APPROVED

# Washington Latin

# Minutes

## Monthly Board of Governors Meeting

October Meeting

**Date and Time**
Thursday October 6, 2022 at 6:00 PM

**Location**
711 Edgewood Street NE
Washington DC 20017

**Directors Present**
A. Graham, B. Caldwell (remote), B. Williams-Kief, C. McFadgion (remote), E. Paisner, F. Perera, J. Osgood (remote), K. Merritt, L. Ballenger, L. Rucker, P. Jayachandran (remote)

**Directors Absent**
C. Wilkinson

**Guests Present**
C. Gifford (remote), Fab, K. Roberts, Mayank Palod (remote), P. Anderson, T. Porter

### I. Opening Items

**A. Dinner is served outside the conference room**

There were some delays in food delivery. As such, dinner was available a little later than scheduled.

### B. Record Attendance

### C. Call the Meeting to Order

K. Merritt called a meeting of the board of directors of Washington Latin to order on Thursday Oct 6, 2022 at 6:35 PM.

## II. Leadership Update (Part 1)

### A. Cooper Campus Updates

Khashiffa Roberts, the principal of the new Washington Latin PCS: Anna Julia Cooper Campus welcomed board meeting attendees to her school and gave a brief update about how things are going.

## III. Opening Items (Part 2)

### A. Approve Minutes

K. Merritt made a motion to approve the minutes from Monthly Board of Governors Meeting on 08-16-22.
L. Ballenger seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| A. Graham | Aye |
| J. Osgood | Aye |
| L. Rucker | Aye |
| C. McFadgion | Aye |
| C. Wilkinson | Absent |
| B. Williams-Kief | Aye |
| L. Ballenger | Aye |
| F. Perera | Abstain |
| E. Paisner | Aye |
| B. Caldwell | Aye |
| P. Jayachandran | Aye |
| K. Merritt | Aye |

## IV. Beginning of the Year Paperwork

### A. Board contact information

Board members were asked to provide updated contact information.

### B.

**Code of ethics/Conflict of Interest Policy/Board Commitment Form/Board Attestation**

Board members were asked to provide signed copies of the code of ethics, conflict of interest policy, board commitment form, and board attestation form to the board secretary, Brendan Williams-Kief.

## V. Leadership Update (Part 2)

### A. Head of School Report

Peter Anderson provided an update about the ribbon cutting, among other items. He also talked briefly about some upcoming events.

## VI. SY22-23 Goals

### A. Organization-Wide Goals SY22-23

Peter Anderson shared the SY22-23 LEA goals, including the new approach to goal-setting,

### B. School-Level Goals and Academic Plan

Caroline Gifford shared the school-level goals and facilitated a discussion about a comprehensive academic plan designed to help Washington Latin meet those goals.
B. Williams-Kief made a motion to Accept the school level goals and the comprehensive academic plan to support those goals with the understanding that there will be a more detailed review at the upcoming retreat and through the Academic Committee.
L. Ballenger seconded the motion.
Board members expressed a desire to follow up on these goals.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| J. Osgood | Aye |
| E. Paisner | Aye |
| A. Graham | Aye |
| L. Ballenger | Aye |
| L. Rucker | Aye |
| C. McFadgion | Aye |
| K. Merritt | Aye |
| B. Caldwell | Absent |
| F. Perera | Abstain |
| P. Jayachandran | Aye |
| B. Williams-Kief | Aye |
| C. Wilkinson | Absent |

## VII. Governance

### A.

### Q&A with board candidate

Lisa Rucker introduced the new board candidate, Fabiana Perera. She had an opportunity to speak about her background and her interest in board service. She responded to questions,

## VIII. Finance

### A. Update on SY21-22 Year-End Financials

Peter Anderson reviewed the SY21-22 year-end financials and provided a quick update on the ongoing audit (being conducted by a new auditing firm).

### B. Salaries vs. Budget

Peter Anderson talked about the status of salaries vs. budget year-to-date, including salaries put in reserve for vacant positions.

Liz Paisner talked about the ways that Ed Ops has been providing support in the absence of a F/T CFO.

### C. Contracts over $25K

Peter Anderson quickly reviewed the contracts over $25K from the previous year, including some that are in effect for SY22-23.

## IX. Quick committee updates

### A. Audit Committee

Ken Merritt gave a quick update on audit committee work year-to-date.

## X. Facilities

### A. Update on latest with real estate project

Tom Porter provided an update on the status of the real estate project.

## XI. Closing Items

### A. Adjourn Meeting

L. Ballenger made a motion to Adjourn.
J. Osgood seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| C. Wilkinson | Absent |
| L. Rucker | Aye |

**Roll Call**

| | |
|---|---|
| F. Perera | Abstain |
| L. Ballenger | Aye |
| C. McFadgion | Aye |
| K. Merritt | Aye |
| P. Jayachandran | Aye |
| B. Caldwell | Absent |
| E. Paisner | Aye |
| A. Graham | Aye |
| B. Williams-Kief | Aye |
| J. Osgood | Aye |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,
P. Anderson