

Independence Charter School - West
Board of Trustees Meeting

May 5, 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 6:06 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 – President
Pedro Rodriguez - Secretary/Treasurer
Pam Prell - Vice President
Rachel Keene, Esq.
Dyana Reid
Jere Paolini
Tyesha Miley Esq.

By Invitation: Non-Board Members:

Daniel Saidel, Esq.
David Hussey, Esq.
Gerald Santilli
Michael Danyo
Thomas Scheid
Rona Buchalter
Tarae Terry
Dana Twyman
Julio Nuñez

Ramzy Andrawos
Dave Peterson

Board Members Absent:
Rebecca Clothey

B. Approval of Agenda

Motion
PR
Second
TM
Vote:
 pass
 fail

R16050501 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **May 5, 2016** Agenda.

C. Approval of Minutes

Motion
RK
Second
JP
Vote:
 pass
 fail

R16050502 Approval of the April 7, 2016 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **April 7, 2016** Board of Trustees of Independence Charter School – West meeting.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>None</i>	<i>None</i>

D. Community Comment - None

Section II: New Business

A. Installation of New Trustee

Motion
PR
Second
DR
Vote:
 pass
 fail

R16050503 Installation of Tarae Terry as a Trustee of Independence Charter School - West

RESOLVED, that Tarae Terry is hereby installed as a Trustee of Independence Charter School - West in accordance with the bylaws thereof; and

FURTHER RESOLVED, that Tarae Terry shall be administered the following Oath of Office by Legal Counsel:

I, Tarae Terry, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Ms. Terry was introduced at the April meeting and has been volunteering her time.</i>
<i>Legal Counsel</i>	<i>Administered the oath of office.</i>

B. Resignation of Rebecca Clothey

Motion
PP
Second
PR
Vote:
[x] pass
[] fail

R16050504 Acceptance of the Resignation of Rebecca Clothey

RESOLVED, the Board of Trustees of Independence Charter School - West accepts the email resignation of Rebecca Clothey from the Board of Trustees (the "Resignation"); and

FURTHER RESOLVED, that the Resignation is effective May 4, 2016.

FURTHER RESOLVED, that the Board of Trustees of Independence Charter School - West thanks Rebecca Clothey for her dedicated service.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Ms. Clothey helped organize the Board and will still be involved.</i>
<i>P. Rodriguez</i>	<i>Moved to amend the resolution to thank Ms. Clothey for her dedicated service.</i>

C. Staffing

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

R16050505 CEO/Principal

WHEREAS, pursuant to the Academic and Support Agreement between Independence Charter School - West and Independence Charter School, Independence Charter School has approved Julio Nuñez as a candidate for Chief Executive Officer/Principal of Independence Charter School - West ("CEO/Principal"), subject to approval by the Board of Trustees of Independence Charter School - West;

WHEREAS, in accordance with the Academic and Support Agreement between Independence Charter School - West and Independence Charter School, Independence Charter School has approved proposed terms of employment for the CEO/Principal position;

RESOLVED, the Board of Trustees of Independence Charter School - West hereby approves the hiring of Julio Nuñez as CEO/Principal upon terms and conditions to be negotiated by the President in consultation with the Business Controller and Legal Counsel; and

FURTHER RESOLVED, the President is hereby authorized and directed to execute any contract and any other document necessary to effect this resolution in consultation with the Business Controller and Legal Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
G. Shabazz	<i>Introduced Mr. Nuñez to the Board and discussed his strengths as a candidate; he is very excited to begin his work with the school.</i>
P. Rodriguez	<i>Discussed the candidate selection process and reported that the CEO Search Committee made a recommendation based upon what it thought would be the best match for the school.</i>
R. Buchalter	<i>Discussed with the Board that Mr. Nuñez is aligned with the school's mission.</i>
P. Prell	<i>Discussed that one of Mr. Nuñez's strengths is that he is open to collaboration, which is very well suited to the school's culture and mission.</i>

Motion
PP
Second
RK
Vote:
[x] pass
[] fail

R16050506 Human Resources

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby accepts the human resources changes, modifications and additions as presented.

<u>New Hires</u>	<u>Position</u>	<u>Start Date</u>
Cybil Saentenza	Kindergarten Teacher (Spanish)	8/10/16
Maria Etxebeste	Kindergarten Teacher (Spanish)	8/10/16
Elena Lopez	1st Grade Teacher (Spanish)	8/10/16
Whitney Lane	Kindergarten Teacher (English)	8/10/16

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
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<i>G. Shabazz</i>	<i>Discussed the Board's role in hiring employees.</i>
<i>T. Scheid; R. Buchalter</i>	<i>Reported that ICS is actively engaged in helping the school recruit and interview additional candidates.</i>
<i>Board</i>	<i>Discussed plans to call a special meeting on May 19 at 6:00 pm to consider additional candidates for hire.</i>

D. Curriculum

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

R16050507 Approval of Curriculum

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Independence Charter School - West Core Curriculum as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>R. Buchalter; D. Tnyman</i>	<i>Reported upon the process for developing the curriculum, highlighting that the goal was to capture the essence of ICSW and to tailor the ICS model to the ICSW community; additionally discussed that the framework of the curriculum provides latitude for the adoption of best practices, the use of progress monitoring, and an emphasis structure in reading instruction.</i>
<i>T. Scheid</i>	<i>Discussed that the development of the ICSW curriculum has been synergistic and has enabled ICS to hone its best practices and share them with ICSW.</i>
<i>P. Rodriguez; T. Scheid</i>	<i>Discussed ICSW's strategies to close the achievement gap.</i>
<i>Board; T. Scheid</i>	<i>Discussed plans to acquire curriculum materials and furniture for the school.</i>

E. Updates

a. Building

T. Scheid discussed the zoning of the building and reported that a June 8 hearing is scheduled before the Zoning Board in order to review the school's appeal for zoning approval. D. Reid has organized a meeting with the local community group to occur prior to the June 8 hearing.

