

Approved Minutes
Board of Governors Meeting
Washington Latin Public Charter School
5200 2nd Street, NW Washington, DC
Thursday, October 30, 2014
6:00pm

Governors Present: C. Culver (phone); J. Davis (phone); T. DiBiase; A. Economou; A. Ejiasa; R. Greiff (phone); S. Kimpel; M. Lefasseur; A. Lovett (late); C. Siddall; A. Wilkins

Absent: M. Cave; M. Lerner

Head of School: M. Cutts

Guests: Kate Cromwell, WLPCS Director of Development
Geovanna Izurieta, WLPCS Director of Finance
Diana Smith, WLPCS Principal
Brian McQuade, Managing Partner at McQuade Brennan, LLP
Michael Gellman, CPA, CGMA, Rubino & Company
Chris Chung and Mary Kate McCarthy, Charter Board Fellows

1. **Call to Order:** Mr. Ejiasa called the meeting to order at 6:03 pm
2. **Approval of Minutes:** Ms. Economou noted a revision proposed by Ms. Wilkins; the Board then approved the minutes of September 30, 2014 unanimously with no changes after a motion made by Mr. Ejiasa and seconded by Mr. DiBiase.
3. **Report of Contracts over \$25,000:** Ms. Cutts reported no new updates.
4. **Report from Board President:** Mr. Ejiasa articulated his hope that Mr. Greiff would assume the role of Chair of the Development Committee, and Mr. Greiff expressed his enthusiasm for the role. The board approved the appointment unanimously after Mr. Siddall made the motion and Mr. Davis seconded it.
5. **Finance Committee:** Ms. Izurieta and Ms. Cutts briefly reviewed the financials, finding no substantive updates and remarking that the bulk of the meeting's financial conversation would focus on the audit.
6. **Governance Committee:**
 - a. **Board Candidates:** Mr. DiBiase reviewed the slate of board candidates and commended the strength of options. Mr. Ejiasa made a motion to approve George Conway, Mr. DiBiase seconded, and the board approved ten votes to

one. Mr. Ejiasa then made a motion to approve Joseph Olchefske, Mr. DiBiase seconded, and the board approved unanimously.

- b. **Head of School Goals:** Mr. DiBiase noted the revisions made to the Head of School goals since the last meeting and invited questions. Ms. Economou asked for clarification around protocol regarding school leadership's presence during goal setting discussions. Understanding that administration was excused during evaluative conversations in the spring, Ms. Economou wondered if we had historically excluded school leaders from goal-setting in the fall and noted some of its drawbacks. Ms. Cutts explained that she had been present for goal-setting discussions to date, and Mr. DiBiase agreed that it made sense to include administration in goal-setting conversations moving forward.
7. **Audit:** Brian McQuade from McQuade Brennan, LLP and Michael Gellman of Rubino & Company reviewed the results of this year's unqualified audit, noting the overall financial health of WLPCS. They highlighted one area for improvement: procedural confusion around the management of restricted versus unrestricted funding. Ms. Cutts explained that, in many ways, this represented a growing pain from WLPCS's rapidly expanding development efforts and a narrowed focus on the capital campaign. Ms. Izurieta, Ms. Cromwell, Ms. Cutts, and Mr. McQuade delineated all the ways in which proper procedures would be implemented to address this challenge. With that, Mr. DiBiase made a motion to approve the audit, Ms. Lovett seconded the motion, and the board approved unanimously.
8. **Head of School Report:** Ms. Cutts provided an update on the FOCUS lawsuit. She also noted a small shift in student numbers, with three students recently withdrawing either due to relocation or return to prior school. She noted their seats would be filled from the waitlist.
9. **Academic Committee:** Ms. Cutts spoke briefly about WLPCS's first college fair, remarking that almost fifty colleges and universities from around the country had attended ranging from Harvard to Prince George's Community College. Ms. Wilkins, who had also attended, commented on how well organized the event was and how poised students appeared. Ms. Smith then provided a detailed presentation on national test performance, reviewing how students fared on PSAT, SAT, and AP exams. She noted areas of strength as well as areas for improvement and answered questions from board members. Finally, Ms. Economou introduced a draft of the "Academic Summary," a snapshot intended to capture the most salient features of Latin's academic performance on one page. She noted that a draft of the Academic Dashboard was soon to follow in early 2015.
10. **Strategic Committee:** Mr. Levasseur reintroduced the Charter Board Partners fellows, Chris Chung and Mary Kate McCarthy, and explained their role in gathering data for the strategic plan. He also displayed a map created by the

Office of the Chief Technology Officer (OCTO) depicting geospatial, educational and demographic data for DC. He then provided an update on the strategic plan, noting that the committee was gathering various examples from other schools and reminded board members of its two-pronged objective, to create both an internal and external plan. Mr. Ejiasa advocated for formalizing an internal version first and then extrapolating an external version from that; board members agreed. Mr. Siddall wondered if it was not possible to accelerate the production schedule, and Ms. Economou inquired as to preferred format. Mr. Levasseur thanked members for their input.

11. **Development Committee:** Ms. Cutts and Ms. Cromwell spoke to the exciting success of the Latin Pride campaign, as they met and surpassed the goal of \$175,000. They denoted the resources that could be secured as a result and also described additional fundraising prospects. Board members congratulated them on this important and exciting success.
12. **Project Steering Committee:** Ms. Cutts shared her recent experience at the Commission of Fine Arts, where some concerns were expressed about the gym's design. She noted that, as a result, the steering committee was working with architects to make minor revisions and include more windows and natural light.
13. **Old/New Business:** Mr. Ejiasa reminded the board that its last meeting of the calendar year was only three weeks away, on November 20th, and the agenda would focus on results from the Board Diagnostic and strategic planning.
14. **Adjournment:** Mr. DiBiase made a motion to adjourn the meeting, Mr. Ejiasa seconded the motion, and it was approved unanimously. The meeting adjourned at 8:36pm.