



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, November 2, 2017
6:00 p.m.

Governors Present: A. Lovett; K. Cole; T. Morgan; P. Mara; C. Culver; C. Wilkinson;
A. Economou (phone); H. Rawlings

Absent: R. Greiff; T. Tucker; J. Davis; R. Dalal; M. Cave; M. Demeke

Head of School: Peter Anderson

Guests:

Bob Prebola, CPA, Kendall, Prebola and Jones, LLC

J. Kearney Shanahan, The Shanahan Law Firm (via telephone)

Diana Smith, WLPCS Principal

Kate Cromwell, WLPCS Director of Development and Communications

Geovanna Izurieta, WLPCS Director of Finance

1. **Call to Order:** Ms. Lovett called the meeting to order at 6:07 p.m.
2. **Draft Audit Report:** Mr. Prebola of Kendall, Prebola and Jones, LLC reviewed the draft audit report, for year ended June 30, 2017 (and compared to June 30, 2016 report). He explained the basis for the issued unqualified opinion, the highest level of opinion, in accordance with Generally Accepted Accounting Principles. Mr. Rawlings moved to accept audit report as presented. Mr. Mara seconded the motion, which was unanimously approved. The report is to be filed with the DC Public Charter School Board before December 1, 2017.
3. **Approval of Minutes:** Ms. Lovett presented the minutes from the August 24, 2017 and October 16, 2017 Special Board meeting. Mr. Morgan recommended one revision to the October 5, 2017 minutes. The minutes will be modified in accordance with his recommendation. Mr. Morgan moved to approve the August 24, 2017 and October 16, 2017 Special Board meeting minutes, subject to the revision to the October 5, 2017 minutes. Mr. Wilkinson seconded the motion. The minutes were unanimously approved.
4. **Head of School Report:**
 - i. **Student Highlight:** Mr. Anderson highlighted a student to be honored for a "Beat the Odds" scholarship presentation on Tuesday, November 7, 2017.

- ii. **School Quality Report Card:** He also reviewed D.C. School Quality Report Card issued by the DC PCSB.
 - iii. **School visitor:** Ms. Smith shared that former MacArthur Fellowship winner and author, Deborah Meier, visited Washington Latin. She was in the city as a part of a book tour. Ms. Meier started three schools for underprivileged students and champions the idea that schools should be run democratically. She expressed her interest in continuing to work with Latin.
 - iv. **Chat and Chew:** Mr. Anderson held the first Chat and Chew meetings on October 17th and 19th with parents, which focused on test scores. He invited parents to submit ideas for future meetings.
 - v. **Safety concerns:** Mr. Anderson noted safety concerns arising from an incident involving students returning to the school from CVS pharmacy.
 - vi. **Enrollment audit:** He advised the enrollment audit resulted in a “clean” finding (student residency verified; schools receive funding for all students on books). He announced that this audit cycle was the first time follow up was not required.
 - vii. **SRA funding Litigation:** Mr. Anderson provided an update regarding the SRA funding litigation.
 - viii. **Internal Review:** Mr. Anderson invited Mr. Shanahan to share investigative findings regarding the internal review.
5. **Finance Committee:** Mr. Izurieta provided an update as to key performance indicators. She shared that Latin has exceeded its anticipated revenue by approximately \$666,000 due in part to the increase in per pupil allocation funding (from 2% to 5.9%). She projects that we will end the year with approx. \$9.58M in cash. She reviewed the balance sheet through September 30, 2017.
- a. Mr. Morgan reviewed the Committee’s goals for the 2017-2018 academic year, including subsidiary sublease; support for the Growth Committee; Investments; Support for the Compensation Committee; and Financial Reports.
6. **Development Committee:** Mr. Anderson and Ms. Cromwell provided an update regarding Latin Pride (annual fund); Giving Tuesday campaign; and *Convivium* planning. He recognized Ms. Cromwell’s tremendous effort resulting in significant achievement for the Latin Pride fund which achieved its most successful year (raising approximately \$245,000). The Board devoted significant time discussing efforts to obtain accurate FARMS data.
- a. **Convivium planning:** Ms. Cromwell asked Board members for feedback regarding current ideas for the 2018 *Convivium*. She advised that future updates will be forthcoming.
 - b. **Giving Tuesday:** Mr. Anderson asked Board to look for ways to get involved with Giving Tuesday effort, which is the Tuesday after Thanksgiving.

7. **Academic Committee:** Mr. Anderson provided the calendar for the Academic committee meetings. The committees focus will be on: tracking school-wide academic goals; tracking preparation for reaccreditation (happening in March 2018); reviewing the performance management plan (connected to compensation); and serving as thought partners regarding diversity, discipline, growth, etc.
 - a. **Special Education Compliance:** Khashiffa Roberts, Co-Director of Student Support Services, 12th Grade Director & Dean, is working on a corrective action plan pursuant to issues flagged in SY 13-14 and 14-15 regarding special education at Latin. Mr. Anderson consulted the OSSE superintendent who assured him that there should be no concern regarding loss of funding. To address the issues raised, Latin is likely to hire additional personnel; provide stipends for summer work for the School's special education team, and provide targeted summer support for Special Ed students.
 - b. **Scorecard:** Mr. Anderson reviewed the Performance Management Framework (PMF) Scorecard, noting that Upper School scores increased by almost 10% over last year.
8. **Governance Committee:** Mr. Wilkinson confirmed that the committee will meet before the Board Retreat.
9. **Growth Committee:** Ms. Lovett announced that the committee will also hold a meeting before the Board Retreat.
10. **Retreat Update:** Ms. Lovett provided an update regarding the Board retreat scheduled for Saturday, November 18, 2017 from 8:30 a.m. – 2 p.m. The agenda is being finalized. It will include outside guests, as well as presentations of financial and growth models. The goal of the retreat is to clarify Board goals for the year. All foundational decisions are expected to be communicated and agreed upon by the Board at the meeting.
11. **Motion to adjourn:** Ms. Lovett thanked everyone for their attendance and adjourned the meeting at 7:56 p.m. Mr. Anderson invited Board members to attend Multicultural Night immediately after adjournment in the School MPR.