

APPROVED



## E.L. Haynes Public Charter School

# Minutes

## E.L. Haynes January Board Meeting

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### Date and Time

Thursday January 11, 2018 at 6:00 PM

### Location

4501 Kansas Ave NW, Washington, DC 20011, Line:202-509-0565 no pin needed, KS HS - 1st Floor Lounge

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### Trustees Present

A. Smith, C. Lujan, D. McCoy, E. Westendorf, M. Hall, M. Marino, N. Greene, S. Kershow, T. Smith, T. Wincup

### Trustees Absent

B. Rawson, C. Garfield, J. Edelman, M. McDonough, S. Shah

### Guests Present

A. Kramer, A. Schlick, H. Darilek, J. Callahan, M. Conner, Tai Dixon, V. Gonzalez

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

A. Smith called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Thursday Jan 11, 2018 at 6:05 PM.

### C. Approve Minutes

M. Hall made a motion to approve minutes from the E.L. Haynes November Board Meeting on 11-16-17 E.L. Haynes November Board Meeting on 11-16-17.

T. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Public Comment**

### **II. Management Updates**

#### **A. CEO Update**

CEO Darilek began by noting the end of the second quarter and halfway point in the school year. She reminded the Board of the upcoming all-staff session. CEO Darilek informed the Board of positive feedback from staff on the appreciation gift provided at the end of 2017, and noted substantial engagement with staff during feedback sessions related to compensation and benefits.

CEO Darilek then provide highlights from each school

- As part of its family engagement strategy, the Elementary School has a partnership with Kindred, a non-profit organization that facilitates dialogue and engagement among diverse parent groups and will make recommendations to the school based on this engagement.
- The Middle School's News Club recently interviewed CEO Darilek. Additionally, 4th grade Elementary School students recently visited the Middle School.
- Family open houses have been held at the High School, with 9th grade students hosting 8th grade students from the Middle School.

CEO Darilek then discussed cross-campus dance and music activities, the upcoming school review, and potential discipline legislation considered by the D.C. Council.

#### **B. Update on Rebranding Efforts**

Senior Director of Development and Communications Callahan discussed rebranding efforts, and asked the Board for input on four logo options. Board members discussed the various options and considerations associated with each one.

In response to questions from Board members, Mr. Callahan discussed the impetus for the rebranding process. He noted that it would further drive the E.L. Haynes brand in the community, and would be sequenced in a manner to avoid high costs. Further, Mr. Callahan explained that the school's current branding requires custom colors, and noted cost benefits associated with using standard colors as proposed in each rebranding option. The Board further discussed the options, including which logos could be most easily transitioned.

### **III. Governance Committee Report**

#### **A. Update**

Governance Committee member Michael Hall provided an update on the search for new trustees (including parent trustees), and described the process to review potential candidates.

Board Chair Smith also notified the Board that Eric Westendorf will serve as the new Chair of the School Performance Committee. The Board thanked the prior Chair Marino for her leadership of the Committee.

### **IV. Development Committee Report**

#### **A. Annual Fund Update**

Mr. Callahan provided an update on the Annual Fund. He discussed key drivers impacting funding from various sources.

#### **B. 2018 Toast Planning**

Mr. Callahan then provided an update on Toast for Transformation, which will be held on May 17, 2018 at the Longview Gallery. He presented potential honorees selected by the Development Committee, and asked Board members for feedback. The Board discussed the potential honorees.

### **V. Audit, Finance, and Facilities Committee Report**

#### **A. Revised SY 2017 - SY 2018 Budget**

Audit, Finance, and Facilities Committee Chair Kershow presented the revised budget for the 2017-2018 school year that was included in the materials provided in advance of the meeting. He provided a high-level overview of differences between the proposed budget for 2017-2018 and the revised budget, and asked CEO Darilek to provide further details.

CEO Darilek first reviewed key drivers to changes in revenues as described in the materials. With respect to expenditures, CEO Darilek noted that the total staff related expenditure projections were fairly accurate to actual expenditures, while the largest shifts relate to occupancy expenses.

Board members then discussed the current financial position of the school, including the debt service coverage ratio and days of cash on hand as compared to requirements.

S. Kershow made a motion to approve the updated SY 2017-2018 budget.

E. Westendorf seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. SY 2018 - 2019 Budget Planning Process and Key Decisions**

CEO Darilek updated the Board on the process and timeline for 2018-2019 school year budget. She first reviewed key considerations driving the budget process. CEO Darilek then referred to draft compensation principles included in the materials provided in advance of the meeting, and asked Board members for their feedback. She noted the addition of sustainability to the list of principles based on discussions by the School Performance Committee. In response to a question from a Board member, CEO Darilek discussed challenges in obtaining recent benchmarked salary data.

The Board provided feedback on the draft compensation principles, noting the importance of understanding the overall employee value proposition. The Board also discussed timing considerations.

**VI. Executive Session**

**A. Executive Session with CEO**

The Board met in Executive Session with CEO Darilek and discussed matters of mutual interest, including a personnel update.

**VII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05 PM.

Respectfully Submitted,  
D. McCoy