



# TECH FREIRE

## CHARTER HIGH SCHOOL

# MEETING OF THE BOARD OF DIRECTORS

**FEBRUARY 5, 2025 | 8 AM**

**Meeting ID: 818 1761 8302**

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

**Board Members Present: Dawn Eubanks, Linda Kilpatrick, Anthony Royster, Scott Solomon**

**Others Present: Kiara Allison, Paul Archibald, Leigh Botwinik, Olivia Burgess, Kelly Davenport, Nate Durant, Brian Galletto, Lisa Hoffstein, Nicole Jenkins, Raquel Leach, Chris Moore, Kathleen O'Connell, Tanza Pugliese, Melanie Reiser, Ben Wainwright, Nathan Yufer, Andrea Zepp**

**Meeting Start, 8:00 AM**

## **I. Public Comment**

## **II. Executive Session**

### **a. Personnel Matter**

- i. Dawn Eubanks makes a motion to move into Executive Session at 8 AM ""To discuss any matter involving the ... evaluation of performance ...of any specific ... current ... employee... employed ... by the agency." Anthony Royster seconds.
- ii. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- iii. Dawn Eubanks makes a motion to exit Executive Session at 8:11 AM. Anthony Royster seconds.
- iv. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.

## **III. Executive & Network Updates**

### **a. CEO Transition Updates & Listening Tour**

- i. Paul Ramirez shares updates on the CEO transition for Freire Schools
- ii. Paul will be assigned as the new CEO of Freire Schools on July 1st, 2025
- iii. Paul is looking forward to building relationships with all those in the Freire community internally and externally.
- iv. A Freire Schools Board retreat will be held on May 16, 2025. This will bring together Board members from across the Network to build connections and ground everyone in a common mission and vision.

## **IV. Resolutions**

### **a. Review & Approve Minutes from December 11, 2024 (*Attachment 1A*)\***

- i. The board reviews the December 11, 2024 board meeting.
- ii. Anthony Royster makes a motion to approve. Dawn Eubanks seconds.
- iii. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.

### **b. Review & Adopt Purchase Order Policy #412 (*Attachment 1C*)\***

- i. Nathan Yufer reviews the Purchase Order Policy #412 with the board.
- ii. The purpose of this policy is to establish purchasing, receiving, storing and distributing of necessary supplies, equipment and services for use in the organization represents a significant budget expenditure.
- iii. Purchase orders are required for all purchases over \$10,000. All purchase orders should include: clearly described instructions, exact description of material requested,

- estimated costs, budget code, suggested vendors, name of requestor, and signature of administrator
- iv. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - v. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- c. Review & Adopt Procurement Cards #413 (*Attachment 1D*)\***
- i. Nathan Yufer reviews the Procurement Cards Policy #413 with the board.
  - ii. The Freire Charter School Board shall implement a program to use procurement cards, also referred to as credit cards, for purchasing of goods and services in those instances when it is efficient, economical, and operationally feasible to do so.
  - iii. The Controller or designee shall be responsible for development and implementation of administrative procedures for the procurement card program.
  - iv. Dawn Eubanks makes a motion to approve with a change from the word "District" to "The School" ... Anthony Royster seconds.
  - v. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- d. Review & Approve Amended Payroll Policy #423 (*Attachment 1E*)\***
- i. Nathan Yufer reviews the Payroll Policy #423 with the board.
  - ii. The purpose of this policy is to define the School's fiscal policies and internal control procedures over processing and recording payroll. This section will not address human resources or other personnel policies. These policies are addressed in the School's employee handbook.
  - iii. This policy will include:
    - New Employees
    - Salary Adjustments
    - Terminations
    - Processing Payroll
    - General Ledger Entry
    - Allocating Payroll to Federal Grants
  - iv. Scott Solomon asks for clarification about whether the CEO contract is issued for one year. Andrea confirms they are annual. Leigh notes that she will double check with the People team and then update the language in the policy.
  - v. Dawn Eubanks makes a motion to approve pending the change to provision A.5 regarding the term length of the CEO contract. Anthony Royster seconds.
  - vi. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- e. Review & Adopt Fund Balance Policy #426 (*Attachment 1F*)\***
- i. Nathan Yufer reviews the Fund Balance Policy #426 with the board.
  - ii. The policy is adopted in consideration of unanticipated events that could adversely affect the financial condition of the school and jeopardize the continuation of necessary programs and services.
  - iii. This policy shall ensure that the school maintains adequate fund balances and reserves in order to:
    - Provide sufficient cash flow for daily financial needs.
    - Offset significant economic downturns or revenue shortfalls.
    - Provide funds for unforeseen expenditures related to emergencies.
  - iv. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - v. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- f. Review & Approve Amended Cash Management (Federal Grants) #453 (*Attachment 1G*)\***
- i. Nathan Yufer reviews the Cash Management (Federal Grants) Policy #453 with the board.

