

Independence Charter School - West
Board of Trustees Meeting
September 1, 2016
5600 Chester Avenue, Philadelphia PA 19143
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
Rachel Keene, Esq.
Pedro Rodriguez
Dyana Reid
Jere Paolini
Tyesha Miley, Esq.

By Invitation: Non-Board Members:

Daniel Saidel, Esq.
David Hussey, Esq.
Michael Danyo, Santilli and Thomson
Julio Núñez, CEO Independence Charter
School - West
Thomas Scheid, CEO Independence
Charter School

Board Members Absent:
Pam Prell
Tarae Terry

B. Executive Session Disclosure

Gloria Shabazz – President: *I'd like to state, for purposes of the Minutes of this meeting that the Board of Trustees did not meet in Executive Session prior to this meeting.*

C. Approval of Agenda

Motion
RK
Second
JP
Vote:
 pass
 fail

R16090101 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **September 1, 2016** Agenda.

D. Approval of Minutes

Motion
RK
Second
DR
Vote:
 pass
 fail

R16090102 Approval of the August 4, 2016 Board Minutes

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Reviewed the Minutes of the August 4, 2016 Board of Trustees of Independence Charter School – West meeting</i>

E. Community Comment — Community Comment described at R16090107: Truancy Policy.

Section II: New Business

A. CEO Report

J. Núñez reported upon the following:

- + *The West Way, the school's ethos, and the school's commitment to academic rigor;*
- + *Progress on School Opening: baseline testing, professional development, and building improvements;*
- + *Staffing: the school is fully staffed;*
- + *In-Service Training in collaboration with Independence Charter School;*
- + *Student Enrollment: total enrollment is 314 students;*
- + *Student Transportation;*

- + *Building Update: facilities will be fully ready to welcome students on Day 1; and*
- + *School Opening and Back to School Night.*

B. Updates — NONE

C. Finance

M. Danyo reviewed the Santilli and Thomson written financial and disbursement reports with the board, highlighting:

- + *A positive variance between the actual subsidy rate and the budgeted subsidy rate;*
- + *Payment under the Academic and Support Agreement has commenced; and*
- + *July 2016 disbursements.*

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

R16090103 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 July 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 July 2016 in the amount of \$ 41,187.21 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Reviewed the financial statements and the documents presented by the Business Controller to the Board and the disbursements for July 2016 in the amount of \$41,187.21 as presented by the Business Controller</i>

G. Shabazz announced that Independence Charter School - West is required to have an annual audit and invited board members to be committee members of the Audit committee.

D. Staffing

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

R16090104 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>
Keisha Robinson	Counselor	8/25/16

Marvin Smith FT NTA 8/15/16

Camille De 10 Month PT 9/6/15
Vaughn Classroom
Assistant

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Núñez</i>	<i>Reviewed with the Board each of the recommended new hires, including their experience and qualifications.</i>

E. Professional Service Contracts

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

R16090105 Community Council Education Services

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor agreement with Community Council Education Services for the provision of one-to-one aide 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>T. Scheid</i>	<i>Reviewed the proposed one-to-one aide services.</i>
<i>G. Shabazz</i>	<i>Reviewed the school's responsibility to provide appropriate special education services.</i>

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

R16090106 McGinn Security

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor agreement with McGinn Security for the provision of security and safety services on an as-needed basis;

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>J. Núñez</i>	<i>Discussed the security needs of the school in order to ensure a safe environment for students.</i>
<i>J. Núñez</i>	<i>Discussed the proposed contract for security services.</i>

F. Policies

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

R16090107 Truancy Policy

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the ICS West Truancy Policy 2016/17 as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Discussed the development of the truancy policy</i>
<i>T. Scheid</i>	<i>Reviewed the school's reporting requirements to the Charter School Office</i>

Amber Toole-Abdourahamane, a member of the public, inquired regarding truancy consequences for younger students. The Board and J. Núñez discussed with Ms. Toole-Abdourahamane the various support systems in place to encourage student attendance, as well as the school's goal of promoting attendance.

Section III: Discussion and Announcements

G. Shabazz encouraged Board members to attend Back to School Night in order to engage families and encourage parent participation in the school.

The Board acknowledged and expressed its appreciation for the efforts of Independence Charter School throughout the summer in helping the school prepare to open. Ms. Shabazz singled out the efforts of Tom Scheid, Ramzy Andrawos and Kristen Long, and reported that Independence Charter School's staff was generous in allowing Independence Charter School – West's staff to shadow them during the first week of school.

T. Scheid announced that the Independence Charter School team will meet in October 2016 in order to reflect upon the Academic and Support Agreement and develop strategies for how to best support Independence Charter School – West.

ADJOURNMENT @ 7:03

MOTION
PR
SECOND
GS
VOTE:
 PASS
 FAIL
