



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL

A Classical Education for the Modern World

Board of Governors Meeting
Washington Latin Public Charter School
5200 2nd Street, NW Washington, DC
Thursday, August 24, 2017
6:00 p.m.

Governors Present: A.E. Lovett; K. Cole; M. Cave (phone); T. Morgan (phone); M. Demeke; P. Mara; R. Dalal; C. Culver (phone); C. Wilkinson

Absent: R. Greiff; T. Tucker; A. Economou; H. Rawlings

Head of School: Peter Anderson

Guests:

Diana Smith, WLPCS Principal

Kate Cromwell, WLPCS Director of Development and Communications

Geovana Izurieta, WLPCS Director of Finance

1. **Call to Order:** Ms. Lovett called the Annual Meeting to order at 6:02 p.m.
2. **President's Welcome/Charge:** Mr. Anderson reviewed the Board of Governors calendar for 2017-2018. He announced a Board retreat tentatively scheduled for November and advised that additional information would be forthcoming. Mr. Anderson also reviewed the particular goals on which he would like the Board to focus for the 2017-2018 year (tied to school-wide goals), including faculty compensation, board engagement with faculty, increased development efforts, staff and board diversity initiatives, and the development of a growth strategy and model.
3. **Approval of Minutes:** Ms. Cole presented the minutes from the June 7, 2017 Board meeting. Mr. Mara moved to approve the minutes as presented. Ms. Dalal seconded the motion, which was unanimously approved.
4. **Head of School Report:**
 - i. **Charlottesville, VA:** Mr. Anderson provided an update regarding the recent events in Charlottesville, VA. Ms. Smith shared comments regarding a recent Socratic Seminar held with the faculty after their return to work on Tuesday, August 15, 2017. Mr. Anderson advised that a letter from the Mayor, Chancellor, OSSE, PCSB, and school leaders will be sent to the WLPCS school community in direct response to the events in Charlottesville.
 - ii. **Enrollment:** Mr. Anderson advised the Board that the total number of enrolled students is 702 (middle school (MS): 367; upper school (US): 335), as of August 24,

- 2017 and provided an overview of the demographics and first day attendance of the MS and US.
- iii. **Personnel changes:** Mr. Anderson reviewed leadership changes and other personnel changes effective for the 2017-2018 academic year.
 - iv. **Accreditation** – Mr. Anderson reminded the Board that the five-year accreditation conferred by AdvancED will expire this spring. As such, the school will be undergoing a re-accreditation process. This round, the focus will be on “continuous improvement” planning and execution. AdvancED will be visiting WLPCS March 4-6, 2018. Mr. Anderson invited the Board to attend a reception with AdvancED on Sunday, March 4, 2018. Mr. Anderson reviewed the role that the Board will be expected to play in the reaccreditation process, in response to a question by Ms. Lovett.
 - v. **Internal Review:** Mr. Anderson advised that the Shanahan Law Firm has not yet completed its internal review. The firm has spoken to faculty and students and reviewed the School’s written policies and procedures. He expects to receive a written report from the firm by early September 2017, after they have conducted interviews with alumni. There have been no new revelations or concerns since the incidents that triggered the review.
 - vi. **Lawsuit:** Mr. Anderson provided an update regarding the lawsuit. He indicated that he intends to invite a representative from one of the other Plaintiff organizations to present an overview of the litigation and the current strategies being pursued. He advised that the judge has further delayed oral arguments.
 - vii. **PARCC Results:** Mr. Anderson reviewed Latin’s PARCC results and compared the results from 2017 to those of 2016 for both MS and US. He noted areas of expected growth/improvement, including the achievement gap data.
 - viii. **Action Items:**
 - a. **School Name:** Mr. Anderson proposed a revision of the School name for purposes of the School’s Bylaws, Articles of Incorporation and charter. Pursuant to the official change of the School’s name previously, Mr. Wilkinson moved to change the Bylaws and charter to reflect the School’s name as “Washington Latin Public Charter School”, D/B/A as “The Corporation of the Washington Latin Public Charter School.” Mr. Mara seconded the motion, which unanimously passed.
 - b. **Employee Handbook:** Mr. Anderson reviewed several proposed policy changes to the Employee Handbook, including provisions related to job descriptions, Paid Time Off and PTO tracking, and social media. Mr. Mara moved to modify the Employee Handbook regarding the Paid Time Off and Social Media policies as presented by Mr. Anderson. Ms. Demeke seconded the motion. It was unanimously approved.
 - c. **Student-Family Handbook:** Ms. Lovett moved to approve the policies presented by Mr. Anderson regarding the Admission policies in the Student-Family Handbook. Ms. Dalal seconded the motion, which was unanimously approved.
 - ix. **2017-2018 School-wide Goals:** Mr. Anderson reviewed the School’s goals for the 2017-2018 academic year, including its Academic Goals; Faculty Goals; Diversity Goals; Financial/Development Goals; and Family Engagement Goals.

- x. **Contracts over \$25,000:** Ms. Izurieta presented an overview of 11 new contracts for 2017-2018 academic year.
- 5. **Finance Committee:** Ms. Izurieta presented Latin's current Key Performance Indicators, Financial Overview, Cash Flow Forecast, Revenue Variances, Expense Variances, Private Contribution Analysis, and Grant Details.
- 6. **Compensation Committee:** Mr. Morgan provided an update of the committee's work over the summer, including defining Latin's compensation philosophy, as well as engaging in compensation benchmarking and designing an appropriate compensation model. He advised that the adoption of a new compensation system is dependent on implementing a more formal performance management system. He noted an expectation to present several of the committee's conclusions at the October Board meeting. He also advised that the committee will continue its work on finalizing the compensation philosophy and model and will work on high level implementation and communication plans going forward.
- 7. **Board Committees:** Ms. Lovett advised that she and Mr. Anderson would be consulting each Board member individually to confirm interests and placement on respective committees. She noted her goal to present final committee placements at the October Board meeting.
- 8. **Growth:** Ms. Lovett provided an update regarding the work of the Growth Committee over the summer and noted that this area would be a particularly important area of focus for the Board in 2017-2018. She advised that the committee has been engaged in financial modeling and touring prospective property sites.
- 9. **Motion to adjourn:** Ms. Lovett thanked everyone for their attendance and adjourned the meeting at 8:29 p.m.