

Independence Charter School - West
Board of Trustees Meeting
5600 Chester Avenue, Philadelphia, Pennsylvania 19135
August 4, 2016
6:00 PM

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") |
| Pam Prell - Vice President | ("PP") |
| Rachel Keene, Esq. | ("RK") |
| Dyana Reid | ("DR") |
| Jere Paolini | ("JP") |
| Tyesha Miley, Esq. | ("TM") |
| Tarae Terry | ("TT") |

Board Members Present:
Gloria Shabazz – President
Pam Prell - Vice President
Rachel Keene, Esq.
Dyana Reid
Jere Paolini
Tyesha Miley, Esq.
Tarae Terry

By Invitation: Non-Board Members:
Daniel Saidel, Esq.
David Hussey, Esq.
Michael Danyo
Julio Nuñez
Tracey Hill

Board Members Absent:
Pedro Rodriguez - Secretary/Treasurer

B. Executive Session Disclosure — Gloria Shabazz

I'd like to state, for purposes of the Minutes of this meeting that the Board will meet in Executive Session, prior to adjournment of this meeting, for the following purpose under 65 P.S. § 708:

Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).

C. Approval of Agenda

Motion
PR
Second
DR
Vote:
 pass
 fail

R16080401 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **August 4, 2016** Agenda.

D. Approval of Minutes

Motion
DR
Second
TM
Vote:
 pass
 fail

R16080402 Approval of the June 2, 2016 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **June 2, 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> |

Motion
TM
Second
RK
Vote:
 pass
 fail

R16080403 Approval of the June 16, 2016 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **June 16, 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> |

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

R16080404 Approval of the July 7, 2016 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **July 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> |

E. Community Comment — NONE

F. CEO Report

J. Nuñez reviewed his written report to the Board, highlighting:

- + *Positive feedback from the community regarding the school's progress and building renovations;*
- + *Staffing: reviewed current vacancies and the status of hiring;*
- + *August training and professional development;*
- + *Building update and furniture;*
- + *Student enrollment; and*
- + *School publicity*

Section II: New Business

A. Staffing

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

R16080405 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> |
|------------------|-----------------------------------------|-------------------|
| Victoria Seidman | Special Education Teacher | 8/10/16 |
| Andrés Cisneros | PT Music Teacher/PT Classroom Assistant | 8/10/16 |
| Gilbert Elisa | PT Classroom Assistant | 8/10/16 |

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|---------------------------------|-----------------------------------------------------------------------------|
| <i>G. Shabazz; J. Nuñez</i> | <i>Discussed the background and qualification of the prospective hires.</i> |

B. Finance

Motion
 TM
 Second
 RK
 Vote:
 pass
 fail

R16080406 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 May and June 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 May and June 2016 in the amount of \$148,033.88 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>M. Danyo</i> | <i>Reviewed the written financial report and disbursements.</i> |
| <i>M. Danyo</i> | <i>Announced that the school has received July payment from the School District.</i> |
| <i>P. Prell; M. Danyo</i> | <i>Discussed the calculation of per pupil expenditures; the rate is approximately 7% higher than budgeted, though the School District may revise the rate.</i> |
| <i>G. Shabazz; M. Danyo</i> | <i>Discussed that the school's budget is conservative in order to account for uncertainty regarding funding rates.</i> |

Motion
 JP
 Second
 TM
 Vote:
 pass
 fail

R16080407 Bank Signature Authorization

RESOLVED, that Julio Nuñez, Chief Executive Officer/Principal of Independence Charter School - West, is hereby authorized to withdraw funds of the Independence Charter School - West from its bank account or accounts and by checks of the Independence Charter School - West. The signature of Julio Nuñez shall be duly certified to PNC Bank and PNC Bank is authorized to honor and pay any and all checks signed by Mr. Nuñez.

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|-----|------|
|-----|------|

| | |
|-----------------|----------------------------------------------------------------------------------------------------|
| <i>M. Danyo</i> | <i>Discussed the requirement of a board resolution to approve Mr. Nuñez's signature authority.</i> |
|-----------------|----------------------------------------------------------------------------------------------------|

C. Policies

Motion
PP
Second
RK
Vote:
 pass
 fail

R16080408 Parent and Student Handbook

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Independence Charter School - West Parent and Student Handbook, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>J. Nuñez</i> | <i>Discussed the development of the handbook; discussed the school's approach to responsive discipline which takes into account the needs of students.</i> |

Motion
RK
Second
JP
Vote:
 pass
 fail

R16080409 Employee Handbook

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

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|-----------------------------|--------------------------------------------------------------|
| <i>G. Shabazz</i> | <i>Discussed the development and review of the handbook.</i> |
| <i>T. Terry; G. Shabazz</i> | <i>Discussed the employee introductory period.</i> |

D. Professional Service Contracts

Motion
RK
Second
JP
Vote:
 pass
 fail

R16080410 Therapy Source, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Therapy Source, Inc. for the provision of therapy services;

FURTHER 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>Board</i> | <i>Discussed the scope and nature of services provided.</i> |
| <i>G. Shabazz</i> | <i>Discussed that the proposed contract is on an as-needed basis, and that the resolution provides authority to use the services on an as-needed basis.</i> |

Motion
RK
Second
JP
Vote:
 pass
 fail

R16080411 Bayada Home Healthcare, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Bayada Home Healthcare, Inc. for the provision of nursing 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 |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Board</i> | <i>Discussed the scope and nature of services provided.</i> |
| <i>G. Shabazz</i> | <i>Discussed that the proposed contract is on an as-needed basis, and that the resolution provides authority to use the services on an as-needed basis.</i> |

Motion
RK
Second
JP
Vote:
 pass
 fail

R16080412 Pediatric Therapeutic Services, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Pediatric Therapeutic Services, Inc. for the provision of speech, occupational, and physical therapy 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 |
|-----|------|
|-----|------|

Motion
 RK
 Second
 JP
 Vote:
 pass
 fail

| | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Board</i> | <i>Discussed the scope and nature of services provided.</i> |
| <i>G. Shabazz</i> | <i>Discussed that the proposed contract is on an as-needed basis, and that the resolution provides authority to use the services on an as-needed basis.</i> |

R16080413 Jasmine Eaddy Employment and Training Services, LLC

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Jasmine Eaddy Employment and Training Services, LLC for the provision of substitute teaching 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 |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Board</i> | <i>Discussed the scope and nature of services provided.</i> |
| <i>G. Shabazz</i> | <i>Discussed that the proposed contract is on an as-needed basis, and that the resolution provides authority to use the services on an as-needed basis.</i> |

Motion
 RK
 Second
 JP
 Vote:
 pass
 fail

R16080414 General Healthcare

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with General Healthcare for the provision of nursing 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 |
|--------------|-------------------------------------------------------------|
| <i>Board</i> | <i>Discussed the scope and nature of services provided.</i> |

| | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>G. Shabazz</i> | <i>Discussed that the proposed contract is on an as-needed basis, and that the resolution provides authority to use the services on an as-needed basis.</i> |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

Upon Motion by D. Reid, Seconded by P. Prell, the Board entered into closed executive session at 7:04 PM to discuss employment matters.

Upon Motion T. Miley, Seconded by R. Keene, the Board exited closed executive session at 7:30 PM.

Section III: Discussion and Announcements

T. Miley announced that the Philadelphia Bar Association is holding a school supply drive.

ADJOURNMENT

@ 7:31PM
