

Approved Minutes
Board of Governors Meeting
Washington Latin Public Charter School
5200 2nd Street, NW Washington, DC
Thursday, August 26, 2015
6:00pm

Governors Present: M. Cave (Skype); R. Dalal; J. Davis; A. Economou; R. Greiff; M. Levasseur; A. Lovett; P. Mara (late); J. Olchefske; T. Tuck; A. Wilkins

Absent: C. Culver; A. Ejiasa

Head of School: M. Cutts

Guests: Kate Cromwell, WLPCS Director of Development
Geovanna Izurieta, WLPCS Director of Finance
Diana Smith, WLPCS Principal
Taunya Nesin, 10-Year Review, Public Charter School Board

1. **Call to Order:** Mr. Davis called the meeting to order at 6:11pm and welcomed the group. He reminded them that he will be chairing the meeting tonight in Mr. Ejiasa's absence and thanked everyone for their scheduling flexibility. He also issued an official welcome to new board members Talhia Tuck and Ragini Dalal.
2. **Approval of Minutes:** Ms. Economou then presented the general board minutes of June 25, 2015. They were approved unanimously and with no changes after a motion made by Ms. Economou and seconded by Mr. Davis.
3. **Report of Contracts over \$25,000:** Ms. Izurieta reviewed nine vendors with whom WLPCS had new or continuing contracts for services over \$25,000. She also confirmed that there was no conflict of interest.
4. **Board President's Report:** Mr. Davis began the report by reviewing the board-level goals for 2015-16. Mr. Levasseur sought clarification around the goal involving selection of a new Head of School, specifically the timeline. Ms. Lovett, Chair of the Search Committee, clarified that selection would likely be complete by January. Ms. Wilkins then noted that expansion was not listed as a specific goal and inquired as to how it could be better acknowledged as a continuing objective. Discussion ensued, with board members agreeing that an additional bullet for facilities would be appropriate, especially given the gym's construction and discussion of replication. Ms. Dalal and Ms. Tuck, the newest board members, were then formally elected to their respective committees. Mr. Davis nominated Ms. Dalal to the Finance, Audit, and Development committees, Ms. Economou

seconded the motion, and it passed unanimously. Ms. Lovett nominated Ms. Tuck to the Academic, Governance, and Audit committees. Mr. Levasseur seconded the motion, and it passed unanimously. Mr. Davis and Ms. Cutts then explained the need to establish a Facilities Committee given gym construction and replication efforts. He noted Mr. Mara and Mr. Olchefske as additional members. Ms. Wilkins expressed her interest in participating on the committee as well, and Mr. Olchefske made a motion to formalize the committee with her inclusion. Ms. Economou seconded the motion, and it passed unanimously.

5. **Head of School Report:** Ms. Cutts began by introducing Taunya Nesin from PCSB overseeing WLPCS's ten-year charter review. Ms. Cutts delineated the components of reauthorization and noted that Ms. Nesin's board meeting attendance comprised part of the formal review. Ms. Cutts then sought clarification regarding the purchase of St. Ann's campus, confirming that board members were not interested; board members confirmed. Ms. Cutts then provided an update of enrollment, new hires, comparative discipline data, and a Classics seminar led by Dr. Hunter Rawlings and Dr. John Miller. She noted that the Anacostia bus had indeed been implemented, transporting eight to ten students daily. She then reviewed her Head of School goals. Mr. Olchefske noted that, having just reviewed board goals, it would make sense to better align the two, and board members agreed.
6. **Finance Committee:** Ms. Izurieta shared the unfortunate and late-breaking news of a \$361,000 variance due to an accounting error by OSSE. Ms. Izurieta explained that WLPCS had surprisingly received this amount earlier in the year without explanation. She had made repeated efforts ascertain why we had received this money, but kept getting waved off. It was not until she sought a receipt for the audit that this payment was ultimately acknowledged as an error, noting that payment had been intended for a different school. While the variance did not affect WLCPS's budget, Ms. Cutts called it "very sloppy" and brought it to the attention of Scott Pearson, Executive Director of PCSB. She then commended the Business Office, Ms. Izurieta and Mr. Paul, on their work. Mr. Olchefske concluded the presentation by providing a brief summary on end-of-year reserves and operating expenses and expressed his intention to circulate updated financials taking into account this new variance.
7. **Academic Committee:** Ms. Economou introduced the two objectives of the presentation, first to better understand the PMF and metrics on which WLPCS is scored, especially in light of the upcoming charter review, and secondly, to understand academic leadership's goals for the year. Ms. Cutts explained that because of the transition to PARCC, schools would not be tiered or receiving a PMF for their 2014-15 data. She walked through the 2013-14 PMF and then shared calculations as to projected numbers of how WLPCS would fare were it to receive a PMF on its 2014-15 data other than PARCC scores. Dr. Smith then outlined academic leadership's goals for the upcoming year. She noted her belief that culture had in large part been internalized in the building and that

administrators could turn their attention more fully to instruction. Mr. Olchefske expressed his concern that the goals were not tied to specific deliverables, and Dr. Smith explained that the upcoming data presentation given in September's meeting would illustrate their quantitative academic objectives.

- 8. Search Committee:** Ms. Lovett reported on behalf of the Search Committee, noting that Barry Rowland of Carney Sandoe had been hired. She explained the reasons for engaging Carney Sandoe over other excellent search firms, highlighting their substantial experience with both independent and charter schools. She also noted Carney Sandoe's ability to attract a diverse candidate pool. Ms. Lovett mentioned that she would be circulating a Head of School Profile Questionnaire from Mr. Rowland and requested prompt completion. She also noted the stakeholder engagement meetings the third week of September. Dr. Smith raised a concern about the hiring timeline, noting that employee contracts were offered at the end of March and that employees would want to know their new Head of School. Ms. Lovett took note and expressed her hope that the selection process would be completed by then. Ms. Izurieta then inquired as to the salary range, and Ms. Lovett responded with the ballpark figures on which she had been advised.
- 9. Gym Update:** Mr. Davis provided an update on the status of Plan B financing and the securing of the building permit. He then explained that, for construction to proceed on time, the board would need to commit money ahead of the actual loan closing from the Capital Campaign funds. Mr. Davis explained why this had originally concerned him but walked board members through terms of the agreement with Bank of America, which had put the facilities committee at ease. Mr. Olchefske voiced his own support for this approach. Mr. Greiff expressed his more general concern that the project would not come in on budget, but Mr. Davis explained that in addition to having built in padding to the budget, WLPCS was working with the same team they had used to renovate the Rudolph campus so trusted them and was confident. Mr. Olchefske made a motion to commit Capital Campaign funds ahead of loan closure, Ms. Economou seconded it, and it passed unanimously.
- 10. Governance Committee:** Mr. Mara spoke on behalf of the Governance Committee, noting that there were four candidates in the queue and that interviews had been scheduled. Ms. Economou reviewed candidates' respective skill sets and sought the board's opinions on which were most valuable. Board members stressed the importance of fundraising and financial savvy. Ms. Lovett noted time sensitivity and encouraged the Governance Committee to make use of a special meeting for confirmations if helpful.
- 11. Old/New Business:** Ms. Wilkins shared some research she had conducted on a potential campus in Ward 7, the Winston Elementary School, and noted that she would share her findings with the Facilities Committee.

12. **Adjournment:** Mr. Davis made a motion to adjourn the meeting, Ms. Economou seconded the motion, and it was approved unanimously. The meeting adjourned at 9:00 pm.