

Independence Charter School - West
Board of Trustees Meeting

April 7, 2016

6:00 PM

1600 Lombard Street
Philadelphia, PA 19146

MINUTES

Section I: Call to Order

Opening Colloquy:

This Board of Trustees meeting of Independence Charter School - West is hereby called to Order. The time is 6:18 PM. My name is Gloria Shabazz. I am the President of the Board of Trustees and I will facilitate this meeting.

This is a public meeting of the Board of Trustees of Independence Charter School – West that was properly advertised pursuant to the Pennsylvania Sunshine Act.

At this time, I will ask that Roll Call be taken.

A. Roll Call by Daniel Saidel, Esq.:

Gloria Shabazz – President	("GS")
Pedro Rodriguez - Secretary/Treasurer	("PR")
Rebecca Clothey	("RC")
Pam Prell - Vice President	("PP")
Rachel Keene, Esq.	("RK")
Dyana Reid	("DR")
Jere Paolini	("JP")
Tyesha Miley, Esq.	("TM")

Board Members Present:

Gloria Shabazz
Rachel Keene, Esq.
Dyana Reid
Jere Paolini
Tyesha Miley, Esq.

By Invitation: Non-Board Members:

Daniel Saidel, Esq.
David Hussey, Esq.
Gerald Santilli
Thomas Scheid
Rona Buchalter
Tarae Terry
Dana Twyman
Cody Smith

Board Members Absent:
 Rebecca Clothey
 Pam Prell

B. Approval of Agenda

Motion
 TM
 Second
 JP
 Vote:
 pass
 fail

R16040701 Approval of the Agenda
 RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **April 7, 2016** Agenda.

C. Approval of Minutes

Motion
 DR
 Second
 TM
 Vote:
 pass
 fail

R16040702 Approval of the March 3, 2016 Board Minutes
 RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **March 3, 2016** Board of Trustees of Independence Charter School – West meeting.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
None	None

D. Community Comment

Terae Terry introduced herself to the Board. Ms. Terry is potentially interested in joining or working with the Board and attended the meeting in order to observe an Independence Charter School - West Board meeting.

Section II: New Business

A. Finance

Motion
 JP
 Second
 DR
 Vote:
 pass
 fail

R16040703 Acceptance of the Financial Report of the Business Controller
 RESOLVED, that the Board of Trustees of Independence Charter School - West hereby reviews and accepts the Financial Report of the Business Controller for February 2016 and hereby incorporates into these minutes by reference the financial statements and the documents presented by the Business Controller to the Board; and
 FURTHER RESOLVED, the Board of Trustees of Independence Charter School - West ratifies disbursements for February 2016 in the amount of \$65,696.10 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
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<i>G. Santilli</i>	<i>Reviewed the financial reports and disbursements</i>
<i>T. Scheid</i>	<i>Discussed that some minor budgetary changes to instructional staffing may be recommended in order to adjust for the strengths and experience of the school's principal and its staff</i>
<i>G. Santilli</i>	<i>Recommended to the Board that a final budget be adopted in June when more information will be available regarding fund projections for the upcoming fiscal year.</i>

Motion
 RK
 Second
 JP
 Vote:
 pass
 fail

R16040704 Accounting Software, Hosting, Maintenance, Support and Implementation of the Accounting Software

RESOLVED that the Board of Trustees of Independence Charter School - West approves a contract with JMT Consulting up to the amount of \$39,500 for the purchase of accounting software, hosting, maintenance and support as presented; and

FURTHER RESOLVED, that the Board of Trustees of Independence Charter School - West approves a contract with Santilli & Thomson up to the amount of \$17,000 for the implementation of the accounting software as presented; and

