



TECH Freire

Charter High School

MEETING OF THE BOARD OF DIRECTORS

December 13, 2017

Minutes

Board Members Present: William Brinkman, Dawn Eubanks, Matthew Johnson, Bruce Lesser, Bruce Levine, Scott Solomon

Board Members Absent: Lanora Wells

Other: Paul Archibald, Leigh Botwinik, Kelly Davenport, Najaye Davis (TECH Freire student), Alexis Dennis (Freire Charter teacher), Gerald Escovitz, Nicole Jenkins, Max Matthews, Chris Moore, Beth Packel, Laura Parise (TECH Freire staff), IsMina Patton (TECH Freire student), Bill Ray, Nafir Royal (Freire Charter student), Dave Shahriari, Hillary Sorin, Lorraine White, Chris Zagacki

The meeting is called to order at 8:08 AM.

- I. Public Comment
 - a. There was no public comment.
- II. Honoring Anthony Harris
 - a. Gerald Escovitz, Chair of the Freire Charter School Board of Directors, acknowledges the recent passing of a Freire Charter School Board Member, Anthony Harris, who worked alongside the leadership of TECH Freire Charter School to help open the school in August 2016. Kelly Davenport notes Anthony's dedication to the Freire Network and his love for every Freire student and staff member.
 - b. The Board of Directors took a moment of silence.
 - c. The members of the Board of Directors reach consensus in asking that Build the Future donate \$1000 in the name of the Freire Charter School community to a fund established to support the education of Anthony Harris's youngest son.
- III. Resolutions
 - a. Minutes from October 11, 2017
 - i. The Board of Directors review the minutes from the October 11, 2017, Board Meeting.
 - ii. Bruce Lesser makes a motion to approve the minutes. Matthew Johnson seconds.
 - iii. Dawn Eubanks, Matthew Johnson, Bruce Lesser, Bruce Levine, and Scott Solomon vote in favor of the motion. There are no votes against and no abstentions. The motion passes.
 - b. Internal Controls Manual
 - i. Bill Ray explains that TECH Freire Charter School needs to adopt an expanded Internal Controls Manual covering topics like opening and closing credit cards, multiple check signers, and other bank account and payroll procedures.

- ii. Bruce Lesser makes a motion to approve. Dawn Eubanks seconds.
- iii. Dawn Eubanks, Matthew Johnson, Bruce Lesser, Bruce Levine, and Scott Solomon vote in favor of the motion. There are no votes against and no abstentions. The motion passes.
- c. FY2017 Audit Report
 - i. Bill Ray reviews the 2017 Audit Report for the Board of Directors noting that the audit has been concluded and there were no findings.
 - ii. Bruce Levine makes a motion to approve. Matthew Johnson seconds.
 - iii. Dawn Eubanks, Matthew Johnson, Bruce Lesser, Bruce Levine, and Scott Solomon vote in favor of the motion. There are no votes against and no abstentions. The motion passes.
- d. School District Recoupment Memo
 - i. Bill Ray reviews the School District Recoupment Memo explaining that during the 2016-2017 School Year, the School District of Philadelphia changed the capitation rate to cover actual school expenses instead of budgeted school expenses.
 - ii. The Board of Directors review the options available for TECH Freire Charter School to potentially recover some of the recouped payments by the School District.
 - iii. Matthew Johnson makes a motion to approve submitting a petition to the Pennsylvania Department of Education to divert payment, pending review of any 2017-18 change to the district's budgeted vs. actual expenses. Bruce Lesser seconds.
 - iv. Dawn Eubanks, Matthew Johnson, Bruce Lesser, Bruce Levine, and Scott Solomon vote in favor of the motion. There are no votes against and no abstentions. The motion passes.
- e. Bill Brinkman Added to the TECH Freire Board of Directors
 - i. The TECH Freire board notes that Bill Brinkman is now a member, having been duly elected by Freire Charter School.
- f. Line of Credit
 - i. Kelly Davenport explains the proposed unsecured revolving line of credit to TECH Freire Charter School for \$500,000 from Building Hope. During the October Board Meeting, the Board of Directors voted to approve such a line of credit, however, the specific terms had not been finalized. This line of credit would incur a commitment fee of 1% of the full amount of the note (\$5000) per year, with the addition of any incurred costs or expenses. The line carries a 6% interest rate on balances unpaid after 4 months. Repayment of principal is due on the maturity date or within 10 days of receiving the funding that was the basis for the advance.
 - ii. Bruce Levine makes a motion to accept the line of credit from Building Hope. Matt Johnson seconds.
 - iii. William Brinkman, Dawn Eubanks, Matthew Johnson, Bruce Lesser, Bruce Levine, and Scott Solomon vote in favor of the motion. There are no votes against and no abstentions. The motion passes.

