



### BOARD OF DIRECTORS MEETING

**August 18, 2016 – 201 W. 14<sup>th</sup> Street, Wilmington, DE 19801**

#### Minutes

*Directors Present: John Pierson, Clint Walker, Hal Real, Julia Li, Bob Goff, Christian Willauer, Penny Marshall, John Kane*

*Directors Absent: Mia Davenport-Chaney, Henry Smith*

*Others Present: Felicia Wenell, Paul Ramirez, Kelly Davenport, Bill Ray, Melanie Reiser, Johnny Mills, Yeithmi Garcia (student), Julia Regan Fanelli, Max Matthews*

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 8:32 a.m. The President noted that the Board had a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Hal Real moved that the minutes of the May 19, 2016 meeting be approved with the agreed upon revisions to the School Report, and Bob Goff seconded this motion. The Board was polled, and the motion passed unanimously.
- III. **School Report** – Paul Ramirez and Felicia Wenell presented the school report. Paul welcomed everyone to Year 2 of Freire Wilmington, indicating that to truly make an impact we need exponential growth not linear growth. To have this transformative experience or alternate future, Paul and Felicia have created a three-pronged plan: (1) Create an academic environment that is truly rigorous and college preparatory, (2) Have explicit and consistent expectations for adults and students, and (3) Collaborate so that Freire is more of a family. Summer Clinic is being held this week, followed by orientation at the end of the month. The first day of school is August 29<sup>th</sup>. Freire presented at a Delaware conference on our peer mediation program.

Melanie Reiser presented the results of the Charter Schools Program Audit, which revealed three areas of concern: (1) Failure to comply with Governing Board By-Laws, because we did not have a Finance Committee or two student representatives on the Board, (2) Unable to determine progress on performance measures, since the assessment landscape has changed since the grant was written, and (3) an Inadequate Record Retention Policy, since the State schedule had not been formally adopted by the Board. John Kane moved that we form a Finance Committee of the Board, and Bob Goff seconded this motion. The Board was polled and the motion passed unanimously. John Kane, Hal Real, and Julia Li were appointed to the committee. The school will also recruit two student representatives to be non-voting members of the Board. The CSP goals will be revised to reflect new assessments.

- IV. Enrollment/Recruitment 2016-17** – Our aim is to be 105% (352 students) enrolled for 2016-17 with a waiting list in each grade. We presently have 363 students enrolled, but since we know there will be drop off before the September 30<sup>th</sup> unit count, we continue to engage in recruitment and enrollment efforts.
- V. Phase 2 Construction Update** – Kelly Davenport presented the Phase 2 Construction Update. The project was scheduled to be completed by August 8<sup>th</sup> and it was. Currently door hardware is being installed and the architect is doing its final punch list.
- VI. Governance** – Melanie Reiser presented a proposed meeting calendar for 2016-17. The Board agreed to hold meetings at 8:00 a.m. to accommodate our teacher and student members. Hal Real motioned to approve the 2016-17 Board Meeting Calendar, and Christian Willauer seconded the motion. The Board was polled, and the motion passed unanimously. Kelly Davenport indicated that we need a new parent to serve on the Board and that we need to recruit volunteers to the CBOC.
- VII. Finance Report** –
- Bill Ray presented the financials for the fiscal year ending June 30, 2016. We made all of our financial ratios.
  - Audit is being conducted the first week of August, with a draft anticipated in early September.
  - Bill Ray presented a revised budget for 2016-17 that included increased local funding on the revenue side, but increased FF&E and custodial work on the expenditure side. The budget shows a 2016-17 cash surplus of \$58K.
  - Bill Ray presented a contract for special education services to be provided by Freire Charter School (Philadelphia) to Freire Charter School Wilmington. Penny Marshall motioned that we approve this contract, and Julia Li seconded the motion. The Board was polled and the motion was approved unanimously.
- VIII. Fundraising Update** – The Fundraising Committee held its first meeting and they are developing a plan for raising funds for FY17. The Board decided to hold off on setting a fundraising goal for FY17 until this plan is presented.
- IX. Policy Adoption**
- Max Matthews presented the Suicide Prevention Policy to align with new legislation. Hal Real motioned that we adopt this policy, and John Kane seconded this motion. The Board was polled, and the motion was approved unanimously.
  - Max Matthews presented the Student and Family Handbook for 2016-17 noting that it has been reorganized to be an easier read, that the Suicide Prevention Policy was added, and the Bullying Prevention Policy was updated to reflect new requirements. Penny Marshall requested that next year the Board receive a red-lined version of the handbook revisions. Hal motioned to adopt the Student and Family Handbook for 2016-17, and Penny Marshall seconded the motion. The Board was polled, and the motion was approved unanimously.
  - Melanie Reiser presented the Records Retention Policy to adopt the record retention schedules developed by the Delaware Public Archives for school districts. John Kane motioned to adopt the Records Retention Policy, and Julia Li seconded the motion. The Board was polled, and the motion was approved unanimously.
- X. Leadership Title Changes** – To avoid confusion as to who is the leader of the school, it was proposed that Paul Ramirez’s title be changed to Co-Head of School, Academics and Felicia Wenell to Co-Head of School, Academic Supports. Penny Marshall moved that we adopt the leadership title changes, and Julia Li seconded. The Board was polled, and the motion was approved unanimously.

- XI. **Ratify Cleaning Contract** – Melanie Reiser indicated to the Board that CleanTech was not interested in continuing Delaware operations in 2016-17, so we once again did an RFP for custodial services. CSI International, Inc. provided a proposal that was high in quality and competitive. Penny Marshall moved that we ratify the cleaning contract with CSI International, and John Kane seconded this motion. The Board was polled, and the motion passed unanimously.
- XII. **Midtown Brandywine Committee Update** – There was nothing to report. Some neighbors have volunteered to help with the start of school.
- XIII. **Adjournment** – The meeting adjourned at 9:41 a.m.

*The next Board meeting is scheduled for September 15, 2016 at 8:00 a.m. at 201 W. 14<sup>th</sup> Street, Wilmington, DE.*