

BOARD OF DIRECTORS MEETING

March 16, 2015 – 227 North Market Street, Wilmington, DE 19801

Minutes

Directors Present: John Pierson, Hal Real (via video-conference), Christian Willauer, and Clint Walker

Directors Absent: Henry Smith

Others Present: Kelly Davenport, Bill Porter, Paul Ramirez, Melanie Reiser, Felicia Wenell

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 3:07 pm. The President noted the presence of a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Clint Walker moved that the minutes of the December 8, 2014 meeting be approved as read, and Hal Real seconded this motion. The Board was polled, and the motion passed unanimously.
- III. **Governance** – John Pierson presented the resignation letters of Board members Alfred Lance and Felicia Wenell. Felicia’s resignation leaves the Board without a Secretary or Treasurer, so new officers were entertained. Clint Walker moved that Hal Real be named Treasurer, Clint Walker be named Secretary, and Christian Willauer named Assistant Secretary, and Hal Real seconded the motion. The Board was polled, and the motion passed unanimously.

For the next meeting, Melanie Reiser will report on adding new Board members.

- IV. **Ratification of Charter Modification Request** – Bill Porter provided an update on the Major Modification Request to our enrollment and enrollment preferences. Freire Charter School Wilmington has had two CSAC interviews and two public hearings, and CSAC has unanimously approved our request. The State Department of Education will have its final vote on this matter on March 19, 2015.
- V. **Facility Update** – Kelly Davenport provided an update on the proposed facility at 201 West 14th Street, including lease updates, facility financing, and the construction schedule. The Board reviewed two resolutions authorizing Bill Porter to sign the discussed business documents. Clint Walker recused himself physically from all discussion and decisions related to the two loans. Hal Real moved to pass Resolutions A and B and Christian Willauer seconded the motion. The motion passed with Clint Walker abstaining from the vote.

The deadline for securing a temporary certificate of occupancy at the site is June 15, 2015.

- VI. Admissions and Enrollment Update** – Bill Porter provided an update on Freire Charter School Wilmington, specifically on ongoing admissions outreach efforts. Working with Paul Ramirez and Felicia Wenell, a parent incentive program and a parent teacher organization have been initiated as the school works toward its goal of being 80% enrolled by the April 1st statutory deadline. Clint Walker recognized Paul and Felicia for the hard work, indicating that their efforts have been received well by the community and that they represent Freire well. Open houses at the school site are being held on March 20th and 21st, and Bill indicated that Board volunteers are welcome.
- VII. Build the Future Update** – Kelly Davenport indicated that Build the Future continues to move forward with its plans to file its 501c3 application in the coming months.
- VIII. Finance Report** – Melanie Reiser presented the Budget vs. Actual report for October through February. To date, the school has spent \$232,258 of the \$2.9M start-up budget, including \$71,229 of the \$189,000 Charter Schools Program grant and \$105,761 of the first \$150,000 from the Longwood Foundation. Clint Walker moved that we accept the finance report and Christian Willauer seconded it. The Board was polled, and the motion was approved unanimously.
- IX. Fundraising Update** – Melanie Reiser presented Leigh Botwinik’s written development report. Our target for FY 2015, 2016 and 2017 is \$300,000 in fundraising per year, excluding most grants, in-kind gifts, and pledges. We have raised \$171,000 towards are target for FY 2015. We are anticipating receiving our second and final \$150,000 gift from the Longwood Foundation shortly. We have identified a foundation that funds charter school expansion and will be submitting a letter of inquiry.
- X. Charter Schools Program Conference Update** – Bill Porter and Melanie Reiser attended a three-day CSP conference at the U.S. Department of Education in March. Sessions included topics such as facility financing, grant monitoring, English Language Learners, and special education.
- XI. New Board Member Recruitment** – The Board discussed prospective new Board members to bring to the Board.
- XII. Adjournment** – The meeting adjourned at 4:22 pm.

The next Board meeting is scheduled for April 13, 2015 at 3:00 p.m. at 227 North Market Street, Wilmington, DE.