



MEETING OF THE BOARD OF DIRECTORS

February 16, 2017
 201 W. 14th Street, Wilmington, DE 19801
 8:00 AM – 9:00 AM

Minutes

Directors Present: John Pierson, John Kane, Clint Walker, Christian Willauer, Mia Davenport, Julia Li, Bob Goff, Trish Blessing

Directors Absent: Hal Real, Henry Smith, Penny Marshall

Others Present: Paul Ramirez, Felicia Wenell, Kelly Davenport, Bill Ray, Leigh Botwinik, Max Matthews, Johnny Mills, Nicholas Brock, Latisha Bracy, Joshua Stewart

- I. **Roll Call & Determination of Quorum** – The meeting was called to order at 8:04 AM. The President observed that the Board had a quorum and the meeting commenced.
- II. **Review & Approval of Minutes** – Clint Walker moved to approve the minutes from the January 19, 2017 meeting. Bob Goff seconded. All in favor.
- III. **School Updates**
 - a. **School Report** – Paul Ramirez shared that the school has been examining strategies to ensure that students are not only accepted to colleges but prepared to graduate from college. Research indicates that access to opportunities and exposure to experiences are critical to prepare students for completing college, and the school is therefore planning field trips to cultural institutions. Felicia Wenell gave a recap of the school’s recent “Dragon Day,” focused on building school community. She noted that two master’s students would soon be coming on to work with individual students struggling academically on a weekly basis, in addition to a master’s student currently working with students to improve attendance.
 - b. **Student Representative Update** – Joshua Stewart shared his experience with Dragon Day, which included a relay race, chess, a movie, and an escape the room activity.
 - c. **Staff Member Update** – Julia Li noted that Dragon Day was also a positive experience for Freire Wilmington staff, and that she and others felt it was well worth the effort required to create such a positive event.
 - d. **School Performance Dashboard** – Leigh Botwinik presented on the School Performance Dashboard. She noted that attendance has increased at a time in the school year when it typically falls off. She noted that the number of suspensions as a percentage of the student body has decreased from where it was at this point in the previous school year. Paul Ramirez explained as context for the academic indicators that the school substantially increased the rigor of midterm exams over the prior year and coupled that with more academic interventions.
 - e. **Enrollment/Recruitment Update** – Paul Ramirez stated that the school was in a strong position regarding enrollment for the upcoming school year.

- f. Extracurricular Activities – Felicia Wenell shared that the slate of extracurricular activities has been changing on a monthly basis, so the list should be seen as an example. She noted that the school had recently partnered with “Zip Code Wilmington,” an innovative local nonprofit software coding school, to provide a new extracurricular opportunity for students.

IV. Development

- a. Leigh Botwinik presented on the school’s development activities. She noted the difference between the budgeted annual fundraising goal of \$175,000 and the aspirational goal of \$300,000.
- b. Leigh acknowledged the success of the recent cultivation event, noting high attendance, a donation received the same day, and requests for additional events. Christian Willauer and Clint Walker also recognized the event’s success. Nicholas Brock, who attended the cultivation event, shared that he was a staffer for Senator Margaret Rose Henry, who represents Freire Wilmington’s district in the Delaware General Assembly, and that he has worked on programs to support high school students getting to college.

V. Financials

- a. Bill Ray presented the January Financial Package. He noted that the school had received all state and local funding for the year and was therefore in a strong position with regard to cash flow.
- b. Bill explained that the Freire Foundation was currently holding \$67,000 in trust for Freire Wilmington, and presented a memo for approval requesting to transfer \$40,000 of those funds to Freire Wilmington’s account. Clint Walker moved to approve the movement of funds. Christian Willauer seconded the motion and the motion passed unanimously.
- c. Bill then continued by reviewing revenues, noting that receivables were on pace, and that expenses were being incurred on schedule. John Kane moved to approve the financial report. Julia Li seconded, and the motion passed unanimously.

VI. Governance

- a. Max Matthews reminded the Board of their obligation to complete governance and finance trainings, and reviewed which members had completed which trainings. He explained that although the governance training is only required every three years, Freire Wilmington is working with the Delaware Charter Schools Network to try to offer an interim training opportunity.
- b. Latisha Bracy introduced herself as a former member of the Board who resigned due to a conflict of interest that arose as a result of her employment. She shared that she has since left that employer and is now working to complete her doctorate in education.

VII. Policy Adoption

- a. Max Matthews presented a revised School Wellness Policy. He explained that the changes proposed were due to new federal regulations and to more accurately reflect the school’s practices. Bob Goff moved to approve the policy. Christian seconded the motion and the policy was approved unanimously.
- b. Bill Ray presented a revised Procurement Policy for federal funds. He noted that the school is currently complying with all federal procurement regulations in practice. Bill explained that the proposed policy covered situations that do not currently apply to the school, but it would improve the quality of the policy to incorporate them. John Kane moved to adopt the policy. Bob Goff seconded the motion, and the policy was approved unanimously.

- VIII. Midtown Brandywine Committee Update** – Bob Goff related that the most recent meeting of the committee was canceled and that he therefore had no updates. He noted that he had not heard of any neighborhood issues.

IX. Officer Changes

- a. Kelly Davenport recognized John Pierson's service to the school in light of the fact that he has submitted his resignation from the Board effective at the current meeting. Kelly invited student representative Joshua Stewart to read a resolution recognizing John's contributions and leadership.
- b. Bob Goff moved to elect Clint Walker as the new chair of the Board. John Kane seconded the motion, and Clint Walker was elected unanimously to the position of chair.

X. Adjourn – The meeting adjourned at 8:56 AM.