



BOARD OF DIRECTORS MEETING

August 18, 2015 – 201 W. 14th Street, Wilmington, DE 19801

Minutes

Directors Present: John Pierson, Hal Real, Henry Smith III, and Clint Walker

Directors Absent: Christian Willauer

Others Present: Kelly Davenport, Claire Ford, Laura Bolen, Felicia Wenell, Paul Ramirez, and Melanie Reiser

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 9:06 a.m. The President noted the presence of a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Clint Walker moved that the minutes of the July 16, 2015 meeting be approved as read, and Hal Real 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 the building is in the final stages of construction, with just the doors and lockers being fixed. Additionally, the lawsuit with the Midtown Brandywine Neighborhood Association was resolved. The site is ready for the first day of school.
- IV. **Startup Update** –
 - Paul Ramirez and Felicia Wenell provided an update on school start-up. Summer Clinic took place last week with about 75% of students participating. We are experiencing some unenrollment, but our waiting list is keeping our enrollment at 235. We do need to recruit more 9th graders, as that waiting list is running out.
 - Senator Carper visited the school on July 31 thanks to Hal Real. He was also going to meet with those in the community that have a problem with Freire. He recommends us asking every faction of Midtown Brandywine two questions each month, “How are we doing?” and “How can we do it better.”
 - Paul Ramirez provided an update on hiring, indicating that of the all teachers vacancies have been filled, and we are now hiring for a nurse and a paraprofessional.
 - Melanie Reiser presented the Student and Family Handbook for 2015-16, which includes our Code of Conduct, and explained that it was reviewed by legal counsel. Clint Walker motioned to approve the Student and Family Handbook, and Henry Smith seconded it. The Board was polled and the motion was approved unanimously.

- Melanie Reiser explained the public bidding process for janitorial services, and stated that CleanTech won the bid. Hal Real motioned to approve the CleanTech janitorial services contract, and Clint Walker seconded the motion. The Board was polled and the motion was approved unanimously.

V. Finance Report – Kelly Davenport presented the Budget vs. Actual report for the period ending June 30, 2015, using the format provided by our DE accountant including the required monthly financial statement template.

- Melanie Reiser reviewed two audit proposals (Maille, LLP and Cover & Rossiter, P.A.). Since the two proposals were so close in price, the Board recommended that administration check references. Clint Walker made a motion to authorize the Head of Academic Supports to execute a contract with an auditing firm for FY16 not to exceed \$15,000, and Henry Smith seconded the motion. The Board was polled and motion was passed unanimously.

VI. Fundraising Update – Kelly Davenport presented Leigh Botwinik’s written development report. Our target for fundraising is now \$400,000 per year, and we are actively seeking out grant funding.

- By the end of September, Build the Future will provide the Board with a comprehensive plan for fundraising.
- The ribbon cutting is scheduled for October 5th at 5:30 p.m. and the Mayor and the Governor are scheduled to attend. Save the Dates went out and all elected officials were invited.

VII. Governance –

- Parents interested in serving on the Board continue to meet with Kelly Davenport and/or John Pierson. They will be elected at the September meeting.
- Julia Li has expressed interest in serving as the teacher representative on the Board. Hal Real moved to approve Julia Li as a teacher Board member, and Clint seconded the motion. The Board was polled and the motion was approved unanimously.
- John Pierson is corresponding with Ben and Mark from the Midtown Brandywine Association about possibly getting one of their members to serve on our Board.
- Melanie Reiser reviewed the requirements for establishing a Citizen’s Budget Oversight Committee. The Board reviewed a resolution forming this committee, delineating the job description of the CBOC committee member, and setting forth the committee selection process. Henry Smith moved that we approve the CBOC resolution, and Clint Walker seconded the motion. The Board was polled and the motion was approved unanimously.
- Meeting times were changed to start at 8:00 a.m. to accommodate the schedule of our teacher representative.

VIII. 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.

IX. Adjournment: The meeting adjourned at 10:03 a.m.