T. Scheid additionally reported upon the status of building repairs. Plumbing work has begun. The school's heating system will need replacement. The project remains on schedule for a July 15

completion. The Board discussed the availability of the gym for a community meet and greet scheduled for June 11.

b. Enrollment and Registration

D. Tnyman reported upon ongoing weekly community registration events. 210 students are currently registered, and ICS staff have been reaching out to parents by telephone to encourage them to register. The school's waitlist remains strong and the school will begin to enroll students from the waitlist on May 10.

G. Santilli discussed strategies for maintaining full enrollment throughout the upcoming school year, including enrolling a small number of students beyond the enrollment cap for which the School District will not be billed in order to maintain an enrollment cushion in the event that students leave the school during the school year. G. Santilli further recommended that the school continue to hold community events and outreach efforts in order to both promote and monitor parent interest in the school.

c. Board Training

P. Prell reported upon upcoming Board training regarding charter school compliance issues. P. Prell additionally reported that several parents of incoming ICSW students have expressed interest in joining or participating in the Board. The Board discussed giving consideration to an amendment of the bylaws in order to add one or more parent seats to be elected by parents.

F. Finance

a. Budget Update

G. Shabazz reported that a final budget will be presented to the Board for approval at next month's scheduled Board meeting.

b. Funding Update

G. Santilli and M. Danyo reported upon charter school funding issues, highlighting that under the Department of Education's interpretation of the charter school funding formula the School District's projected \$100 million surplus for the current fiscal year will result in a significant funding decrease for charter schools. Any decrease in funding will be particularly problematic for ICSW since it does not yet have a fund reserve from which to draw.

c. Financial Report

Motion
PR
Second
RK
Vote:
[x] pass
[] fail

R16050508 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 March 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 March 2016 in the amount of \$66,101.50 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo</i>	<i>Presented the financial report, highlighting that there have been no major spending and that some budgeted expenses have been moved to the next fiscal year.</i>
<i>T. Scheid</i>	<i>Discussed that the process is underway for locating an employee benefits package for the school.</i>
<i>G. Santilli</i>	<i>Discussed the timing of employee pay periods for the upcoming school year.</i>

G. Service Contracts & Purchase Approvals

a. MMS

Motion
RK
Second
PP
Vote:
[x] pass
[] fail

R16050509 Contract for Student Data Management Software

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves a one year agreement with MMS (Modular Management System) as a Student Information System in the amount of \$7,674.50.

FUTHER RESOLVED, the President is authorized and directed to negotiate the terms and conditions of the contract and any document or delegate any task necessary to effect this resolution in consultation with the Business Controller and Legal Counsel; and

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute the contract and any other document necessary to effect this resolution in consultation with the Business Controller and Legal Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Discussed that MMS is a student database that keeps attendance records and other student records for the school.</i>
<i>Board</i>	<i>Discussed the fee and features of MMS.</i>

b. Lintons Food Services

Motion
PR
Second
PP
Vote:

R16050510 Contract for Food Services

RESOLVED, that the Board of Trustees of Independence Charter School -

[x] pass
[] fail

West hereby approves a one year agreement with Lintons Food Services for the provision of food services.

FUTHER RESOLVED, the President is authorized and directed to negotiate the terms and conditions of the contract and any document or delegate any task necessary to effect this resolution in consultation with the Business Controller and Legal Counsel; and

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute the contract and any other document necessary to effect this resolution in consultation with the Business Controller and Legal Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
M. Danyo	<i>Discussed that the school followed a federal bid process, including review by three separate people, through which Lintons emerged as the lowest responsible bidder; further discussed that each of the bidders did a walkthrough of the school's kitchen in order to ensure that it matched the specifications of their bids.</i>
M. Danyo	<i>Discussed that this agreement can be renewed for up to five years.</i>

c. Accurate Trash Removal

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

R16050511 Contract for Waste Removal

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves a three year agreement with Accurate Trash Removal in the amount of \$430.00 per month.

FUTHER RESOLVED, the President is authorized and directed to negotiate the terms and conditions of the contract and any document or delegate any task necessary to effect this resolution in consultation with the Business Controller and Legal Counsel; and

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute the contract and any other document necessary to effect this resolution in consultation with the Business Controller and Legal Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
R. Andrawos	<i>Reported that the services will include trash pickup three times a week and recycling pickup twice weekly.</i>

Upon Motion by G. Shabazz, Seconded by D. Reid, the Board entered into Executive Session at 7:35 pm to discuss matters involving the employment of public employees.

Upon Motion by R. Keene, Seconded by P. Rodriguez, the Board adjourned Executive Session at 8:21 pm.

Section III: Discussion and Announcements

The next scheduled meeting is a special meeting by telephone on May 19, 2016 at 6:00 pm. The purpose of the May 19 meeting will be for the Board to consider a slate of new hire candidates. It is also anticipated that the Board may vote upon a furniture lease. The public will be invited to attend the meeting by participating in the telephonic meeting by participating in the conference call from Independence Charter School.

ADJOURNMENT

@ 8:21 PM

MOTION
RK

—
SECOND
DR

—
VOTE:

PASS

FAIL
