



BOARD OF DIRECTORS MEETING

November 19, 2015 – 201 W. 14th Street, Wilmington, DE 19801

Minutes

Directors Present: Hal Real, Christian Willauer, Julia Li, Mia Davenport-Chaney

Directors Absent: John Pierson, Henry Smith, Clint Walker

Others Present: Kelly Davenport, Felicia Wenell, Paul Ramirez, Bill Ray, Matt Kong, John Kane, Mike Cattermole, Melanie Reiser

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 8:04 a.m. The Treasurer noted the presence of a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Mia Davenport-Chaney moved that the minutes of the October 15, 2015 meeting be approved as read, and Julia Li seconded this motion. The Board was polled, and the motion passed unanimously.
- III. **School Report** – Paul Ramirez reported that the first report cards were mailed home, and students are now realizing that we “mean what we say” academically. Parent-student-teacher conferences were held with 20% participation. Our major priority at the moment is school culture and we have hired a Dean (Mr. Ruble Harris) and are working on a more refined system for sanctions that will be clearly communicated and uniformly implemented with students. Felicia reported that after a few incidents, students are slowly understanding that we will hold them accountable. Paul shared that we are now enforcing structure, accountability, and consistency. Hal Real inquired as to how people are staying focused and upbeat. Paul said the school has been receiving a lot of support from Build the Future and the Heads of the other Freire Schools, which is helping the school to develop a team mentality and pull together. Julia Li affirmed that teachers are feeling like they have a lot of work to do, but these added measures are taking hold in a positive way.
- IV. **Phase II Construction Report** – Kelly Davenport reported that the Phase II construction pricing should be in soon.
- V. **Enrollment/Recruitment 2016-17** – Paul Ramirez has attended four open houses to recruit the 112 8th graders for next year. The first Open House at the school will be held on December 1st from 6 p.m. to 7:30 p.m. We will also be participating in the Charter School Expo on December 5th (volunteers needed). We plan to hold Open Houses every month until we are fully enrolled, and we are planning a mailing to families.
- VI. **Finance Report** – Bill Ray presented the financials for the month ending October 31, 2015. He explained that we have received about 50% of state and local funding, to date. We drew down \$280,000 on the line of credit, which we can consider paying down to reduce interest payments. Our bills are being paid quickly, and there is nothing unusual on the balance sheet. Salary, wages,

and benefits are our biggest expense, and there is a 90-day waiting period for health benefits, which ends in in December, raising insurance costs for most employees. Bill Ray noted that Felicia Wenell is doing an excellent job controlling costs. In terms of having enough cash for the year, we will need to raise approximately \$280,000 to stay in a positive net position for the operating year. The line of credit is required to be zero in April for 30 days. Bill Ray recommended that we pay down the line of credit early and draw down again if needed, once he gets clarity and assurance on incoming winter revenues. A motion was made by Christian to approve the finance report, which was seconded by Julia. The Board was polled and the motion passed unanimously.

Bill Ray reported that we had our first CBOC meeting on November 18th. Joe Lupo, a teacher, was elected Chair. Jodi O'Ferrall, a community member is the recording secretary. The CBOC suggested that all expenses over \$5,000 be approved by a Board member. Hal Real suggested instead that, once the budget has approved, then only expenses not contemplated in the budget need to be approved.

- VII. Fundraising Update** – To date we have raised \$13,750 in donations and pledge payments. We have also applied for over \$220,000 in grants from various DE foundations, and we are waiting to hear back. While our original fundraising goal was \$400,000, we are now forecasting that we will need to raise only \$280,000 to stay in a positive net position for the operating year. Kelly Davenport distributed a list of attendees from the Ribbon Cutting to be invited into the school for private tours and requests for donations. Giving Tuesday will be December 1st.
- VIII. Governance Update** –
- Board Member Recruitment –
 - Julia Li motioned to elect Mike Cattermole as a parent representative to the Board of Directors, and Christian Willauer seconded this motion. The Board was polled and the motion was approved unanimously.
 - The Board reviewed Penny Marshall's qualifications to serve as Board member, and Kelly Davenport indicated that she had met with her. Election will be tabled until new Board member elections in the new year.
 - CBOC – Because the DOE representative is a non-voting member and cannot count toward quorum, it is recommended that another Board member be added. Julia Li motioned that we elect Bill Ray to serve as a member of the CBOC, and Christian Willauer seconded this motion. The Board was polled and the motion was approved unanimously.
- IX. Midtown Brandywine Committee Update** – Paul Ramirez met with Marc Ramos, the new president of the Midtown Brandywine Neighborhood Association. There are no complaints at this time. With the weather getting colder, we had neighbors again volunteer with assistance during arrival and dismissal to reinforce our transportation plan. We also met with about a dozen neighbors who want to volunteer in the school.
- X. Adjournment** – The meeting adjourned at 9:01 am.

The next Board meeting is scheduled for December 17, 2015 at 8:00 a.m. at 201 W. 14th Street, Wilmington, DE.