DRAFT

Washington Latin

Minutes

Washington Latin board fall retreat - Oct 2026

in person @ 2nd St

Date and Time
Tuesday October 6, 2026 at 12:30 PM

Location
in person @ 2nd St

Directors Present
A. Huston, A. Zachariah, E. Paisner, F. Perera (remote), J. Porter, K. Merritt, L. Rucker, M. Yeager, Z. Berte (remote)

Directors Absent
B. Williams-Kief, R. Brooks, S. Angus

Guests Present
2nd St SST - Belen Espinoza, 2nd St SST - Brendan Johnson, 2nd St SST - Camille Locke, 2nd St SST - Carmelle Philippe, 2nd St SST - Chrystal Seawood, 2nd St SST - Fatima Sadiq, 2nd St SST - Hi Uan Kang, 2nd St SST - Liz Bailey, 2nd St SST - Niya Senn, 2nd St SST - Rachel Breitman, 2nd St SST - Rachel Moussa - LEA Director Of Student Support Compliance, 2nd St SST - Remi Masarik, C. Gifford, Colleen Niese, D. Smith, E. Moussa, G. Izurieta (remote), J. Kelly, K. Roberts, L. Chia (remote), P. Anderson

I. Lunch at 2nd Street

A. Lunch

Board members lunched with new faculty/staff.

II. Soaking in The Latin Way

A. Q&A with Tiffany Austin, Director of the Upper School

There was a Q&A session with Tiffany Austin, Director of the Upper School.

B. ETA / G Period (Observe Classes)

Board members observed various classes.

ETA / G period :

US room 211 - Honors US History - Bhuva and Warga
US room 213 - Honors Humanities - Abraham-Macht and Smith
US room 217 - Calculus - Raskin
MS room 138 - Science 5 - Bane

C. ZETA / F period (Observe Classes)

Board members observed various classes.

ZETA / F period :

US room 205 - Advanced Arabic Studies - Porcelli
US room 212 - AP calculus AB - Love
US room 215 - Precalculus - Wai and Sadiq
MS room 031a - English 8 - Shek
MS room 132 - 6th grade YES - Spiegel
MS room 237 - Life Science 7th - Jones, Niles

D. Choral Performance/Transition Time

The 2nd St Women's Choir performed for the board.

III. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Merritt called a meeting of the board of directors of Washington Latin to order on Tuesday Oct 6, 2026 at 3:00 PM.

C. Approve Minutes

A. Zachariah made a motion to approve the minutes from Washington Latin board meeting - Aug 2026 on 08-27-26.
M. Yeager seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Huston	Aye
L. Rucker	Aye
E. Paisner	Aye
Z. Berte	Aye
F. Perera	Aye
K. Merritt	Aye
M. Yeager	Aye
R. Brooks	Absent
B. Williams-Kief	Absent
A. Zachariah	Aye
S. Angus	Absent
J. Porter	Aye

D. Approve Consent Agenda

A. Zachariah made a motion to approve the Consent Agenda for the 10/06/2026 board meeting.
L. Rucker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Merritt	Aye
E. Paisner	Aye
F. Perera	Aye
Z. Berte	Aye
J. Porter	Aye
R. Brooks	Absent
M. Yeager	Aye
A. Huston	Aye
S. Angus	Absent
A. Zachariah	Aye
L. Rucker	Aye
B. Williams-Kief	Absent

E. Welcome And Framing

Board members visited several classes earlier today. They were impressed by the trust and respect between students and adults that they observed in the classrooms.

F. Q&A with the Principals

Khashiffa Roberts (principal of the Anna Julia Cooper Campus) and James Kelly (principal of the 2nd St Campus) gave updates about the respective campuses.

There are 2 upper school grades at AJC for SY26/27 - 9th grade and 10th grade. Khashiffa Roberts mentioned success in Math. One focus this year is to continue bridging the gap in Math. Another focus is on building program.

James Kelly highlighted that there have been more classroom observations this year compared to the same time last year at 2nd St. A challenge is the increased administrative responsibilities due to more student support needs.

G. Academic Updates

SY26/27 is the first year SBAC is being implemented instead of DC CAPE. Caroline Gifford spoke in detail about SBAC and its impact on academics at WLPCS.

DC CAPE scores for WLPCS have been generally consistent. Caroline attributed the improvement in math at AJC to the campus's intervention work. The "growth to proficiency" metric also increased.

