



# TECH

## Freire Charter School

### MEETING OF THE BOARD OF DIRECTORS

June 14, 2017

#### Minutes

Place: 1026 Market Street, Philadelphia, PA 19107

Board attendees: Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman (via phone), David Shahriari, Scott Solomon

Other attendees: Leigh Botwinik, Gerald Escovitz, Kyle Horne, Max Matthews, Johnny Mills, Bill Ray, Julia Regan Fanelli, Lilian Wehbe

10:20 AM, meeting called to order.

#### I. Public Comment

- a. There was no public comment.

#### II. Review & Approval of Minutes from Board Meeting on April 5, 2017

- a. The Board reviews the minutes from its meeting on April 5, 2017.
- b. Matt Johnson makes a motion to approve the minutes. Dawn Eubanks seconds the motion.
- c. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.

#### III. Development and Fundraising

- a. Development Report
  - i. Leigh Botwinik reviews fundraising progress for the year to date, noting that Build the Future has hired Hillary Sorin to serve as Director of Development, and that she will officially join the Build the Future team on July 5.

#### IV. Financials

- a. April 2017 Financial Package
  - i. Bill Ray reviews TECH Freire's financial report for April 2017.
- b. Budget for 2017-18 School Year
  - i. Bill Ray reviews the proposed budget for 2017-2018 with the Board.
  - ii. Matt Johnson makes a motion to approve the proposed budget. Sakinah Rahman seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- c. Movement of Funds from Foundation
  - i. Bill Ray reviews a memo recommending that the TECH Freire Charter School Board vote to accept the transfer of \$50,000 from the Freire Foundation.

- ii. Bruce Lesser makes a motion to approve the recommended transfer of funds. Matt Johnson seconds the motion.
- iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- d. Lease Reimbursements
  - i. Bill Ray reviews a list of all rent payment amounts that will be submitted to the Pennsylvania Department of Education when this year's lease reimbursement forms are released.
  - ii. Matt Johnson makes a motion to approve the listed amounts. Bruce Levine seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- e. Audit Firm
  - i. The Board reviews audit services proposals from Maillie LLC and from Citrin Cooperman.
  - ii. Matt Johnson makes a motion to select the proposal from Maillie LLC. Bruce Levine seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.

## V. Governance

- a. Reelection of Board Members
  - i. The Board reviews a current roster of Board members. Max Matthews recommends that, although there are no Board members whose terms expire this month, the Board vote to extend the terms of David Bryant, Bruce Lesser, Bruce Levine, and Scott Solomon until June 2018. This will simplify future Board member reelections by ensuring that all Board members' terms can be renewed in the same month.
  - ii. Matt Johnson makes a motion to extend David Bryant's term on the Board of Directors until June 14, 2018. Bruce Lesser seconds the motion.
    - 1. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
  - iii. Matt Johnson makes a motion to extend Bruce Lesser's term on the Board of Directors until June 14, 2018. Bruce Levine seconds the motion.
    - 1. Dawn Eubanks, Matt Johnson, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion, with Bruce Lesser abstaining. There were no votes against. The motion passes.
  - iv. Matt Johnson makes a motion to extend Bruce Levine's term on the Board of Directors until June 14, 2018. Bruce Lesser seconds the motion.
    - 1. Dawn Eubanks, Matt Johnson, Bruce Lesser, Sakinah Rahman, and Scott Solomon voted in favor of the motion, with Bruce Levine abstaining. There were no votes against. The motion passes.

