

MEETING OF THE BOARD OF DIRECTORS

JUNE 20, 2024 | 8 AM

ZOOM MEETING ID: 870 0568 7796

LOCATION: FREIRE CHARTER SCHOOL WILMINGTON | 201 W. 14TH ST., WILMINGTON DE 19801

Board Members Present: Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, Khaliah Walker

Others Present: Olivia Burgess, Kelly Davenport, Nate Durant, Johnny Mills, Tanza Pugliese, Paul Rameriz, Melanie Reiser, Maddie Weckel, Nathan Yufer

I. Public Comment

- A. No public comment.

II. Induction

- A. Review & Approve Resume of C.McQueen - Board Parent (*Att. 2*)*
 - 1. The board reviews the resume of Chenelle McQueen.
 - 2. Chenelle shares her thanks and appreciation to the board for the opportunity to be a part of the board of directors.
 - 3. David Singleton makes a motion nominating Chenelle McQueen to serve on the Board. Lissa Brutus seconds.
 - 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.

III. Resolutions

- A. Re-Election of Freire Wilmington Board Officers (*Att. 3A*)*
 - 1. The board reviews the election of officers and board members.
 - 2. David Singleton makes a motion to approve the election of officers and board members. Kate Bayard seconds.
 - 3. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- B. Review & Approval of Minutes, April 18, 2024 (*Att. 3B*)*
 - 1. The board reviews the minutes from the April 18, 2024 board meeting.
 - 2. Kate Bayard makes a motion to approve. David Singleton seconds.
 - 3. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- C. April 2024 Financial Report (*Att. 3C*)*
 - 1. Nathan Yufer reviews the April 2024 Financial Report with the board.
 - 2. The original budget that was approved back in June 2023 assumed enrollment of 475 students. The official enrollment which is determined by the September 30 unit count was 411 students which placed a negative impact on revenue and the school had to make cost reductions to offset the reduction in revenue.
 - 3. If the school can keep their expenses under control for the remainder of the year they should end the year with ~30k surplus which is less than the original budget. However, we are also front loading some expenses for FY25 in the FY24 school year to help lessen the burden on the FY25 budget.
 - 4. The school will not meet the annual cash flow metric. The school is expected to be cash flow negative for FY24. This is being caused by the school receiving a large amount of donations in FY23 that were intended for construction costs that won't happen until FY24. Although this is not ideal, it is explainable and should not cause any issues. In addition, even though the school will be cash flow negative for the year, they will have a total cash balance of \$2M at the end of the year. The school is expected to meet all other financial metrics including the debt service covenants.
 - 5. David Singleton makes a motion to approve. Lissa Brutus seconds.
 - 6. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- D. Review & Approve FY 2025 Budget (*Att. 3D*)*
 - 1. Nathan shares the FY 2025 Budget will generate an operating surplus of \$1,100,000 before capital expenses and debt payments. After the capital expenditures and debt payments, Freire Wilmington will hold a surplus of \$54,000.

2. Freire Wilmington's ESSER federal grant ends in FY 2024 which is a reduction in revenue of \$1,300,000 for FY 2025.
 3. Freire Wilmington is projected to meet all the financial ratios in FY 2025 except the 3-year cash flow metric. The school will have a negative cash flow in FY 2024 due to receiving a large amount of donations in FY 2023 which were used for expenses in FY 2024.
 4. David Singleton makes a motion to approve. Lissa Brutus seconds.
 5. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- E. Unrestricted & Restricted Donation Approvals (*Att. 3E*)*
1. Nathan Yufer shares the \$100,000 Unrestricted & Restricted Donation Approvals from Freire Foundation.
 2. David Singleton makes a motion to approve. Lissa Brutus seconds.
 3. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- F. Review & Approve Nate Durant as FCSW Head of School (*Att. 3F*)*
1. The board reviews Nate Durant as Freire Wilmington CEO and Head of School.
 2. David Singleton makes a motion to approve. Kate Bayard seconds.
 3. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.

IV. Policies & Agreements

- A. Review & Approve Health & Safety Plan (*Att. 4A*)*
1. Johnny Mills shares back in February 2024 the board approved an updated Health & Safety Plan pertaining to the school's COVID protocol and then in March the CDC changed the guidelines, matching COVID protocol to other respiratory illnesses.
 2. The new change is under Section 1.e., which states Freire Wilmington is no longer requiring isolation or quarantine, rather students/staff can return to school if they are both fever free for 24 hours without fever-reducing medications and symptoms are improving overall.
 3. David Singleton makes a motion to approve. Lissa Brutus seconds.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- B. Review & Approve 2024-2025 Student & Family Handbook (*Att. 4B*)*
1. Tanza Pugliese reviews the 2024-2025 Student Family Handbook with the board.
 2. There are no updates at this time.
 3. David Singleton makes a motion to approve. Lissa Brutus seconds.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- C. Review & Approve Employee Handbook (*Att. 4C*)*
1. Paul Ramirez shares the Employee Handbook with the board.
 2. Updates includes staff attendance policy, procedural changes for workers comp and bereavement leave.
 3. Organizational charts will not be approved or added to the handbooks till August.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- D. Review & Approve Check Signers (*Att 4D*)*
1. Nathan Yufer proposes the removal of Maddie Weckel as a check signer and the addition of Nate Durant, Freire Wilmington's new Head of School, removal of Ruble Harris as a check signer and the addition of Sean Hamilton, Assistant Head of Academics and the removal of Katherine Pollard as a check signer and the addition of Marley Luke, Director of Academic Operations.
 2. David Singleton makes a motion to approve. Lissa Brutus seconds.
 3. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- E. Review & Approve Transgender & Gender Nonconforming Youth Policy (*Att. 4E*)*
1. Tanza Pugliese reviews the Transgender & Gender Nonconforming Youth Policy with the board.
 2. This policy places guidelines and expectations for addressing the needs of transgender and gender nonconforming students and is aimed at promoting their inclusion, privacy, and safety at all times.
 3. David Singleton makes a motion to approve. Lissa Brutus seconds.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- F. Review & Approve Attendance Policy (*Att.4F*)*
1. Tanza Pugliese reviews the Attendance Policy with the board.

