



FREIRE

CHARTER 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)

I. Public Comment

II. Executive Session

- a. Personnel Matter - Review Slate of Staff (*Attachment 2A*)
- b. Personnel Matter - Review Head of School Evaluation - CM (*Attachment 2B*)

III. Resolutions

- a. Review & Approve Minutes from Board Meeting on February 8, 2023 (*Attachment 3A*)*
- b. Review & Approve Procurement Using Federal Funds Policy (*Attachment 3B*)*
- c. Review & Approve Construction Proposal - FCMS (*Attachment 3C*)*
- d. Review & Approve Code of Civility (*Attachment 3D*)*
- e. Review & Approve Teacher Equity Plan (*Attachment 3E*)*
- f. Review & Approve Second Employment Policy (*Attachment 3F*)*
- g. Approve Slate of Staff*
- h. Approve Head of School Evaluation*

IV. School Report

- a. Student & Staff Update
- b. Heads Report
- c. Freire Network Dashboard (*Attachment 4A*)
- d. Graduation Update**
- e. Emergency Procedures Update
- f. FCMS: Options to Increase Student Applications and Enrollment (*Attachment 4B*)
- g. Construction Project - FCHS

V. Financials

- a. February 2023 Financial Report (*Attachment 5A*)
- b. Review & Approve FY 2022 DRAFT Form 990 (*Attachment 5B*)*
- c. Presentation of Draft Budget for FY 2024 (*Attachment 5C*)*

VI. Advancement

- a. Advancement Report (*Attachment 6A*)
- b. Talking Points (*Attachment 6B*)
- c. Political Landscape Report

VII. Governance

- a. Review & Approve Draft Meeting Schedule for 2023-2024 (*Attachment 7*)*
- b. Board Clearance & Trainings Update
- c. Annual Evaluation of Freire Network

VIII. Board Committee Reports

- a. Education Committee
- b. Audit Committee
- c. 403(b) Committee
- d. Safety Committee

**Requires Vote*

***Graduation details: Monday June 12th 10am, Irvine Auditorium, 3401 Spruce St, Philadelphia, PA 19104*

Citation of reason for executive session: II.a.ii.: 65 Pa. C.S.A. § 708 (1) "To discuss any matter involving the ... evaluation of performance ... of any specific ... current ... employee... employed ... by the agency."

The next Board Meeting is scheduled for **Wednesday, June 14 at 8:00 AM** at 2221 N. Broad St.

Freire Charter School provides a college-preparatory learning experience with a focus on individual freedom, critical thinking, and problem solving in an environment that emphasizes the values of community, teamwork, equity, and commitment to peace.



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

Board Members Present: Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, Raquel Leach

Others Present: Phyllis Bookman (Freire Charter Board Prospect Member), Leigh Botwinik, Olivia Burgess, Chris Cantanno (12th Grade Student Services, Freire Charter High), Steve Deanglis (Freire Charter Board Prospect), Nate Durant, Dawn Eubanks, Chris Moore, Tanza Pugliese, Anthony Royster, Scott Solomon, Lilian Wehbe Joann Wzsolek, 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 2A*)
- b. Personnel Matter - Review Head of School Evaluation - CM (*Attachment 2B*)
- c. Lisa Hoffstein makes a motion to enter Executive Session to discuss two Personnel Matters involving the ... evaluation of performance ... of any specific ... current ... employee... employed ... by the agency, which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law II.a.ii.: 65 Pa. C.S.A. § 708 (1). William Brinkman seconds.
- d. The Board enters Executive Session at 8:09 AM.
- e. The Board exists Executive Session at 8:27 AM.

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. William Brinkman makes a motion to approve. Raquel Leach seconds.
 - iii. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach 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. William Brinkman makes a motion to approve. Lisa Hoffstein seconds.
 - iv. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach vote in favor of the motion. There are no votes against and no abstentions.
- c. Review & Approve Construction Proposal - FCMS (*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 Freire Middle School totaling \$925,000 for the project, it will ensure the close out of the grant money. The project is projected to be complete by August 2023.
 - iii. Andrea Zepp shares the location of the project will take place in the "deadspace" in the basement area of the school. The space will be constructed to provide more offices, classrooms and individual therapy rooms.
 - iv. William Brinkman makes a motion to approve. Raquel Leach seconds.
 - v. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach 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. William Brinkman makes a motion to approve. Raqueal Leach seconds.
- v. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach 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. Paul Archibald makes a motion to approve. William Brinkman seconds.
 - v. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach vote in favor of the motion. There are no votes against and no abstentions.
- f. Review & Approve Second 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 Freire Charter School 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. William Brinkman makes a motion to approve. Paul Archibald seconds.
 - v. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach 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. William Brinkman makes a motion to approve. Paul Archibald seconds.
 - iii. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach vote in favor of the motion. There are no votes against and no abstentions.
- h. Approve Head of School Evaluation*
 - i. The board reviews the Head of School Evaluation.
 - ii. William Brnkmanm makes a motion to approve. Lisa Hoffstein seconds.
 - iii. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach vote in favor of the motion. There are no votes against and no abstentions.

