board Members Excused: Michael Bowman, Floyd Simpson, Patrick South, Paul Yakulis

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

Guests in Attendance: Mike Whisman (Charter Choices)

I. Executive Session

An executive session was held for the purpose of discussing (1) personnel matters and (2) agency 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, and requests that all board members review their bios on the Boys' Latin website to make sure they are accurate.

There is a motion to adopt the August 7, 2024 Boys' Latin board of directors meeting minutes, which is moved by Ms. Wells and seconded by Mr. Adams. The motion passes unanimously.

III. CEO Report: *Dr. William Hayes*

Dr. Hayes begins with some brief updates on recent events at Boys' Latin. Dr. Hayes give a board shoutout to Ms. Wells, Mr. Adams, and Mr. Morris for attending the Boys' Latin Back to School Night events. Dr. Hayes gives a shoutout to Mr. Morris whose organization donated supplies to middle school students. Dr. Hayes then congratulates Mr. Johnson for being installed as the 21st Senior Pastor of Abyssinian Baptist Church in Harlem, New York.

Turning to the School Spotlight, Dr. Hayes highlights that Boys' Latin students attended the HBCU Football Classic and College Fair Game in New York City. The Brothers in Song performed at the AACSC Inaugural Gala and Fundraiser. Parent Lauren Myers and sixth-grade student Keegan Marion were speakers at the event. The Boys' Latin Bicycle Club represented the school at the Bicycle Coalition of the Greater Philadelphia Scholarship Gala. Back to School Night was also a huge success at both campuses.

Dr. Hayes then walks the board through key dates for the Strategic Plan Update. On August 14 the Steering Committee kicked off with the CEO, COO, CAO, Senior Director of Academics, the high school principal, and the middle school principal. Individual interviews with the Steering Committee and board were conducted from August 19 to 28 with Mr. Adams and Mr. Morris. Stakeholder surveys were sent out between September 9 and 20. School site visits were performed on September 19 and a parent focus group is scheduled for tonight with about 15 Boys' Latin parents.

There is a discussion on Boys' Latin's strategic plan.

Dr. Hayes announces that based on the completion of all graduation requirements and the recommendation of the CEO and the board, Boys' Latin formally approves the graduation of the following five Boys' Latin students. These students did not meet graduation requirements prior to last year's graduation and the summer deadline.

There is a motion to approve the Graduation Resolution of AA, JC, RH, DM, and GS, which was previously circulated to the board, which is moved by Mr. Johnson and seconded by Mr. Wyatt. The following board members vote in the affirmative: Ms. Wells, Mr. Johnson, Ms. Robinson-Garvin, Mr. Adams, Mr. Morris, and Mr. Wyatt. The motion passes unanimously.

Dr. Hayes then gives an update on the Charter School Law and Public School Code which was signed by Gov. Shapiro on July 11, 2024. This code requires financial disclosure of total expenditures for paid media advertising and sponsorships of public events for the 2024-25 school year, and any paid advertisement that refers to tuition, technology, transportation, or other expenses covered by taxpayer dollars. The trustees of charter school entities are considered public officials who now have the express obligation to file statements of financial interest by May 1, 2025 with both the State Ethics Commission and the local board of school directors. Trustees are required to be Pennsylvania residents and shall take an oath of office prior to assuming or executing the duties as a trustee. Within one year of the effective date of the Act, at least one board member shall be the parent of a student currently enrolled in and attending the charter school.

There is a discussion on the Charter School Law and Public School Code.

Dr. Hayes gives another board shoutout to Mr. Morris, as there was a teacher who was out on Back to School Night and Mr. Morris filled in for him.

Mr. Jackson announces that the middle school ribbon cutting ceremony will now take place on December 4, 2024, and Boys' Latin aims to hold the parent-teacher town hall meeting around that time.

There is a discussion on what date would be best for the parent-teacher town hall meeting.

There is a motion to adopt the Educational Services and Trust Agreements for Student A including an educational expense trust fund in an amount not to exceed $25,000.00 and reasonable counsel fees in an amount not to exceed $5,000.00, which was previously circulated to the board and discussed in executive session, which is moved by Ms. Wells and seconded by Mr. Adams. The following board members vote in the affirmative: Ms. Wells, Mr. Adams, Mr. Johnson, Mr. Morris, Ms. Robinson-Garvin, and Mr. Wyatt. The motion passes unanimously.

