



### MEETING OF THE BOARD OF DIRECTORS

April 27, 2017

201 W. 14th Street, Wilmington, DE 19801

8:00 AM – 9:00 AM

### Minutes

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

*Directors Absent: Hal Real, Henry Smith, Trish Blessing*

*Others Present: Paul Ramirez, Felicia Wenell, Kelly Davenport, Bill Ray, Leigh Botwinik, Max Matthews, Johnny Mills, Vanessa Garzon*

**I. Roll Call & Determination of Quorum** – The meeting was called to order at 8:02 AM. The President observed that the Board had a quorum and the meeting commenced.

### II. Review & Approval of Minutes

- a. Bob Goff moved to approve the minutes from the meetings on February 16, 2017 and March 16, 2017. Christian Willauer seconded the motion. All in favor.

### III. School Updates

- a. School Report – Paul Ramirez shared that students would be taking Smarter Balanced assessments in the coming two weeks. He provided an overview of Delaware standardized testing, including its recent history and current impact on school accountability. He reviewed test scores from the prior year and explained proficiency, growth, and DSSF scores. He provided context for increased variability in the scores of this year's incoming 8<sup>th</sup> graders. Paul also gave an update on hiring for the coming school year. Felicia Wenell gave an update on school culture, explaining that having a long period before spring break can create challenges. There are only seven weeks left in the school year. A spring formal dance is planned as well as a parent workshop on preparing for college, which Mia Davenport has helped organize.
- b. Student Representative Update – Vanessa Garzon shared that students enjoyed the 9<sup>th</sup> grade field trip to Baltimore to see a Shakespeare play. Students are excited about the off-campus spring formal and the all-school field trip to Hershey Park.
- c. Staff Member Update – Julia Li updated the Board on the new afterschool academic centers, which began with Writing and Math Centers, followed by Science and History Centers. Students can visit centers after school on Tuesdays and Thursdays for extra academic help. Next week, student tutors will begin a training program to prepare them to help their peers next school year. The interns from West Chester University end their terms next week, and Felicia is already interviewing new interns to increase the number next school year.
- d. School Performance Dashboard – Leigh Botwinik presented on the school performance dashboard. Average daily attendance has increased over last year's. The percentage of students failing two or more classes is also down from the previous year and from Quarter 2 as of the end of Quarter 3.
- e. The Board reviewed the 2017-2018 School Calendar. Christian Willauer moved to approve. John Kane seconded, and the motion passed unanimously.

**IV. Development**

- a. Leigh Botwinik presented on the school's development activities, including progress toward the total fundraising goal for the year. She encouraged members to attend the annual Bridge to Wisdom fundraiser in Philadelphia. Another donor cultivation breakfast similar to the one held in February is planned for May. The Secretary of Education will attend and the Mayor has been invited as well. Major grants pending include the 21<sup>st</sup> Century Community Learning Centers and Longwood Foundation.

**V. Financials**

- a. Bill Ray presented on the March Financial Package. The school is in a strong position overall. Summer salary obligations are covered, the school is on track to meet its required ratios, and there are no substantial accounts receivable or accounts payable concerns. Any expenses that are running over budget will be made up for by other expenses running under.
- b. John Kane moved to approve the February and March financial summaries. Julia Li seconded the motion. All in favor.

**VI. Governance**

- a. Slate of Staff – Max Matthews explained that the Board is typically asked to vote twice per year to approve the slate of staff to fulfill its power to hire and terminate employees under Delaware's charter school law. Christian Willauer moved to approve the slate of staff. John Kane seconded. All in favor.
- b. Revised Capitalization Threshold – Max Matthews and Bill Ray explained the reasons for requesting that the Board approve a lower capitalization threshold. John Kane moved to approve the proposed capitalization threshold of \$2,500. Julia Li seconded the motion. All in favor.
- c. Clint Walker shared that Penny Marshall has recently resigned her position on the school's Board of Directors for family reasons. She may be interested in re-joining in the future.
- d. Clint Walker thanked Board members for participating in the self-evaluation survey and noted that the main improvement suggested was better fundraising. The Board is looking to recruit new members with greater fundraising capacity. For the upcoming school year, a day is being planned for Board members to attend classes, meet with students and teachers, and participate in a social event in order to increase members' connections with the school.

**VII. Midtown Brandywine Committee Update** – Bob Goff shared that the committee had recently had a small meeting where members raised several issues and questions about the school. Bob will be sharing a list of these issues so that the Board can discuss them before the end of the year.

**VIII. Adjourn** – The meeting adjourned at 9:00 AM.