



# TECH FREIRE

## CHARTER HIGH SCHOOL

# MEETING OF THE BOARD OF DIRECTORS

**APRIL 12, 2023 | 8 AM**

**MEETING ID: 835 6709 0161 | PASSWORD: 203405**

**LOCATION: FREIRE CHARTER MIDDLE SCHOOL (1026 MARKET ST., PHILADELPHIA PA 19107)**

**Board Members Present:** William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, Joann Wzsolek

**Others Present:** Paul Archibald, Phyllis Bookman (Freire Charter Board Prospect Member), Leigh Botwinik, Olivia Burgess, William Brinkman, Chris Cantanno (12th Grade Student Services, Freire Charter High), Kelly Davenport, Steve Deanglis (Freire Charter Board Prospect), Nate Durant, Lisa Hoffstein, Nicole Jenkins, Raquel Leach, Chris Moore, Tanza Pugliese, Lilian Wehbe, Nathan Yufer, Andrea Zepp

**Meeting Start, 8:07 AM**

### I. Public Comment

- a. No comment.

### II. Executive Session

- a. Personnel Matter - Review Slate of Staff (*Attachment 2*)
  - i. The TECH Freire board of directors did not enter into Executive Session.

### III. Resolutions

- a. Review & Approve Minutes from Board Meeting on February 8, 2023 (*Attachment 3A*)\*
  - i. The board reviews the minutes from the February 8, 2023 board meeting.
  - ii. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - iii. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- b. Review & Approve Procurement Using Federal Funds Policy (*Attachment 3B*)\*
  - i. Nathan Yufer shares the Procurement Using Federal Funds Policy with the board.
  - ii. During our recent ESSER monitoring by PDE, it was suggested that we amend our federal procurement policy to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
  - iii. Dawn Eubanks makes a motion to approve. Joann Wzsolek seconds.
  - iv. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- c. Review & Approve Construction Proposal (*Attachment 3C*)\*
  - i. Kelly Davenport shares the Construction Proposal with the board.
  - ii. All federal grant funds from ESSER must be used by Sept 2024 and with the project at TECH Freire totaling \$1,700,000 for the project, it will ensure the close out of the grant money.
  - iii. TECH Freire will have a standard gym in the basement with two half court basketball courts and an improved music room along with a new HVAC system in the basement.
  - iv. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - v. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- d. Review & Approve Code of Civility (*Attachment 3D*)\*
  - i. Leigh Botwinik shares the Code of Civility with the board.
  - ii. Since our return from COVID and this school year in particular we have seen an increase in abusive conduct. In some cases, parents have directed anger and threats towards staff and in other cases, they have threatened physical harm against other students. Several times we have had to call the police.
  - iii. In response, we are proposing a Code of Civility. It is modeled after similar policies in place in many schools. This policy starts by affirming the importance of a safe and orderly school environment,

the importance of civil interactions between stakeholders to upholding a safe and orderly environment, and affirms that the school may impose consequences if anyone engages in uncivil behavior. Those consequences may include being asked to leave the premises and being issued an exclusion letter barring the individual from the school building or school events for a duration of time.

- iv. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
- v. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- e. Review & Approve Teacher Equity Plan (*Attachment 3E*)\*
  - i. Leigh Botwinik shares the Teacher Equity Plan with the board.
  - ii. The Teacher Equity Plan is required as part of receiving Title I/Federal educational funds. The purpose of the plan is to ensure the school districts are not disproportionately assigning teachers with less experience or credentials or assigning less effective teachers to schools that qualify for Title 1 funds or have significantly higher portions of low-income students.
  - iii. The teacher equity plan outlines what Freire Schools is doing as a network to provide the highest level of instruction to all students.
  - iv. Dawn Eubanks makes a motion to approve. William Brinkman seconds.
  - v. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- f. Review & Approve Secondary Employment Policy (*Attachment 3F*)\*
  - i. Paul Ramierz reviews the Secondary Employment Policy with the board.
  - ii. Paul shares that all employees who hold a full time position with TECH Freire shall consider that position as primary. Any employment outside of the primary position is considered secondary employment. This secondary employment must not have an adverse effect on or create a conflict of interest with the primary employment.
  - iii. All employees must disclose in writing any secondary employment to their supervisor. Failure to follow the policies may result in disciplinary action up to and including termination.
  - iv. Dawn Eubanks makes a motion to approve. Joann Wzsolek seconds.
  - v. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- g. Approve Slate of Staff\*
  - i. Leigh Botwinik reviews the Slate of Staff with recent hires and terminations/separations with the board.
  - ii. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - iii. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- h. Instructional Coach Proposed Contract - David Ginsberg (*Attachment 3G*)\*
  - i. Kelly Davenport shares the Instructional Coach Proposed Contract for David Ginsberg with the board.
  - ii. Kelly shares the current math teachers at TECH Freire are very new to the subject and curriculum. David Ginsberg was requested to come and assist the staff for the past few weeks and David has been observing teachers in the classroom by helping the lesson become more engaging for both the students and staff. David will be assisting till June 30, 2023.
  - iii. William Brinkman makes a motion to approve. Dawn Eubanks seconds.
  - iv. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.