There is a motion to adopt the Educational Services and Trust Agreements for Student B including an educational expense trust fund in an amount not to exceed $10,000.00 and reasonable counsel fees in an amount not to exceed $3,250.00, which was previously circulated to the board and discussed in executive session, which is moved by Ms. Wells and seconded by Mr. Adams. The following board members vote in the affirmative: Ms. Wells, Mr. Adams, Mr. Johnson, Mr. Morris, Ms. Robinson-Garvin, and Mr. Wyatt. The motion passes unanimously.

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

There is a motion to adopt the Updated SY2025 Calendar, which was previously circulated to the board, which is moved by Ms. Wells and seconded by Mr. Adams. The following board members vote in the affirmative: Ms. Wells, Mr. Adams, Mr. Johnson, Ms. Robinson-Garvin, Mr. Morris, and Mr. Wyatt. The motion passes unanimously.

Dr. Hayes concludes his presentation.

IV. Board Committee Reports

a. Parent Liaison: *Elaine Wells*

Ms. Wells describes a recent incident that occurred at Boys' Latin where disciplinary actions were taken against students for a mandatory new rule requiring students to wear clear bookbags. Parents did not think it was fair and were looking for answers as they believe the rule was implemented at the last minute. Parents are also concerned

about the safety issues surrounding this new bookbag rule. Dr. Hayes adds that when the lockdown occurred last year, this policy was implemented to be able to search students' bags efficiently. Dr. Hayes emphasizes that all students should now have clear bookbags. Ms. Wells suggests clarifying the message to parents as to why this rule is in place.

Ms. Wells then highlights the improved care of the trees at the Boys' Latin campus.

Ms. Wells concludes her presentation.

b. Finance: *Floyd Simpson and Colleen Smith*

Mr. Whisman begins with the July and August 2024 financial statements, which have been reviewed by the finance committee. Through August 31, cash balance has increased to about $9.2 million from $7.7 million at the end of June 30. Cash on hand is currently at 209 days versus 169 days on June 30. Current assets have also increased, along with cash offset by state and federal grant receivables that came in. The increase in fund balance at $603,000 was about $69,000 more than budgeted. Mr. Whisman explains that the School District of Philadelphia pays Boys' Latin for the months of July, August, and September based on June enrollment numbers. The school will see an adjustment in October with a payment that is scheduled to arrive this week. Capital expenses are $13,000 more than budgeted. Some of these are seasonalized as the school preps for the school year. The debt service coverage ratio is above 1.20 as required by debt instruments, which puts Boys' Latin in good shape.

Ms. Smith adds that the finance committee looked closely at enrollment numbers and attrition, and one change requested to add to the admission policy is continuing to enroll students through the first reporting period since Boys' Latin is experiencing slightly higher than expected attrition in the first month of the school year. The school aims to enhance retention efforts through the school year to stay on budget.

There is a motion to approve the 10/2/2024 Hires, Terminations, and Resignations as presented in the 10/2/2024 personnel report, which was previously circulated to the board and discussed in executive session, which is moved by Ms. Wells and seconded by Mr. Johnson. The following board members vote in the affirmative: Ms. Wells, Mr. Johnson, Ms. Robinson-Garvin, Mr. Morris, Mr. Adams, and Mr. Wyatt. The motion passes unanimously.

Ms. Smith explains that contracts are split into two (2) approvals based on the type of contract. The first batch is 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.

There is a motion to approve the 8/7/2024 Contracts,[1] which were previously circulated to the board, which is moved by Ms. Wells and seconded by Mr. Johnson. The following board members vote in the affirmative: Mr. Adams, Mr. Johnson, Ms. Robinson-Garvin, Mr. Morris, Ms. Wells, and Mr. Wyatt. The motion passes unanimously.

There is a motion to approve ratification of the adopted 8/7/2024 Contracts[2] 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 Ms. Wells and seconded by Mr. Johnson. The following board members vote in the affirmative: Ms. Wells, Mr. Adams, Mr. Johnson, Ms. Robinson-Garvin, Mr. Morris, and Mr. Wyatt. The motion passes unanimously.

Mr. Simpson and Ms. Smith conclude their presentation.

c. Development: *Colleen Smith*

Ms. Smith begins with the development report and summary. As of today, Boys' Latin has raised $415,000 in cash and commitments, which represents 42 percent of the school's $1 million budgeted development goal. The breakdown is 30 percent from grants and foundations and 70 percent from individual giving. Boys' Latin aims to raise funds from EITC and other campaigns down the line. Between now and the end of the calendar year, the school expects to secure a $70,000 grant from PCCD, $400,000 in EITC donations, $15,000 from David A. and Helen P. Horn Charitable Trust, and $85,000 from the annual appeal. The school is on track to raise $975,000 by December 31, 2024 and development is off to a strong start.

