

BOARD OF DIRECTORS MEETING

December 8, 2014 – 227 North Market Street, Wilmington, DE

Minutes

Directors Present: John Pierson, Hal Real, Felicia Wenell, Christian Willauer, Alfred Lance

Directors Absent: Henry Smith

Others Present: Kelly Davenport, Bill Porter, Paul Ramirez, Ann Pagano, Melanie Reiser, Clint Walker

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 3:05 pm. The President noted the presence of a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Hal Real moved that the minutes of the November 10, 2014 meeting be approved as read, and Felicia Wenell seconded this motion. The Board was polled, and the motion passed unanimously.
- III. **Governance Update** – John Pierson indicated that Latisha Bracy had resigned from the Board effective December 1 due to work obligations. John Pierson introduced a conversation about proposed new Board member Clint Walker. Felicia Wenell moved to elect Mr. Walker to the Board, and Alfred Lance seconded this motion. The Board was polled, and the motion passed unanimously. Melanie Reiser reminded the newest Board members of their obligations to complete Board member clearances and to follow up with Julia Regan Fanelli with questions.
- IV. **Facility Update** – Kelly Davenport provided an update on the proposed facility at 201 West 14th Street and lease negotiations on this site. According to Delaware Department of Education requirements, the lease must be signed by December 15. She also circulated a memo presented to the Midtown Brandywine Neighborhood Association in response to some of their concerns about the school locating at this facility.
- V. **FCS Wilmington Update** – Bill Porter provided an update on Freire Charter School Wilmington, specifically on ongoing admissions outreach efforts (includes 4 new billboards, mailing with 4 information sessions, distribution of 30,000 door hangers, presentations at middle schools, 100 business posters, etc.).
- VI. **DDOE 12/15/14 Pre-Opening Checklist Deliverables** – Melanie Reiser presented the draft Employee Handbook to the Board, indicating that it was currently under review by legal counsel. Felicia Wenell moved to adopt this Employee Handbook pending incorporation of legal counsel's feedback, and Alfred Lance seconded the motion. The Board was polled, and the motion passed unanimously. The Employee Handbook will be submitted to DDOE by 12/15/14.

Melanie Reiser also presented the draft Head of School Evaluation Process. Alfred Lance suggested that parent voice be incorporated into the evaluation. To accommodate parent voice, Melanie Reiser suggested that the full Board rather than just the Executive Committee complete the Head of School Evaluation, since the full Board will include parent representatives. Alfred Lance motioned to adopt the Head of School Evaluation Process with the one modification (i.e. changing Executive Committee to full Board of Trustees), and Christian Willauer seconded this motion. The Board was polled, and the motion passed unanimously. The Head of School Evaluation Process will be submitted to DDOE by 12/15/14.

- VII. Build the Future Update** – Kelly Davenport presented an update on the formation of Build the Future, indicating that legal counsel is optimistic that the organization can form as a 501(c)3. Due to restructuring at the IRS, the 501(c)3 application will be submitted in February 2015, rather than January as previously anticipated.
- VIII. Finance Report** – Melanie Reiser presented the Budget vs. Actual report for October and November 2015. To date, the school has spent \$90,491 of the \$2.7M start-up budget, including \$17,958 of the \$189,000 Charter Schools Program grant.
- IX. Fundraising Update** – Ann Pagano provided a development update. The kick-off event is tonight (12/8/14 at 5:30 p.m.) in the Lower Atrium of the Hercules Building. A full-color newsletter with Annual Appeal has been mailed out to all Freire Contacts.
- X. New Board Member Recruitment** – The Board discussed the formation of an Advisory Board with substantive people who can lend legitimacy to Freire.
- XI. Adjournment** – The meeting adjourned at 3:42 pm.

The next Board meeting is scheduled for January 12, 2015 at 3:00 p.m. at 227 North Market Street, Wilmington, DE.