



### BOARD OF DIRECTORS MEETING

**November 17, 2016 – 201 W. 14<sup>th</sup> Street, Wilmington, DE 19801**

#### Minutes

*Directors Present: John Pierson, Clint Walker, Mia Davenport-Chaney, Julia Li, Bob Goff, Penny Marshall, John Kane, Hal Real*

*Directors Absent: Christian Willauer, Henry Smith*

*Others Present: Felicia Wenell, Paul Ramirez, Kelly Davenport, Bill Ray, Melanie Reiser, Johnny Mills, Yeithmi Garcia (student), Joshua Stewart (student), Georgia Stoddard, Ruble Harris, Tom Caramanico*

- I. **Roll Call and Determination of Quorum** – The meeting was called to order at 8:02 a.m. The President noted that the Board had a quorum, and the meeting commenced.
- II. **Executive Session** – Bob Goff motioned that we go into Executive Session to discuss student discipline and ongoing litigation. The Board was in Executive Session from 8:03 to 9:02 a.m.
- III. **Adopt Minutes** – Clint Walker motioned to approve the minutes from the August 16, 2016; September 17, 2016; September 28, 2016; and October 20, 2016 meetings. John Kane seconded the motion. The Board was polled, and the motion passed unanimously.
- IV. **School Report** – Paul Ramirez presented the school report. Paul reported that the school continues its drive to be the best school in Delaware, in terms of achievement and culture and safety. There has been much emphasis on discussing diversity among staff and students. Extracurricular activities were discussed.
- V. **Enrollment/Recruitment 2017-18 Update** – Paul Ramirez reported that applications began online. We have actively been going to middle schools to recruit students. We have revised our media and public relations materials and will work on this throughout the winter and spring.
- VI. **Governance** – We need to recruit one more parent representative. The CBOC is still recruiting members, including a parent representative. Our student representatives to the Board, Joshua Stewart and Yethmi Garcia, presented to the Board, indicating that things are going well in the school including the Dragon Drawing. Hal Real motioned to vote teacher Kevin Lair onto the CBOC, and Clint Walker seconded the motion. The Board was polled, and the motion was approved unanimously.
- VII. **Finance Report** –
  - Bill Ray presented the financials for the 4 months ended October 31, 2016. Cash flow is fine. State funding is locked down for the year. As of now, we are projecting a budget surplus of \$26,000, including fundraising of \$125,000 for our furniture, fixtures and equipment related to the construction and operating expenses.
  - Bill Ray presented the audit for FY16. There were no audit findings, disagreements, or adjustments. Julia Li moved to approve the audited financial statements for FY 16, and Hal Real seconded the motion. The Board was polled, and the motion was approved unanimously.
  - Bill Ray presented the IRS Form 990 for FY16, which will be posted on our website. There were no red flags. Penny Marshall made the motion to approve the IRS Form 990 for FY16,

and Bob Goff seconded the motion. The Board was polled, and the motion was approved unanimously.

- VIII. Fundraising Update** – Kelly Davenport presented the fundraising report, noting that we need to have a fundraising goal and finalize our cultivation events. Our Development Committee is meeting after this meeting. We have submitted a series of grants to local foundations and hope to hear from these foundations in mid-December. The Annual Appeal letter will be going out in the next couple weeks.
- IX. Policy Adoption** –
- **Staff Handbook** – Max Matthews presented the Staff Handbook. It has been reformatted, Build the Future’s roles have been added, and some policies have been updated (such as FMLA and social media). Mia Davenport-Chaney motioned to approve the Staff Handbook as revised, and John Kane seconded this motion. The Board was polled, and the motion was approved unanimously.
  - **FOIA Policy** – Melanie Reiser presented the state-required FOIA policy, which will be posted on our website. Clint Walker motioned to approve this FOIA policy with two typos removed, and Penny seconded this motion. The Board was polled, and the motion was approved unanimously.
  - **FERPA Policy** – Max Matthews presented the state-required FERPA Policy, which will be posted on our website. Bob Goff motioned to approve this FERPA policy, and Penny Marshall seconded this motion. The Board was polled, and the motion was approved unanimously.
  - **Unit Count Manual** – Max Matthews presented the state-required Unit Count Manual. Hal Real motioned to approve this Unit Count Manual, and Clint Walker seconded this motion. The Board was polled, and the motion was approved unanimously.
  - **Teen Dating Violence & Sexual Assault Policy** – Max Matthews presented the state-required Teen Dating Violence & Sexual Assault Policy. Clint Walker moved to approve the Teen Dating Violence & Sexual Assault Policy, and Julia Li seconded the motion. The Board was polled and motion was approved unanimously.
- X. Slate of Staff** – The Board reviewed the Slate of Staff. Paul Ramirez noted one error; Magan Davis teaches English 8 not English I. Penny Marshall motioned to approve the Slate of Staff with one change, and Mia Davenport-Chaney seconded the motion. The Board was polled, and the motion was approved unanimously.
- XI. Midtown Brandywine Committee Update** – There was nothing to report by Bob Goff. Paul Ramirez noted that the school is starting a community garden, and we have invited the neighbors to participate.
- XII. Adjournment** – The meeting adjourned at 9:27 a.m.

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