There is a discussion on fundraising strategies. Ms. Smith adds that Boys' Latin is still looking to do a Florida event this school year and testing out an email campaign based around college acceptance day on May 1, 2025.

[1] Pennsylvania School for the Deaf FY2025 Contractual Agreement ($151.89 per hour for Itinerant Hearing Support Teacher, $146.06 per hour for Audiological Consultation, $617.93 for Audiogram/Report and Testing; $TBD Audiological Equipment, $561.75 for Professional Development Presentation Session, and $TBD Parking Fees and Mileage); Sunbelt Staffing, LLC Client Assignment Confirmation Addendum A ($95.00 per hours for Speech and Language Pathologist for minimum 32.50 hours weekly between 10/2/24 and 5/30/25); and The Pathway School 2024-25 School Year – Agreement ($68,750.00 Tuition for Student DB).

[2] Concord Theatricals Play Agreement ($511.10); Hamilton Family Charitable Trust Grant Agreement 9/11/24-5/5/24 ($(25,000.00)); A Call to Men Health Masculinity Project Memorandum of Understanding ($(10,000.00)); Independent Contractor Agreement Satoia Wright 8/23/24-10/15/24 ($11,520.00); Philadelphia District Attorney's Office Project "Go" School Attendance Support Program Memorandum of Understanding for Boys' Latin of Philadelphia High School 8/1/24-7/31/25 ($0.00); Philadelphia District Attorney's Office Project "Go" School Attendance Support Program Memorandum of Understanding for Boys' Latin of Philadelphia Middle School 8/1/24-7/31/25 ($0.00); ProCare Therapy Kelly Floyd Paraprofessional 8/3/24-5/30/24 ($41.50 per hour, minimum 37.50 hours per week); ProCare Therapy Natasha Daniels Paraprofessional 9/3/24-5/30/25 ($41.50 per hour, minimum 37.50 hours per week); ProCare Therapy Rileigh Thomas Paraprofessional 9/9/24-5/30/25 ($41.50 per hour, minimum 37.50 hours per week); ProCare Therapy Tokunbo Oyefesobi Paraprofessional 10/1/24-5/30/25 ($41.50 per hour, minimum 37.50 hours per week); School District of Philadelphia Office of Facilities Management and Services General Identification Agreement ($0.00); and Sunbelt Staffing, LLC Client Services Agreement ($0.00).

Ms. Smith then takes the board through some board engagement opportunities. The committee suggests that each board member make one donation of any size during the fiscal year, for board members to follow and engage with the school's various social media platforms, and participate in at least four school events. Currently 20 percent of the board have made donations, approximately half of the board has followed the school's social media accounts, and five board members attended Back to School Nights at the middle and high schools. Mr. Jackson adds that the next school event is the fall play which will take place on November 7, 8 and 9 at the high school. Ms. Smith emphasizes the importance of students and parents interacting with board members at these events.

Ms. Smith then asks the board to share names and contact information of individuals in their networks that would be a good fit for the annual appeal mailing by October 16. Boys' Latin is happy to accept a donation of any size. The annual appeal will be delivered via email and through traditional mail services.

Ms. Smith announces that due to some supply chain issues, there is a slight delay on the middle school gym project which prompted Boys' Latin to push back the middle school ribbon cutting ceremony to December 4. Mr. Jackson will send an updated invitation to the board.

Ms. Smith concludes her presentation.

d. Governance: *Paul Yakulis*

With Mr. Yakulis being absent, there is no Governance Report tonight.

e. School Programming & Education Performance: *Dr. Hayes and Charles Adams*

Dr. Hayes begins by discussing the idea of structured struggle. The committee recently discussed overall enrollment trends at their last meeting and how things are shifting at each grade level. Around 29 to 31 percent of students have IEPs, and this is the school's first year having two ESL students. Student demographics do drive school programming. The shuttle bus program has students coming in from different regions so new neighborhoods are being represented at Boys' Latin. The committee also discussed goals of student retention, attendance, college applications, matriculation, and academic data. Dr. Hayes debriefed with the strategic planning committee to discuss what was observed during classroom visits. The starting level for the classes is at the grade-appropriate level though teachers need to push students more to raise the bar and hold students accountable through increased rigor. Mr. Adams suggests that students should be the main character in these stories.

Dr. Hayes and Mr. Adams conclude their presentation.

Mr. Wyatt thanks everyone for their time and efforts tonight and looks forward to seeing everyone at the next board meeting.

The meeting adjourns at 5:04 p.m.

Respectfully submitted,

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Patrick South, Secretary