- ii. The objective of this policy is to define Freire Charter School's (the School) internal control policy for allocating allowable costs to Federal grants. The policy is necessary to ensure Federal expenditures comply with the requirements of 2 CFR Part 200, Subpart E - Cost Principles.
  - iii. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - iv. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- g.** Review & Approve Draft FY24 Form 990 (*Attachment 1I*)\*
  - i. Nathan Yufer reviews the Draft FY24 Form 990 with the board.
  - ii. Dawn Eubanks makes a motion to approve. Linda Kilpatrick seconds.
  - iii. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- h.** Review & Approve the 2025-2028 Comprehensive Plan (*Attachment 1J*)\*
  - i. Leigh Botwinik reviews the 2025-2026 Comprehensive Plan with the board.
  - ii. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - iii. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- i.** Review & Approve Amended Anti-Bullying Policy #204 (*Attachment 1K*)\*
  - i. Leigh Botwinik reviews the Amended Anti-Bullying Policy #204 with the board
  - ii. The proposed changes were suggested during an audit at the Freire Wilmington campus. The changes being proposed at Freire Wilmington would be beneficial for Freire Charter School and TECH Freire as well.
  - iii. There are added subheaders in the policy for clarification and a link to the reporting form.
  - iv. Dawn Eubanks makes a motion to approve. Anthony Royster seconds.
  - v. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.
- j.** Review & Approve Amended Conflict of Interest Policy #112 (*Attachment 1L*)\*
  - i. Leigh Botwinik reviews the Amended Conflict of Interest Policy #112 with the board.
  - ii. The Federal Programs office is requiring TECH Freire Charter School to notify the Department of Education in writing if there are conflicts of interest relating to expenditure of federal funds.
  - iii. Dawn Eubanks makes a motion to approve. Linda Kilpatrick seconds.
  - iv. Dawn Eubanks, Linda Kilpatrick, Anthony Royster, and Scott Solomon vote in favor. There are no votes against and no abstentions.

## **V. School Report**

- a.** Staff & Student Report
  - i. No report at this time.
- b.** Heads Report
  - i. January Freire Dashboard (*Attachment 2A*)
    - Brian G. shares he is still holding onto the 3 themes this year: Joy Growth, Peace
    - Brain notes the increased improvement of attendance and decrease in suspensions at TECH Freire and thanks his team for their diligence.
    - Benchmarks data proves how hardworking the teachers are working to ensure the students are retaining information taught in the classrooms.
    - Two 12th graders are currently in an entrepreneurship program and won the competition
    - Brian notes the Boys Basketball team are in the playoffs this year
    - Girls basketball will start their playoffs games next week
    - Annual Black Excellence Month will be happening this month and going forward for the rest of the year.

- Peace implementation with Praxis has been rewarding for the staff and students
- c. Admissions Update
  - i. Leigh Botwinik shares today, February 5, 2025 the Philadelphia School lottery is open for next year and all results should be given to families by Friday, February 7th.
  - ii. Freire Schools last year made the decision to partner back up with Apply Philly Charter which should increase applications at all schools and be especially helpful for Freire Charter Middle School.
- d. Special Education Report (*Attachment 2B*)
  - i. Leigh Botwinik shares the report summarizing the accountability measures surrounding SPED.

## VI. Financials

- a. December 2024 Financial Report (*Attachment 3*)
  - i. Ben Wainwright shares that TECH Freire Charter School has a current surplus of \$548,000.
  - ii. As of December 31, 2024 TECH Freire had 518 students, which is above the total average yearly enrollment of 490.
  - iii. TECH Freire Charter School revenue is projected to be \$10,000,000; which is above the original budget assuming TECH Freire can maintain the average yearly enrollment of 500.
  - iv. Significant expenses currently for TECH Freire Charter School include:
    - Budgeting Approve Private School (APS) costs for three students which will drive the forecast to \$300,000 for the year.
    - Student Activities are currently at 66% of the yearly budget and by end of the year expenses such as prom, senior trip and graduation will come in.

## VII. Advancement

- a. Advancement Report (*Attachment 4*)
  - i. Melanie Reiser shares that the FY25 unrestricted fundraising target is set to \$775,000 which is \$150,000 per Friere campus.
  - ii. Currently the Advancement Team has raised \$311,152 in donations and pledges toward that goal.
  - iii. FY25 Fundraising progress surrounds the following:
    - Bridge to Wisdom honoring Kelly Davenport will be held on Tuesday, May 13th at the Independence Visitor Center at 5:30pm.
    - Preparations for the annual Valentine “thank you” cards to donors to go out this week
- b. Political Landscape
  - i. Freire Schools continues to pay close attention to any proposed charter regulation, budget cuts or proposed changes to the charter school renewal process.

## VIII. Governance

- a. Statement of Financial Interest 2024
  - i. Olivia Burgess shares the Statement of Financial Interest forms are due by March 21, 2025.

Meeting Adjourned, 10:15 AM