2. Update includes reducing the number of absences at which a student may be retained, with discretion for the Head of School, from 30 to 20.
 3. David Singleton makes a motion to approve. Lissa Brutus seconds.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.
- G. Title IX Policy ([Att. 4G](#))
1. Kelly Davenport and Tanza Pugliese both review the Title IX Policy with the board.
 2. The board will wait to vote on this item till a committee has met to discuss it further.
- H. Review & Approve Maintaining Appropriate Adult Student Relationships ([Att. 4H](#))*
1. Tanza Pugliese reviews the Maintaining Appropriate Adult Student Relationships with the board.
 2. David Singleton makes a motion to approve the policy with the caveat that edits will be made to accommodate the Title IX policy. Kate Bayard seconds.
 3. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Nathan Moser, Chenelle McQueen, David Singleton, David Tuminaro, and Khaliah Walker vote in favor of the motion. There are no votes against and no abstentions.

V. School Report

A. Staff Update

1. Governor's Award for Excellence in Civics Education - Nathan Moser
 - a) Maddie praises Nathan Moser for winning the Governor's Award for Excellence in Civics Education in DE
 - b) Nathan shares his appreciation for Maddie encouraging him to apply and for the award
 - c) Nathan shares that the staff are happy for the summer break but there have been a few shared expressions about their jobs and ESSER funding being cut.

B. Heads Report

1. Freire Network Dashboard ([Att. 5A](#))
 - a) Maddie Weckel expresses her appreciation for being a part of the Freire Wilmington team and praises Nate Durant for stepping in as the new Head of School.
 - b) Nate Durant expresses his gratitude for being welcomed back as Head of School at Freire Wilmington.
 - c) Nate shares that summer programming starts next week and about 80-100 kids are participating.
 - d) Maddie & Nate both note graduation was a hit and a wonderful experience all around.
2. College Report ([Att. 5B](#))
 - a) Freire Wilmington had 61 seniors who met all the requirements to become Freire Wilmington graduates in the Class of 2024.
 - b) 91% of seniors have applied to at least one 2-year or 4-year college.
 - c) To date, Freire Wilmington Seniors have been awarded \$6,956,440 in scholarships and grants.
3. Admissions & Enrollment Update
 - a) Both are trending higher than last year's numbers. Currently we are 20-30% higher than the last reported number.
 - b) Nate is looking forward to the joy, growth and peaceful experiences that Freire Wilmington has to offer.
 - c) Maddie thanks Paul Ramirez, Melanie Reiser, Angela Miller, Johnny Mills, Tyrone Pope, Brandi Savage for their countless help and efforts within the marketing, admissions and enrollment process.

VI. Executive Session

A. Personnel Matter

1. The board of directors did not move into Executive Session.

VII. Financials

A. CBOC Update

1. Nathan shares that the CBOC board is looking for parents to join.

VIII. Advancement

A. Advancement Report ([Att. 8](#))

1. Melanie Reiser shares the FY 2024 unrestricted fundraising target is \$650,000 which is \$125,000 per Freire campus.
2. Currently to date the Advancement Team has raised \$652,188 in donations and pledges, which exceeds the estimated network-wide goal.
3. Melanie states the Advancement Team will continue to actively fundraise through the end of the fiscal year in order to fully support the schools.
4. The Advancement Team recently emailed a marketing piece to our donors and partners in April with links to share positive press Freire Schools has recently received.
5. The Meet the Grads marketing piece is being finalized and will showcase the successes of the Class of 2024 and will be sent out late June/early July.

IX. Governance

A. Annual Evaluation of Freire Network ([Att. 9A](#))

1. Paul Ramirez shares the results of the Annual Evaluation of the Freire Network Office.
 2. Majority of the board ranked the Network in ranges of 4-5 which indicates the level of strength the Network holds.
 3. Area of improvement surrounding assistance with academic programming support to the schools.
 4. An optional board meeting will be held in the summer to go over the received standardized testing data.
- B. Board Member Self Evaluation ([Att. 9B](#))
1. Paul Ramirez shares the results of the Annual Board Member Self Evaluation.
 2. Various strengths surrounding the annual contribution aspect for advancement
 3. Improvement areas are surrounding becoming more of a brand ambassador for Freire and our schools.
 4. Also, an initiative meeting will take place in the fall to plan the future of Freire.
- X. Midtown Brandywine Committee Update**
- A. Kate Bayard shares there is funding for street safety being developed.
 - B. Public meeting will be held soon to discuss the possible changes and improvements about the park next to the school.

Meeting Adjourned, 9:15 AM