



# MEETING OF THE BOARD OF DIRECTORS

FEBRUARY 13, 2025 | 8 AM

ZOOM: MEETING ID: 864 8450 6789

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

**Board Members Present:** Kate Bayard, Lissa Brutus, Sheela Dattani, Rob Healy, John Kane, Jilian Mackenzie, Robert Mansell, David Singleton, Clint Walker, Nathan Will

**Others Present:** Leigh Botwinik, Olivia Burgess, Nate Durant, Tanza Pugliese, Paul Rameriz, Melanie Reiser, Ben Wainwright, Nathan Yufer

**Meeting Start, 8:00 AM**

- I. **Public Comment**
  - A. **No comment**
- II. **Review & Approval of Minutes**, December 12, 2024 ([Att.2](#)) \*
  - A. The board reviews the minutes from the December 12, 2024 board meeting.
  - B. David Singleton makes a motion to approve. Nathan Will seconds.
  - C. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Robert Mansell, David Singleton, Clint Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.
- III. **Executive & Network Update**
  - A. CEO Transition Updates & Listening Tour
    1. Paul Ramirez shares updates on the CEO transition for Freire Schools.
    2. Paul will step into the CEO role on July 1st, 2025.
    3. Paul is looking forward to building relationships with all those in the Freire community internally and externally. He has begun meeting with Board members across the Network, and is working to plan a retreat, tentatively scheduled for May 16, 2025 for Board members and school and network leaders.
- IV. **School Report**
  - A. Staff & Student Update
    1. Approve Rob Healy as New Teacher Representative for Board\*
      - a) Nate Durant introduces Rob Healy to the board.
      - b) Nate praises him for his dedication to the students and being an amazing drivers ED teacher.
      - c) Rob shares his thanks for being given the opportunity to join the board and looks forward to sharing updates.
      - d) David Singleton makes a motion to approve. Nathan Will seconds.
      - e) Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, Robert Mansell, David Singleton, Clint Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.
  - B. Heads Report
    1. Admissions Update
    2. January Freire Dashboard ([Att. 3](#))
      - a) Admissions numbers are trending higher than last year.

- b) Open houses have been a big help and Nate gives thanks to the Network Office for support around admissions.
- c) Dashboard shows positive gains in attendance and on the Star benchmarks.
- d) Nate is grateful to Marley Luke, Brandi Savage and other school leaders for all the efforts to plan events that are building joy and unity within the school.
- e) SAT tests are coming up soon and Nate notes that students are preparing.

## V. Financials

### A. December 2024 Financial Report (Att.4A)\*

- 1. Ben Wainwright reviews the December 2024 Financial Report with the board.
- 2. The current enrollment from October 1st unit count of 406 students is slightly below the original estimate of 411, which has a minor negative impact on the budget.
- 3. The Professional Services Expense category is currently at 50% of the yearly budget, which is in line with expectations. \$28,000 has been spent on recruiting fees for new teachers, reflecting the challenges of finding qualified candidates. An external agency was engaged to assist with the process.
- 4. Audit costs have reached 90% of the budgeted amount so far, which was expected. The audit from the previous fiscal year was paid for this year. The total budget for audits remains relatively low, at approximately \$35,000, which reflects cost efficiency.
- 5. Security Services is currently aligned with the budget. Given recent safety challenges, this area will continue to be closely monitored.
- 6. Repairs & Maintenance is currently at 62% of the yearly budget, which is higher than expected for this point in the fiscal year. It is anticipated that these costs will slow down during the spring since the colder months are coming to a close soon. The situation will continue to be monitored closely.
- 7. David Singleton makes a motion to approve. Nathan Will seconds.
- 8. Kate Bayard, Lissa Brutus, Sheela Dattani, Rob Healy, John Kane, Jilian Mackenzie, Robert Mansell, David Singleton, Clint Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.

### B. Review & Approve Draft FY24 Form 990 (Att. 4B)\*

- 1. Ben Wainwright shares the Draft Form 990 with the board.
- 2. David Singleton makes a motion to approve. Nathan Will seconds.
- 3. Kate Bayard, Lissa Brutus, Sheela Dattani, Rob Healy, John Kane, Jilian Mackenzie, Robert Mansell, David Singleton, Clint Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.

### C. CBOC Report

- 1. The CBOC still needs a parent.

## VI. Advancement

### A. Advancement Report (Att. 5)

- 1. Melanie Reiser shares that the FY25 unrestricted fundraising target is set to \$775,000 which is \$150,000 per Friere campus.
- 2. Currently the Advancement Team has raised \$311,152 in donations and pledges toward that goal.
- 3. FY25 Fundraising progress surrounds the following:
  - a) Bridge to Wisdom honoring Kelly Davenport will be held on Tuesday, May 13th at the Independence Visitor Center at 5:30pm.
  - b) Preparations for the annual Valentine "thank you" cards to donors to go out this week.
  - c) The Freire Wilmington Fundraising Committee will be sending out personalized donor solicitation letters this month.

## VII. Policies & Agreements

- A. Review & Adopt Fund Balance Policy #426 (Att. 6B)\*
  - 1. Ben Wainwright shares that this policy provides guidance around the maintenance of a fund balance.
  - 2. David Singleton proposes removing reference to investment grade bond ratings.
  - 3. David Singleton makes a motion to approve pending removal of the bond rating reference. Nathan Will seconds.
  - 4. Kate Bayard, Lissa Brutus, Sheela Dattani, Rob Healy, John Kane, Jilian Mackenzie, Robert Mansell, David Singleton, Clint Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.
- B. Review & Approve Amended Conflict of Interest Policy #112 (Att. 6D)\*
  - 1. Leigh Botwinik shares a proposed addition to the policy noting that should we have a conflict of interest relating to federal funds, it must be reported to our federal programs liaison.
  - 2. David Singleton makes a motion to approve. Nathan Will seconds.
  - 3. Kate Bayard, Lissa Brutus, Sheela Dattani, Rob Healy, John Kane, Jilian Mackenzie, Robert Mansell, David Singleton, Clint Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.
- C. **The Purchase Order Policy #412 and Anti-Bullying Policy #204 will be brought back to the Board for review in April.**

**VIII. Midtown Brandywine Committee Update**  
**A. No update at this time**

Meeting Adjourned, 9:00 AM