IV. Board Business

A. Finance Update

Elizabeth Paisner reported on the financials for SY25/26. Jun 30 is the end of the financial year for WLPCS. At the end of SY25/26, the revenue exceeded the budget due to higher enrollment than anticipated for general and for SPED. Another reason is conservative budgeting estimates due to DC and federal budget uncertainties.

The audit process timeline was shared.
11/25/2026 deadline - final audit
01/31/2027 deadline - 990 form

Elizabeth Paisner (board treasurer) made a motion to increase the check signing threshold. Currently, 2 authorized signatures are needed for all checks $10,000 or more. The Finance Committee recommends increasing the threshold to $25,000 or more.

The Finance Committee recommends revising the board-designated cash reserve amounts. With the opening of our second campus, the school has nearly doubled in size, and our operating expenses and debt commitments have increased significantly. We also face greater potential facility maintenance costs with three buildings to maintain. The committee therefore recommends increasing our reserve thresholds in line with our board-approved reserve policy.

For transparency, the board received a list of contracts ($25,000 or more) report. No conflict of interest was reported.

E. Paisner made a motion to approve the raising of the threshold for requiring 2 authorized signatures on checks from $10,000 to $25,000 so all checks of $25,000 or more require 2 authorized signatures.
L. Rucker seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Zachariah	Aye
B. Williams-Kief	Absent
R. Brooks	Absent
K. Merritt	Aye
F. Perera	Aye
J. Porter	Aye
M. Yeager	Aye
E. Paisner	Aye
L. Rucker	Aye
A. Huston	Aye
Z. Berte	Aye
S. Angus	Absent

E. Paisner made a motion to approve the proposed board designation of cash reserves - 1. Operating Reserve - from $3,375,000 to $8,500,000 2. Debt Repayment Reserve - from $0 to $2,000,000 3. Capital Repair Reserve - from $200,000 to $2,000,000 4. Eagle Bank Account Reserve - $3,000,000 no change.
A. Zachariah seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Yeager	Aye
A. Zachariah	Aye
L. Rucker	Aye
F. Perera	Aye
Z. Berte	Aye
S. Angus	Absent
K. Merritt	Aye
R. Brooks	Absent
E. Paisner	Aye

Roll Call

B. Williams-Kief	Absent
A. Huston	Aye
J. Porter	Aye

B. Governance Update

Colleen Niese (potential board member) addressed the board briefly after a welcome introduction by Aswathi Zachariah.

All board members need to sign and submit their BOY paperwork ASAP.

To help with appropriate recruiting, board members are asked to indicate their skill set and expertise in a board competency matrix that will be shared soon.

Mandatory LEA trustee training is due in Apr 2027. There are 3 options.
1. online - free
2. day of training provided by DCPCSB - free
3. day of training provided by WLPCS - cost TBD

A. Zachariah made a motion to appoint Colleen Niese to the board, effective immediately.
M. Yeager seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Yeager	Aye
A. Huston	Aye
F. Perera	Aye
J. Porter	Aye
A. Zachariah	Aye
S. Angus	Absent
R. Brooks	Absent
K. Merritt	Aye
E. Paisner	Aye
L. Rucker	Aye
B. Williams-Kief	Absent
Z. Berte	Aye

C. LEA Report

A copy of the (Oct) LEA report was shared with the board prior to the meeting.

D. Fundraising

The Development Committee compiled a document with the following information.

- SY25/26 Retrospective
- SY26/27 Priorities And Goals
- Donor Prospect Strategy
- Signature Events And Key Initiatives
- Annual Calendar
- Board Training And Engagement
- Board Member Engagement Menu

Greater board engagement is encouraged.

V. Meeting with student support department

A. Meeting with the team

The 2nd St student support team (SST) spoke about their work. Co-teaching has been helpful for the students and the adults in the classrooms. Challenges facing the student support team were raised. One of the main challenges mentioned was physical space.

VI. Closing Items

A. Wrap-Up/Takeaways

A board member emphasized that the constraint of physical space at 2nd St needs to be addressed.

Peter Anderson mentioned briefly recent conversations about our accrediting process now that we have the Anna Julia Cooper Campus.

B. Adjourn Meeting

E. Paisner made a motion to adjourn the meeting.
A. Zachariah seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
F. Perera	Aye
S. Angus	Absent
Z. Berte	Aye
L. Rucker	Aye
J. Porter	Aye
A. Zachariah	Aye
R. Brooks	Absent
A. Huston	Aye
K. Merritt	Aye

Roll Call

B. Williams-Kief	Absent
E. Paisner	Aye
M. Yeager	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,
L. Chia

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov."