

APPROVED



## E.L. Haynes Public Charter School

### Minutes

#### E.L. Haynes October Board Meeting

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**Date and Time**

Thursday October 25, 2018 at 6:00 PM

**Location**

4501 Kansas Ave, NW, HS PD Room

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**Trustees Present**

A. Smith, C. Lujan, D. McCoy, E. Westendorf (remote), J. Edelman, K. Simmons, L. Carlton Waller, N. Greene, S. Kershow, S. Shah, T. Smith

**Trustees Absent**

B. Rawson, C. Garfield, M. McDonough, T. Wincup

**Guests Present**

H. Darilek, J. Callahan, P. Jernagin, V. Carlo-Miranda

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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 Oct 25, 2018 at 6:09 PM.

**C. Approve Minutes**

S. Kershow made a motion to approve minutes from the E.L. Haynes September Board Meeting on 09-18-18 E.L. Haynes September Board Meeting on 09-18-18.

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 her update by informing Board members that the first quarter of the school year would end on the following day. She then noted upcoming visits by various outside organizations, including the Diverse Charter Schools Coalition, Philadelphia School Leaders Academy, and Gates Foundation, and provided highlights from recent leadership team retreats.

CEO Darilek next highlighted activities at each school:

- At the Elementary School, an incredible art exhibit was created during intersession, and a successful book fair had recently been held.
- The Middle School Debate Team recently competed in a Washington Urban Debate League competition, and a 7th Grade Middle School student placed first as the Junior Varsity Speaker DC.
- The High School has shown tremendous growth in engagement and school culture. Examples include high participation in the upcoming homecoming and reductions in suspensions.

She last provided key updates on final enrollment numbers, the 15-year charter renewal, and on areas of focus for the strategic plan.

Board Chair Smith noted that CEO Darilek's three year anniversary would be on November 9. Board members thanked CEO Darilek for her service.

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

#### **A. SY 17-18 End of Year Financials**

Audit, Finance and Facilities Chair Kershaw first provided updates on ongoing discussions with M&T bank and on the year end audit. He then turned to Chief Operating Officer Carlo-Miranda to provide a retrospective of the 2017-2018 budget as compared to actual results.

Ms. Carlo-Miranda indicated that actual results were very close to the budget, and highlighted both positive and negative impacts to the budget. She also noted

improvements made to the budgeting process this year based on lessons learned the prior year. Ms. Carlo-Miranda last discussed additional transparency provided to staff about the budget.

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

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

Senior Director of Development and Communications Callahan provided an overview of progress against the annual fund. He discussed the expected timing for various sources of funds.

##### **B. Toast for Transformation Timeline and Update**

Next, Mr. Callahan reviewed the timeline for the 15th Anniversary Celebration Event to be held in November 2019. He specifically focused on the approach for communications, venue selection, and honoree(s).

##### **C. Branding**

Mr. Callahan then moved to a discussion on branding, and reviewed the process for transitioning to a new brand in a fiscally responsible manner. Board members provided feedback on various branding options.

#### **V. School Performance Committee**

##### **A. College Office Updates**

School Performance Committee Chair Westendorf first provided an overview of a College Office update recently provided to the Committee. He noted the following three areas of focus for the College Office: (i) pre-college programming, (ii) college advising, and (iii) alumni support, and provided detail on progress made in each area. Board members inquired about the persistence of graduating students and the school's focus on student outcomes after graduation. Board members also requested time in a future meeting to further delve into these questions.

##### **B. 15-Year Renewal Timeline**

Committee Chair Westendorf last discussed the 15-year charter renewal, including the process and timeline for the renewal.

#### **VI. Executive Session**

**A. Board Executive Session**

The Board met in executive session with CEO Darilek. CEO Darilek left the executive session, and the Board continued in executive session to discuss matters of interest.

**VII. Closing Items**

**A. Adjourn Meeting**

J. Edelman made a motion to adjourn the meeting.

D. McCoy seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,

D. McCoy