



MEETING OF THE BOARD OF DIRECTORS

SEPTEMBER 19, 2024 | 8 AM

ZOOM: MEETING ID: 880 9844 3415

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, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, Nathan Will

Others Present: Olivia Burgess, Kelly Davenport, Nate Durant, Tanza Pugliese, Paul Rameriz, Melanie Reiser, Tim Straub, Nathan Yufer

- I. **Public Comment**
 - A. No public comment
- II. **Governance**
 - A. FCSW Board Visitation Day | October 17, 2024 at 9am
 - 1. Olivia Burgess invites the board to participate in the annual board visitation day at FCSW on October 17, 2024.
 - B. FCMS Board Visitation Day | October 9, 2024 at 10am
 - 1. Olivia Burgess invites the board to participate in the annual board visitation day at FCMS on October 9, 2024.
 - C. Review Expectations of Board Members (Att.2A)
 - 1. Melanie Reiser shares this document was made with the purpose to keep board members updated on the requirements of being a board member for Freire Schools.
 - D. Resignation of Nathan Moser (Att. 2B)
 - 1. The board of directors acknowledges the resignation of Nathan Moser.
 - E. Dispute Resolution Online Training
 - 1. Olivia Burgess will keep the board of directors up to date on the completion of the dispute resolution training.
- III. **Review & Approval of Minutes**, June 20, 2024 & July 24, 2024 (Att.3)
 - A. The board reviews the minutes from June 20, 2024 & July 24, 2024 board meeting.
 - B. David Singleton makes a motion to approve. Kate Bayard seconds.
 - C. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.
- IV. **School Report**
 - A. Staff & Student Update
 - 1. Nate Durant introduces Andrea Robinson (12 grade Student Government Associate Rep.)
 - a) Andrea is thankful to meet with the board of directors and shares a few important things to know.
 - b) The students are enjoying the no cellphone incentive because it has helped with not being absent in classes and realigning the focus on school work during the day.
 - c) A unanimous wish from the student body would be to have a study hall so students during the day can go and work on other class assignments.
 - d) Andrea shares she is looking forward to college and becoming an Environmental Scientist.
 - e) Student Government is a hot topic amongst the students this year and many students are competing to get in the Student Government Association.

- f) Freire Wilmington has reached all of her expectations since transferring from Kuumba Charter School. Freire Wilmington has provided her the opportunity to be her true self and not have to worry about being someone else.
- g) Nate Durant praises the staff and all their hard work this year so far.
- h) Tim Straub introduces himself. He shares that it has been a challenging start to the school year, with students needing quite a lot more support than prior years and with staff feeling the strain of a number of staff transitions after last year. Tim is looking forward to the rest of the school year and to see how the students grow.

B. Heads Report

1. Nate Durant echoes Tim's comment about how the culture of the school is a challenge at the moment but is optimistic about the school year and looks forward to seeing the positive data results.
2. Nate Durant introduces the new head staff at the campus.
 - a) Marley Luke - Director of Academic Operations
 - b) Mindy B. - Attendance & Operations
 - c) Beth Yerga - Academics Assistant Head of School
 - d) Tyron H. - Director of Culture
 - e) Brandy S. - College Counseling and Admissions
 - (1) They all thank the board for speaking and sharing their job responsibilities.
3. Admissions Update
 - a) Nate share admissions is on pace to exceed the amount from last year.
 - b) Nate praises the efforts from the Network Office and his staff for all their effort at contacting families and supporting them through the admissions process.
4. Freire Network Academic Plan 2024-2025 ([Att. 4A](#)) ; Math Strategic Plan ([Att. 4B](#))
 - a) Kelly Davenport shares that an optional session will be held to allow the board to ask any questions regarding the new academic plan for the year.
 - b) Corrective Reading is a program for students in grades 5-9 across the network who need work on fluency. Nationally, reading has been a topic of discussion in regard to how reading has been taught to students over the years and how the students are progressing with their skills.
 - c) Math has been a challenge Network wide, but we are benefitting from the hire of Emily Torres as new head Math content lead at the Network level. The math plan focuses on 3 things:
 - (1) Improving the skill set of our teachers
 - (2) Strategically planning the content being presented and ensuring it aligns with the high-stakes assessments the students take throughout the academic year
 - (3) And accepting and addressing the skill gaps our students have before the plan is in motion.
 - d) Additionally the network is providing guidance to school instructional leaders to support more effective Professional Learning Community (PLC) time. PLCs are the regularly occurring departmental meetings where the bulk of professional learning around effective curriculum implementation occurs.
 - e) David Singleton makes a motion to approve. Nathan Will seconds.
 - f) Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions

V. Financials

A. June 2024 Financial Report ([Att. 5](#))*

1. Nathan Yufer reviews the June 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. Some good news is the Freire Wilmington campus is funded based on the education level and years of experience of the staff members. Back in December 2023 an audit on the staff was performed and from the audit, Freire Wilmington was able to receive more funding by updating each staff's education and years of experience.
 4. Expenses the school has finalized include building maintenance, the CSO fee increase, various advertising projects, building improvements, and minor equipment purchases.
 5. The school will not meet the annual cash flow metrics. This is being caused by the school receiving a large amount of donations in FY23 that were intended for construction costs that didn'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.
 6. David Singleton makes a motion to approve. Kate Bayard seconds.
 7. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions
- B. CBOC Report
1. Nathan shares the CBOC is looking for board members, especially recruiting parents to sit on the board.
- C. Audit Report
1. The audit is being finalized and is due on Sept 30, 2024. Nathan will present more information at the next board meeting in October.

VI. Advancement

- A. Advancement Report ([Att. 6](#))
1. Melanie Reiser shares that the FY24 unrestricted fundraising target was \$650,000 which is \$125,000 per Freire campus.
 2. Currently to date the Advancement Team has raised \$656,804 in donations and pledges, which exceeds the estimated network-wide goal.
 3. In August, The Advancement Team & the Freire Foundation awarded four Freire Distinguished Teacher Awards (which include a \$10,000 award) plus one honorable mention at a luncheon at Wilder.
 4. The Meet the Grads marketing piece, where the Advancement Team shared the successes of our Class of 2024, was sent to donors and partners in July.
 5. The Advancement Team has begun planning for a successful fundraising year in FY25, the network-wide Advancement Committee will meet on September 24, and the Freire Wilmington Fundraising Committee will meet on September 30th. The Advancement Team will share preliminary plans with the Boards in October.

VII. Policies & Agreements

- A. Approval of Children's Internet Protection Act Policy ([Att 7A](#))*
1. Leigh Botwinik reviews the Children's Internet Protection Policy.
 2. Leigh Botwinik shares the policy is annually approved and it is to protect students from unsafe or profane content and includes an educational component about Internet safety.
 3. David Singleton makes a motion. Kate Bayard seconds.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions
- B. Review & Approve Maintaining Appropriate Adult Student Relationships Policy ([Att 7B](#))*
1. Tanza Pugliese reviews the Maintaining Appropriate Adult Student Relationships Policy with the board.
 2. Tanza Pugliese shares that this policy is to promote the establishment and maintenance of

healthy, safe, and educationally effective Adult-Student relationships. There are several new sections outlining appropriate methods of communication between staff and students, an open door/line of sight section and guidelines when staff have preexisting relationships with students.

3. David Singleton makes a motion. Kate Bayard seconds.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions
- C. Approve Employee Conduct Discipline Policy #323 (Att. 7C)*
1. Tanza reviews the Employee Conduct Discipline Policy with the board.
 2. She shares that the School's insurance carrier requested that we add a zero tolerance statement regarding abuse. That is the only proposed change.
 3. David Singleton makes a second. Kate Bayard seconds.
 4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions

VIII. Midtown Brandywine Committee Update

- A. Kate Bayard has no update at this time.

IX. Executive Session

A. Personnel Matter

1. David Singleton makes a motion to enter into Executive Session at 8:45 AM to discuss *"Personnel matters in which the names, competency and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open."* Nathan Will seconds.
2. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.
3. David Singleton makes a motion to exit the Executive Session at 9:05 AM. Kate Bayard seconds.
4. Kate Bayard, Lissa Brutus, Sheela Dattani, John Kane, Jilian Mackenzie, David Singleton, Robert Mansell, David Tuminaro, Clint Walker, Khaliah Walker, and Nathan Will vote in favor of the motion. There are no votes against and no abstentions.

Meeting Adjourned, 9:06 AM