- v. Matt Johnson makes a motion to extend Scott Solomon's term on the Board of Directors until June 14, 2018. Bruce Lesser seconds the motion.
  1. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, and Sakinah Rahman voted in favor of the motion, with Scott Solomon abstaining. There were no votes against. The motion passes.
- b. Reelection of Board Officers
  - i. Matt Johnson makes a motion to reelect Scott Solomon as the Chair of the Board of Directors. Bruce Lesser seconds the motion.
    1. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, and Sakinah Rahman voted in favor of the motion, with Scott Solomon abstaining. There were no votes against. The motion passes.
  - ii. Matt Johnson makes a motion to reelect Dawn Eubanks as the Secretary of the Board of Directors. Bruce Lesser seconds the motion.
    1. Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion, with Dawn Eubanks abstaining. There were no votes against. The motion passes.
  - iii. Matt Johnson makes a motion to reelect Sakinah Rahman as the Treasurer of the Board of Directors. Bruce Lesser seconds the motion.
    1. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, and Scott Solomon voted in favor of the motion, with Sakinah Rahman abstaining. There were no votes against. The motion passes.
- c. Surety Bonds
  - i. Max Matthews reviews a memo explaining the required surety bonds for the Board Treasurer and Secretary, and notes that the Board had previously agreed to delay purchase of the bonds until after those positions had undergone planned changes. The Board discusses the surety bonds and agrees to purchase the \$25,000 bonds described in the memo.
  - ii. Bruce Levine makes a motion to amend the presented memo to note that Dawn Eubanks is TECH Freire's Board Treasurer, and that Sakinah Rahman is Secretary, and to approve the purchase of \$25,000 surety bonds for Dawn and Sakinah pending that amendment. Sakinah Rahman seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- d. Meeting Dates
  - i. The Board reviews its calendar of meeting dates for the coming year.
  - ii. Bruce Lesser makes a motion to approve the proposed calendar. Dawn Eubanks seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.

## **VI. Policy Adoption**

- a. School Health Policy

- i. Max Matthews reviews a proposed Health Policy for TECH Freire Charter School, noting that this new policy is in compliance with the requirements of TECH Freire's charter.
  - ii. Matt Johnson makes a motion to approve the proposed Health Policy. Bruce Levine seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- b. Wellness Policy
  - i. Max Matthews reviews a proposed Wellness Policy, noting that the policy is a USDA requirement and complies with new requirements that will go into effect July 1.
  - ii. Matt Johnson makes a motion to approve the proposed Wellness Policy. Bruce Lesser seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- c. ELL Policy
  - i. Max Matthews reviews a proposed English Language Learners (ELL) Policy.
  - ii. Matt Johnson makes a motion to approve the proposed ELL Policy. Bruce Levine seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- d. School Wide Plan
  - i. Max Matthews reviews the proposed School Wide Plan, noting that the Plan is a requirement in order for TECH Freire to use its Title I funds to serve all students, and that TECH Freire is now able to submit a Comprehensive Plan as it enters its second year of operation.
  - ii. Bruce Lesser makes a motion to approve the proposed School Wide Plan. Matt Johnson seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- e. Family Involvement Policy
  - i. Max Matthews reviews an updated Family Involvement Policy, noting that the policy has been revised to incorporate compliance-related updates that were recently made to Freire Charter School's policy.
  - ii. Bruce Lesser makes a motion to approve the proposed policy. Matt Johnson seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.

## **VII. School Report**

- a. School Update

- i. Dave Shahriari and Kyle Horne update the Board on the conclusion of TECH Freire's first school year, discussing hiring, student feedback, and the growth of the TECH Freire community.
- b. School Performance Dashboard
  - i. Leigh Botwinik reviews an updated School Performance Dashboard for TECH Freire.
- c. Appointment and Dismissal of Employees and Determination of Salaries
  - i. The Board reviews an up-to-date Slate of Staff. Max Matthews notes that TECH Freire's charter specifies that the Board of Directors has authority over all new hires, employee terminations, and determination of employee salaries.
  - ii. Bruce Lesser makes a motion to approve the listed salaries, hires, and terminations. Matt Johnson seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- d. School Calendar
  - i. The Board reviews the proposed academic calendar for the 2017-18 school year.
  - ii. Bruce Lesser makes a motion to approve the proposed calendar. Matt Johnson seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.
- e. Comprehensive Planning Committee
  - i. The Board reviews a list of proposed members of a Comprehensive Planning Committee for TECH Freire. Max Matthews notes that under Pennsylvania law, schools must create a comprehensive improvement plan every three years, and that the Board must approve the membership of the committee that is convened to help guide the formation of the comprehensive plan.
  - ii. Matt Johnson makes a motion to approve the proposed Comprehensive Planning Committee. Bruce Levine seconds the motion.
  - iii. Dawn Eubanks, Matt Johnson, Bruce Lesser, Bruce Levine, Sakinah Rahman, and Scott Solomon voted in favor of the motion. There were no votes against and no abstentions. The motion passes.

11:56 AM, meeting adjourned.