FURTHER RESOLVED, that any officer of this Board is authorized to execute the contracts and any other documents necessary to effect this resolution in consultation with legal counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Santilli</i>	<i>Reviewed with the Board that the purpose of the accounting software and related services is to provide the school with essential accounting controls that will impose a segregation of duties and subject all expenditures to proper scrutiny</i>
<i>G. Shabazz</i>	<i>Discussed that the fee for accounting software is subject to negotiation and possible price reduction</i>
<i>G. Shabazz</i>	<i>Discussed Santilli & Thomson's role in managing the consultants who oversee the hosting, maintenance, and support of the accounting software</i>
<i>R. Keene; G. Santilli</i>	<i>Discussed that Independence Charter School - West will maintain a separate system from that of Independence Charter School</i>
<i>G. Santilli</i>	<i>Discussed that Independence Charter School - West will own the license to be accounting software and that the school will retain the license if its engagement with Santilli & Thomson terminates</i>
<i>G. Santilli; Board</i>	<i>Discussed that the accounting software is a one-time fee, though the hosting fee will require periodic renewal</i>

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B. Staffing

R. Keene reported that the CEO/Principal search is ongoing. The committee has changed the title of the job posting to Founding Principal, which has helped generate additional applicants. The applicant pool is very promising, and Ms. Keene reported that several strong candidates have emerged.

R. Buchalter discussed plans for inviting all Board members of Independence Charter School - West and Independence Charter School to attend meeting sessions with finalist candidates for the Founding Principal position. Once a Founding Principal is hired, he or she will be expected to be heavily involved in the selection of candidates for the school's other job positions.

T. Miley reported that the committee has begun interviewing candidates for several additional leadership positions. All job positions have been publicized, and a number of demonstration lessons have been scheduled for teacher candidates. Interviews with bilingual candidates from the Spanish consulate program are scheduled for later in April.

G. Shabazz discussed the procedure for hiring employees, including that the Board is responsible for hiring all employees of the school. In order to expedite the hiring process, G. Shabazz discussed that bi-monthly meetings may need to be scheduled in the coming months in order to consider and approve candidates who are recommended for hire.

C. Board Training

G. Shabazz reported that Ms. Prell has developed and distributed a Board training proposal for programs related to the Sunshine Act and governance. The Board discussed their availability for Board training.

D. Family Engagement

The Board discussed the student registration process. R. Buchalter and C. Smith discussed that they have received questions from families relating to the school uniform, after-school programs, transportation, and the school's facilities. The Board discussed organizing one or more community events to meet and greet families of new students. The Board additionally discussed potential registration deadlines for incoming students.

E. Updates

R. Buchalter reported that she is continuing to work with D. Twyman on developing the Independence Charter School - West curriculum. Their goal is to finalize the curriculum soon so that materials can be ordered in a timely manner.

T. Scheid reported on the building's zoning and construction process. The property's lot consolidation plan has been completed and an application will be submitted to Licenses and Inspections for zoning approval. The application will presumably be denied, and Peter Gonzales will then file an appeal. The hope is that zoning approval will be obtained by mid-May.

T. Scheid met with the property's owner and developers last Friday to discuss plans for improving the property. Minimal work will be required initially until the school's enrollment expands. It is now

anticipated that repairs will be needed for the school's heating and air conditioning system. A school banner will be placed on the building this week. Mr. Scheid is optimistic that the building will be a safe, clean school when it opens. The Board discussed plans to tour the school building.

T. Scheid additionally reported that he is working on obtaining quotes for employee medical benefit packages.

Motion
JP
Second
TM
Vote:
[x] pass
[] fail

R16040705 Student Dress Code

RESOLVED, that the Board of Trustees of Independence Charter School - West approves the Independence Charter School - West Dress Code as presented, with modifications as discussed.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Paolini; R. Buchalter</i>	<i>Presented the student dress code policy to the Board</i>
<i>Board</i>	<i>Amended dress code to omit hooded sweatshirts</i>

Section III: Discussion and Announcements

G. Shabazz discussed that the school curriculum and a number of school policies will be presented for approval at the May board meeting. The policies will be communicated to Board members throughout the upcoming month.

Adjournment @ 7:49 p.m.