#### **IV. School Report**

- a. Student & Staff Update
  - i. There is no update at this time.
- b. Heads Report
  - i. Nate Durant shares the home stretch is upon TECH Freire and academically benchmarks are commencing soon in preparation for Keystones.
  - ii. Nate praises Brian Galetto, Jisu Jeong, and Emily McDaniels for all their hard work and dedication with helping the staff.
  - iii. Keystones are on the rise and Nate is confident the scores will be elevated in comparison to the recent winter wave data for subjects Math, English and Reading.
  - iv. 100% of seniors have submitted college applications and Nate praises the admissions team for tracking down all seniors to complete their applications.

- v. A few weeks ago, some students went to visit Kutztown University and West Chester University. The visit has helped the students realize post secondary learning is life changing and exciting.
  - vi. Attendance is high and has not lowered since the beginning of the school year. The school culture team has been a supporting force behind this continued effort. Recently in March, each grade held a March Madness attendance bracket which held each grade level accountable in a healthy and creative way.
- c. Freire Network Dashboard (Attachment 4)
  - i. *See IV.b.*
- d. Graduation Update\*\*
  - i. Leigh Botwinik shares TECH Freire graduation will be held on Monday, June 12, 2023 at 5pm, at the Irvine Auditorium, 3401 Spruce St, Philadelphia, PA 19104
- e. Emergency Procedures Update
  - i. Leigh Botwinik shares a few goals the safety committee has this year is to update the safety manual.
  - ii. The manual will include updated emergency procedures and a threat assessment protocol and grant money will be used to support training and a system of documentation.
- f. Health Insurance 2023-2024
  - i. Kelly Davenport shares TECH Freire's health insurance renewal is on July 1, 2023 but no quotes have been distributed yet to share.
  - ii. At the Annual June board meeting, TECH Freire will have to approve the health insurance plan to ensure there is no gap in coverage, starting July 1, 2023.

## V. Financials

- a. February 2023 Financial Report (Attachment 5A)
  - i. Nathan shares the February 2023 Financial Report with the board.
  - ii. Nathan shares low enrollment has affected the revenues this year. Facility costs are at 77% of the budget and are driven by higher than expected custodial service costs.
  - iii. TECH Freire has a surplus of \$499,000 and is projected to end the year below \$600,000.
  - iv. TECH Freire is projected to meet 6 of 7 financial ratios in FY 2023 and a total of 24 out of 28 for the four year period which ranges from FY 2021 to 2024.
  - v. TECH Freire is creating a gym in the basement of the school and the project cost is \$1,700,000.
- b. Review & Approve FY 2022 DRAFT Form 990 (*Attachment 5B*)\*
  - i. Nathan Yufer shares the FY 2022 Draft Form 990 with the board.
  - ii. Nathan Yufer shares the Form 990 is an information return that TECH Freire Charter School is required to submit annually to the IRS due to their status as a non-profit. This document will be available to the public
  - iii. Dawn Eubanks makes a motion to approve. William Brinkman seconds.
  - iv. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- c. Presentation of draft Budget for FY 2024 (*Attachment 5C*)
  - i. Nathan Yufer reviews the draft budget with the board and invites any members to attend and discuss the budget for next year.

## VI. Advancement

- a. Advancement Report (*Attachment 6A*)
  - i. Scott Solomon urges all board members to pledge and make their fiscal year donation as soon as possible.
- b. Talking Points (*Attachment 6B*)
  - i. The board reviews the talking points.
- c. Political Landscape Report
  - i. Freire Schools continues to pay close attention to any proposed charter regulation, budget cuts or proposed changes to the charter school renewal process.

## VII. Governance

- a. Review & Approve Draft Meeting Schedule for 2023-2024 (*Attachment 7*)\*
  - i. Olivia Burgess shares the Draft Meeting Schedule for 2023-2024 with the board.
  - ii. Dawn Eubanks makes a motion to approve. William Brinkman seconds.
  - iii. William Brinkman, Dawn Eubanks, Anthony Royster, Scott Solomon, and Joann Wzsolek vote in favor of the motion. There are no votes against and no abstentions.
- b. Board Clearance & Trainings Update
  - i. Olivia updates the board on completing clearances and governance tasks.

c. Annual Evaluation of Freire Network

- i. Leigh Botwinik shares the school board annually receives the opportunity to evaluate the services received from the network office. A survey will be created and sent out soon to the board.

**VII. Board Committee Reports**

- a. Education Committee
  - i. There is no update.
- b. Audit Committee
  - i. There is no update.

**Meeting Adjourned, 10:13 AM**