IV. School Report

- a. Student Council Update
 - i. IsMina Patton, current 10th grade student at TECH Freire Charter School, informs the Board of Directors of the projects she and her peers are working on during Quarter 2. IsMina works at the lobby front desk after school. She shares her appreciation for all of the support received by the teachers.
 - ii. Najaye Davis, current 10th grade student at TECH Freire Charter School, shares the success of the Art/Hop event which took place last week. The event showcased music,

art, and film projects happening around TECH Freire Charter School. Hillary Sorin highlights Najaye's help with creating new programs at TECH and challenging the leadership to continue to offer new and exciting ways to incorporate technology into their education.

- b. Staff Member Update
 - i. Laura Parise, Executive Assistant/Grant Writer for TECH Freire Charter School, introduces herself and explains her previous work. She expresses excitement for working at TECH Freire Charter School and diving into grant writing over the coming months.
- c. November Data Packet
 - i. Dave Shahriari notes that there are 120 additional students enrolled as compared to last year. The average daily attendance has increased across all grades with 57% of students having 95% daily attendance or more. There was a slight uptick in suspensions during November, however, overall suspensions have decreased in comparison to last year.
- d. Charter Renewal Update
 - i. Max Matthews shares that conversations have begun with the leadership staff of TECH Freire Charter School about their upcoming renewal.
- e. Philadelphia Magazine, Bob Moul
 - i. Hillary Sorin shares the recent article published in Philadelphia Magazine, highlighting TECH Freire as a leader in technology-based education. In the article, *Philly Schools with No Tech Education? That's A Big Problem*, Bob Moul, President of Cloudamize, talks about expanding computer science- and technology-based education to students throughout Philadelphia, mentioning TECH Freire as a leader in this initiative.
- f. Roof Update
 - i. Dave Shahriari informs the Board of Directors that TECH Freire Charter School is currently in the process of working with the building landlord to replace the roof of the building.

V. Financials

- a. October 2017 Financials
 - i. Bill Ray reviews the October 2017 financial report, noting that total student enrollment is lower than originally budgeted. TECH Freire Charter School's special education enrollment is higher than expected, helping to maintain an acceptable, though lower, projected surplus.
- b. Banking Update
 - i. There is no update at this time.

VI. Advancement

- a. Advancement Update
 - i. Hillary Sorin updates the Board of Directors on recent meetings with potential major donors, including Comcast, and the current fundraising landscape going into 2018. She shares some talking points with the Board Members as a way to kick off conversations about the success of the Freire Network.
 - ii. Bob Moul and Austin Hendrix have agreed to co-chair the summer fundraising event focused on raising money for technology initiatives throughout the Freire Network.
 - iii. Hillary briefly explains the upcoming Broken Leg Players Winter Showcase at Freire Charter High School and the weekly Calculator Club at Freire Charter Middle School starting in 2018. Hillary asks the Board of Directors for help with recruiting local business leaders in finance and technology to volunteer to be a part of this event.

- b. Advancement Committee
 - i. Kelly Davenport shares that Clint Walker, President of the Freire Wilmington Board of Directors, and Kristin Davidson, President of the Freire Foundation Board of Directors, are co-chairing the Advancement Committee and will be reaching out to recruit additional Board Members.
- VII. Board Committee Reports
 - a. Audit Committee
 - i. Scott Solomon notes that the audit was previously discussed at the start of the meeting.
 - b. Education Committee
 - i. Leigh Botwinik shares that the Education Committee recently met and is looking at traveling to other schools to learn more about what successful initiatives are taking place across the country.
- VIII. Governance
 - a. Trustee Expectations
 - i. Scott Solomon asks the Board of Directors to review the revised Trustee Expectations document and encourages Board Members to reach out to him with any questions or concerns.
 - b. Director of Learning
 - i. Build the Future is currently looking to hire a Director of Learning who will be working to propel the educational initiatives across the network.
 - c. Build the Future Forum Update
 - i. Kelly Davenport notes the success of the recent Build the Future Fall Forum. Additional small groups will come together until the end of January to further dissect the feedback received during the forum.
 - d. Network Governance Update
 - i. There is no update at this time.
 - e. Sakinah Rahman, Board Resignation
 - i. Scott Solomon shares that Sakinah Rahman has stepped down from the TECH Freire Charter School Board of Directors due to her growing professional responsibilities.

The meeting is adjourned at 11:37 AM.