IV. School Report

- a. Staff Update
 - i. Chris Moore introduces Chris Cantanno to the board.
 - ii. Chris Cantanno (12th Grade Student Services) shares he has been with Freire for two years.
 - iii. He currently teaches the Applied Business and Economics course at the high school and his class focuses on financial literacy with real-world application to prepare students for life after graduation. Examples include how to write checks, budget to pay rent, calculate tips, and open bank accounts.
 - iv. This course is part of a year-long partnership with Philly Financial Scholars and Clark Capital. The course culminates with a series of “shark tank” style competitions where students present their products/business ideas.

- v. Chris Cantanno invites the board members to come and hear the contestants on Friday, April 28, 2023 at 10 AM, at 201 Rouse Blvd.
- b. Heads Report
 - i. Chris Moore shares two students from the senior class have been accepted into the University of Penn.
 - ii. Winter keystones results for the 11th grade are higher than last year's numbers which shows growth (see the dashboard). Benchmark testing has also commenced this week and staff are hopeful to see growth in the data.
 - iii. Many trips will commence soon before the end of the year. Students will be going to World Cafe Live, Lantern Theatre, Bowling and the National African American History Museum.
 - iv. Chris shares suspensions are on the rise due to vaping on campus ground
 - v. Peak hiring season is here. The pool of applicants is lower than it has ever been but we are moving quickly to interview promising prospects in order to make as many hires by the end of the school year as possible.
 - vi. Yondr pouches have been a success in regard to engagement with students and attention during class.
 - vii. Andrea Zepp shares enrollment is down this year, currently at 453. This year has also been challenging due to illegal controlled substances being in the school and physical altercations between students. Reset assemblies have been held for all grades since returning from spring break to remind students of expectations for a safe and fun end of the school year.
 - viii. PSSA are coming up and staff are prepping the students to ensure data show growth.
 - ix. Andrea echoes Chris Moores point on peak hiring season. Andrea thanks Gloria Lim (Talent Acquisition Director, Freire School Network), for ensuring staff who are leaving roles at the end of the year are being filled.
 - x. Many trips will commence soon before the end of the year. World Cafe Live trip will happen soon, where students will get live instruction on how to play music.
- c. Freire Network Dashboard (*Attachment 4A*)
 - i. *See IV.b.*
- d. Graduation Update**
 - i. Leigh Botwinik shares Freire High Schools graduation will be held on Monday, June 12, 2023 at 10am, 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. FCMS: Options to Increase Student Applications and Enrollment (*Attachment 4B*)
 - i. Leigh Botwinik shares enrollment is lower than usual around this time of year due to attrition but also since Freire Middle School started off with fewer students in the beginning of the school year.
 - ii. Enrollment began to decline after the Philadelphia School District cut bus transportation a couple of years ago and parents, particularly in 5th and 6th grade, did not feel safe having their children take SEPTA alone. Leigh proposes a few options to counteract the challenges: pursuing a contract with a bus company, building an in-house transportation program for 5th & 6th grade students, providing a monthly stipend to 5th grade families to offset the transportation costs (if counsel finds it to be legal) or engaging in a larger scale advertising campaign to recruit new families/students.
 - iii. Leigh & Kelly ask the board if they can provide any feedback on the proposal options and if they are willing to attend a meeting to discuss this further and Raquel and Dave offer to attend.
- g. Construction Project - FCHS
 - i. Kelly Davenport shares Freire High School, together with its co-tenant Mission First, is reconfiguring its lobby. Construction will start soon and the project will cost \$350,000 total.
 - ii. Freire High School will receive its own entry into the building, a new fire pump system and the elevator system.

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. The shortfall will be offset by using more ESSER grant money. The rest of the reduction in revenue will be offset by a reduction in expenses.
 - iii. For the 8 months ending February 28, 2023, Freire Charter School is operating at a surplus of \$561,000. Freire Charter School is projecting a surplus of \$972,000 by the end of the fiscal year.

- iv. Freire Charter School is projected to meet 6 of 7 financial ratios in FY23 and a total of 22 out of 28 for the four year period FY 2019 - FY 2023.
- v. Freire Middle School would like to develop more of its unfinished basement space into classrooms and meeting rooms. There are 9 years left on the lease with no option to renew. The cost estimate is \$900,000.
- vi. Freire High School needs to replace the fire pump system. In addition, it needs to upgrade the elevators. Together with the co-tenant Mission First it also seeks to reconfigure the entryway / lobby. This work is estimated at a cost of \$350,000.
- 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 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. William Brinkman makes a motion to approve. Raqueal Leach seconds.
 - iv. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach 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. Paul Archibald makes a motion to approve. William Brinkman seconds.
 - iii. Paul Archibald, William Brinkman, David Bryant, Lisa Hoffstein, Nicole Jenkins, and Raquel Leach 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.

VIII. Board Committee Reports

- a. Education Committee
 - i. There is no update.
- b. Audit Committee
 - i. There is no update.
- c. 403(b) Committee
 - i. There is no update.
- d. Safety Committee
 - i. See IV.e.

Meeting Adjourned, 10:13 AM