



BOARD OF DIRECTORS MEETING

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

Minutes

Directors Present: Hal Real, Henry Smith III, Clint Walker, and Christian Willauer

Directors Absent: John Pierson

Others Present: Kelly Davenport, Penny Marshall, Paul Ramirez, and Julia Regan Fanelli

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 9:07 a.m. The Vice President noted the presence of a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Hal Real moved that the minutes of the June 8, 2015 meeting be approved as read, and Henry Smith seconded this motion. The Board was polled, and the motion passed unanimously.
- III. **Facility Update** – Kelly Davenport provided an update on the facility at 201 West 14th Street and noted that Freire Wilmington received its temporary certificate of occupancy on June 9, 2015, six days in advance of the June 15 deadline. Construction on the school facility is nearing the end of its first phase.
- IV. **Startup Update** – Paul Ramirez provided an update on school start-up. Paul indicated that we are still fully enrolled at 235 students with a waiting list. Paul noted that since April 1, 2015, seven students who were once enrolled have unenrolled, and another seven students have indicated that they plan to unenroll. Of these 14 students, 50% indicate that their reason for unenrolling is that they were not promoted out of their previous grade or are moving out of the area. We continue to receive a few new applications each week.

Paul provided an update on hiring, indicating that of the 13 total teachers Freire Wilmington needs, we have hired 10 and have extended offers to two more.

Paul provided an update on the student handbook, indicating that a near-final draft of the handbook is currently under review by legal counsel. Paul notes that the final draft of the handbook will be brought before the Board at its August 2015 meeting.

Paul presented the Business Services Agreement between Freire Charter School Wilmington and Freire Charter School, whereby Freire Charter School would provide the services of a Director of

Student Services and a Director of Information Technology in Freire Wilmington's first year of operation. The fee for the year would be \$20,000. Key terms of the contract were reviewed. Hal Real moved to adopt the Business Services Agreement with Freire Charter School, and Christian Willauer seconded the motion. The Board was polled and the motion passed unanimously.

Kelly Davenport indicated that Freire Wilmington applied to the Delaware Department of Education to use a teacher evaluation system of its own design, and was approved.

- V. Transportation** – Paul Ramirez provided an update on our transportation plan, and indicated that we have a first draft of a bus services contract. The contract will cover three bus routes and will total \$153,450 for the school year. Henry Smith moved to approve this expense and authorize Melanie Burke Reiser and Felicia Wenell to work with legal counsel to finalize and authorize the contract. Christian Willauer seconded this motion. The Board was polled and the motion passed unanimously.

Kelly Davenport reviewed plans for special event parking at the school facility.

Kelly reviewed plans for distribution of weekly DART transit passes to Freire Wilmington students.

- VI. Finance Report** – Kelly Davenport presented the Budget vs. Actual report for October through June. To date, the school has spent \$2,116,053 from October 2014 through June 2015 of the \$2.9M start-up budget, including \$77,121 of the \$189,000 Charter Schools Program grant and \$249,502 of the \$300,000 gift from the Longwood Foundation.

Kelly Davenport also presented a memo from Tammy Khieu requesting that the Freire Wilmington Board authorize a payment of \$33,821.00 to Freire Philadelphia to be cut from Freire Wilmington's WSFS bank account, to be applied to funds used to pay the salary of the Head of Freire Wilmington between December 1, 2014 and February 28, 2015. Hal Real made a motion to approve the payment, and Henry Smith seconded this motion. The Board was polled and the motion was approved unanimously.

Kelly Davenport also presented a memo from Tammy Khieu requesting that the Freire Wilmington Board authorize a payment of \$17,958 to the Freire Charter School Foundation to be cut from Freire Wilmington's WSFS bank account, reimbursing the Foundation for invoices covered by the Charter Schools Program grant that were paid by the Foundation before access to the grant money was established. Christian Willauer made a motion to approve the payment, and Hal Real seconded this motion. The Board was polled and the motion was approved unanimously.

- VII. Fundraising Update** – Kelly Davenport presented Leigh Botwinik's written development report. Our target for fundraising is \$300,000 per year. For 2015 we raised \$587,735 including \$33,500 in donations, pledge payments, and Bridge to Wisdom sponsorships; 189,000 in the CSP grant, and \$300,000 from the Longwood Foundation. Since Longwood will not consider us for another grant for at least two years, we need to identify another source of fundraising for next year in order to hit our \$300,000 target.

VIII. Governance – Paul Ramirez noted that Freire Wilmington’s Board will need to include two members who are parents of current Freire Wilmington students, and indicated that he has heard from five parents who have expressed interest in Board membership. Paul has asked these parents to send in resumes for the Board to review, and will arrange for interested parents to meet with John Pierson and Kelly Davenport.

The Board discussed Board member recruitment from within the Midtown Brandywine neighborhood community. Paul Ramirez noted that he has begun establishing relationships with several members of the neighborhood community, and will discuss possible Board members with his contacts.

Paul indicated that the Board will also need one member who is on Freire Wilmington’s teaching staff, and noted that he will arrange for Kelly and John to meet with a teacher who has indicated her interest.

Recruitment for the Citizen’s Budget Oversight Committee was also discussed. Kelly indicated that she has reached out to Accenture and ACE Insurance about possible committee members.

The Board discussed possible meeting dates for August 2015. Julia Regan Fanelli will poll the Board via email to determine the meeting date.

IX. Upcoming Events – The Board reviewed upcoming training and other Freire Wilmington events, including our October 5th Ribbon Cutting and our mandatory Board training on September 22nd.

X. Adjournment: The meeting adjourned at 10:18 a.m.