



TECH

Freire Charter School

Meeting of the Board of Directors

September 14, 2016

Minutes

Place: 1026 Market Street, Philadelphia, PA 191307

Board attendees: Gerald Escovitz, Bruce Lesser, Bruce Levine, Sakinah Rahman, David Shahriari, Scott Solomon (via phone)

Other attendees: Leigh Botwinik, Tom Caramanico, Kelly Davenport, Kayla Gibbons, Tammy Khieu, Max Matthews, Johnny Mills, Jibree Nill, Bill Ray, Julia Regan Fanelli, Melanie Burke Reiser

10:17 am, meeting called to order.

I. Public Comment

- a. There was no public comment.

II. Review & Approval of Minutes from Board Meeting on August 8, 2016

- a. The Board reviews the minutes from its meeting on August 8, 2016.
- b. Gerald Escovitz makes a motion to approve the minutes. Bruce Levine seconds. All in favor.

III. Governance

- a. Acknowledgement of New Board Member
 - i. The Board welcomes Sakinah Rahman to TECH Freire's Board of Directors.
 - ii. Gerald Escovitz makes a motion to acknowledge Sakinah Rahman's election to the TECH Freire Board. Bruce Levine seconds. All in favor.
- b. Acknowledgement of By-Law Change
 - i. The Board notes that the revision to its bylaws that it approved at its previous meeting has now been approved by the Board of Directors of Freire Charter School, and therefore is now in effect.
- c. Calendar of 2016-17 Board Meeting Dates
 - i. The Board reviews the dates of its meetings for the 2016-17 school year, and agrees to revise the timing of meetings that are currently scheduled to begin at 8:00 AM so that they instead begin at 9:00 AM. Detailed information on each meeting's time, date and location will be publicly posted in alignment with all legal requirements.

IV. School Report

- a. Enrollment Update
 - i. Dave Shahriari updates the Board on the status of enrollment at TECH Freire, noting that 324 students are currently enrolled, and that TECH Freire will pull additional students from its wait list in the coming days to increase enrollment to 330.

- b. Hiring Update
 - i. Dave Shahriari notes that all staff positions at TECH Freire have been filled except for one student services teaching role, and that an audit of TECH Freire’s teachers’ certifications is upcoming.
- c. Start of School Update
 - i. Dave Shahriari updates the Board on the progress of the beginning of the school year and introduces Kayla Gibbons and Jibree Nill, two TECH Freire students attending the Board meeting. Dave notes that student orientation has taken place, that student peer mediators have been trained, and that Back to School Night will be held on September 21.
- d. Slate of Staff
 - i. Dave Shahriari reviews an up-to-date Slate of Staff for TECH Freire Charter School, noting that the Board has final authority over hiring and terminations, and so must review and vote on all changes to the slate of staff since its last review.
 - ii. The Board notes that there are no conflicts of interest present on the Slate of Staff, and that no relatives of Board members or current staff members are employed on TECH Freire’s staff.
 - iii. Gerald Escovitz makes a motion to approve the Slate of Staff. Sakinah Rahman seconds. All in favor.

V. Development and Fundraising

- a. Report Out by Fundraising Committee
 - i. Tom Caramanico discusses the Board’s new fundraising committee and reviews fundraising progress for TECH Freire Charter School to date this year.
- b. Opening Celebration Update
 - i. Leigh Botwinik reminds the Board that TECH Freire’s Opening Celebration will take place on Monday, September 26.

VI. Financials

- a. August 2016 Financials
 - i. Bill Ray reviews financial statements for August 2016.
- b. Foundation Disbursement Memo
 - i. Bill Ray reviews a memo requesting that the TECH Freire Board approve the disbursement of \$241,099 in grant funding designated for TECH Freire from the Freire Foundation to TECH Freire. Bill notes that the Board of the Freire Foundation will also need to approve this disbursement before it can take place.
 - ii. Bruce Levine makes a motion to authorize the transfer of funds. Sakinah Rahman seconds. All in favor.

VII. Policy Adoption

- a. Special Education Policies
 - i. Melanie Burke Reiser reviews proposed special education-related policies, including policies on Child Find procedures, Assistive Technology, Independent Evaluation, and Positive Behavior Support.
 - ii. Gerald Escovitz makes a motion to approve all proposed special education policies. Sakinah Rahman seconds. All in favor.
- b. Internal Controls Policy
 - i. Bill Ray reviews a proposed Internal Controls Policy, which establishes procedures to ensure accurate accounting.
 - ii. Bruce Levine makes a motion to approve the Internal Controls Policy. Scott Solomon seconds. All in favor.
- c. Employee Handbook for 2016-17

- i. Max Matthews reviews the 2016-17 staff handbook, noting that the language in the staff handbook is in compliance with all applicable laws.
 - ii. Gerald Escovitz makes a motion to approve the 2016-17 staff handbook. Bruce Levine seconds. All in favor.
 - d. Transgender and Gender Non-Conforming Students Policy
 - i. Melanie Burke Reiser reviews a proposed policy defining guidelines and expectations for addressing the needs of transgender and gender non-conforming TECH Freire students, noting that the policy is aimed at promoting inclusivity, privacy, and safety at all times.
 - ii. Gerald Escovitz makes a motion to approve the Transgender and Gender Non-Conforming Students Policy. Scott Solomon seconds. All in favor.
 - e. Admissions Policy
 - i. Melanie Burke Reiser reviews TECH Freire Charter School's proposed Admissions Policy for the 2016-17 year, noting that the policy has been changed to ensure compliance with regulations on the number and type of documents that schools may require students to submit at the time of their enrollment. TECH Freire's updated Admissions Policy now requires only the 5 allowed documents.
 - ii. Sakinah Rahman makes a motion to approve the Admissions Policy, with the note that the language in the policy that describes TEHC Freire's catchment area is subject to change based on a pending request to the School District of Philadelphia. Bruce Levine seconds. All in favor.
 - f. CIPA Internet Safety Policy
 - i. Melanie Burke Reiser reviews TECH Freire Charter School's Internet Safety Policy.
 - ii. Bruce Levine makes a motion to approve the Internet Safety Policy. Sakinah Rahman seconds. All in favor.

11:35 am, meeting adjourned.