



TECH

Freire Charter School

Meeting of the Board of Directors

June 10, 2016

Minutes

Place: 2001 Market Street, Philadelphia, PA 19103

Board attendees: David Bryant, Tom Caramanico, Gerald Escovitz, Bruce Lesser (via phone), Bruce Levine, Scott Solomon, David Shahriari

Other attendees: Leigh Botwinik, Kelly Davenport, Tammy Khieu, Max Matthews, Bill Ray, Julia Regan Fanelli, Melanie Burke Reiser

9:04 am, meeting called to order.

I. Review Minutes from Board Meeting on November 23, 2015

- a. The Board reviews the minutes from its meeting on November 23, 2015.
- b. Gerald Escovitz makes a motion to approve the minutes. Tom Caramanico seconds. All in favor.

II. Development and Fundraising

- a. The Board reviews fundraising progress for TECH Freire Charter School to date this year.

III. Financial Report

- a. Budget for 2016-17
 - i. Bill Ray reviews TECH Freire's proposed budget for the 2016-17 year.
 - ii. David Bryant makes a motion to approve the 2016-17 budget as presented. Tom Caramanico seconds. All in favor.
- b. Bank Accounts and Check Signers
 - i. Tammy Khieu reviews a memo summarizing the bank accounts that TECH Freire will need to open and who the check signers will be for each bank account.
 - ii. David Bryant makes a motion to approve the opening of the accounts described, and to approve Dave Shahriari as TECH Freire's primary check signer, and Sarah Grugan as an additional signer. Bruce Levine seconds. All in favor.
- c. Transfer of Funds from Foundation
 - i. Bill Ray reviews a memo recommending that TECH Freire's Board of directors approve the transfer of funds designated for TECH Freire from the Freire Foundation to TECH Freire.
 - ii. Gerald Escovitz makes a motion to approve the transfer of funds. David Bryant seconds. All in favor.

IV. Governance

- a. New Board Member Recruitment
 - i. The Board reviews possible new Board members, as well as the requirements for parent membership on TECH Freire's Board.

- ii. Tom Caramanico notes that he will soon resign from TECH Freire's Board in advance of his joining the staff of Build the Future as a fundraising consultant.

V. School Report

- a. Update on Documents Due to the District by July 1, 2016
 - i. David Shahriari reviews all documents that TECH Freire will submit to the School District of Philadelphia by July 1, 2016.
- b. Calendar for 2016-17 School Year
 - i. David Shahriari reviews TECH Freire's school calendar for the 2016-17 school year, noting that all necessary instructional hours are included.
 - ii. Bruce Levine makes a motion to approve the calendar. Gerald Escovitz seconds. All in favor.
- c. 403(b) Plan
 - i. Bill Ray reviews TECH Freire's proposed employee 403(b) plan. Bill notes that the plan will need to be presented to the School District of Philadelphia by June 30, 2015, in advance of its approval or disapproval by PSERS. Bill recommends that the Board adopt the proposed 403(b) plan, and explains that TECH Freire will then store employee 403(b) funds in a designated bank account until PSERS approves the plan, at which time those funds will be moved into plan investments. If PSERS does not approve the 403(b) plan, stored funds will be used to fund PSERS.
 - ii. Gerald Escovitz makes a motion to approve the proposed 403(b) plan. David Bryant seconds. All in favor.
- d. Student Records Policy and Retention Schedule
 - i. Melanie Burke Reiser reviews TECH Freire's proposed Student Records Policy and Retention Schedule, noting that these documents provide a comprehensive schedule for retention and storage of all types of student records and are aligned to FERPA and IDEA. All staff members will be trained on this policy at the beginning of the school year.
 - ii. Bruce Levine makes a motion to approve the Student Records Policy and Retention Schedule. Gerald Escovitz seconds. All in favor.
- e. Building Hope Escrow Agreement
 - i. Kelly Davenport reviews TECH Freire's escrow agreement with Building Hope, noting that the agreement was required as a prerequisite for TECH Freire closing on the loan for its school building.
 - ii. Tom Caramanico makes a motion to ratify the agreement. Bruce Levine seconds. All in favor.
 - iii. Kelly Davenport updates the Board on the status of Stockton Advisor's ongoing lawsuit against TECH Freire.
- f. Enrollment Report
 - i. David Shahriari provides an update on enrollment at TECH Freire, noting that 220 students are currently fully enrolled, including 165 rising 9th graders and 55 rising 10th graders.
- g. Hiring Report
 - i. David Shahriari notes that TECH Freire is currently focusing on recruiting teachers for 17 total teaching positions.
- h. Construction Report
 - i. The Board reviews the progress of construction on TECH Freire's school building, noting that it is currently on schedule.
- i. Facility Purchase Options
 - i. The Board reviews TECH Freire's options to purchase its school building in the future.

10:53 am, meeting adjourned.