

**Independence Charter School - West**  
**Board of Trustees Meeting**  
**5600 Chester Avenue**  
**Philadelphia PA**  
**October 6, 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 6:05 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  
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 Núñez  
Thomas Scheid  
Tracey Hill

---

Board Members Absent:  
Pam Prell - Vice President

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

R16100601 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **October 6, 2016** Agenda.

D. Approval of Minutes

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

R16100602 Approval of the September 1, 2016 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **September 1, 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 <b>September 1, 2016</b> Board of Trustees of Independence Charter School – West meeting</i>

E. Community Comment — None

*Community Comment Colloquy (General Counsel)*

Good Evening, my name is Daniel H. Saidel. I serve as General Counsel to the Independence Charter School - West Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question or respond in any way to your public comment. I will begin the time now.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>There were no community commenters.</i>	<i>None</i>

Section II: New Business

A. CEO Report

*J. Núñez reported upon highlights from the first month of school. The school has administered fluency and comprehension assessments to all students. Nearly 90% of families attended Back-to-School Night, and the school will continue to make additional efforts to promote parent and family engagement. J. Núñez further reported that the school is now fully staffed.*

*J. Núñez additionally reported upon the school's in-service training program, highlighting that staff members are provided weekly training sessions which are designed to promote the continued growth and development of staff. J. Núñez and the Board discussed some of the topics covered by the trainings, including curriculum mastery and academic and behavioral data analysis.*

*J. Núñez reported that 306 students are currently enrolled in the school. J. Núñez additionally discussed student transportation issues, and reported that although some students initially had difficulty getting to and from school, nearly all issues have been resolved.*

*J. Núñez additionally reported upon building updates, discussing with the Board that banners have been installed, the schoolyard is now fenced in, the heating and cooling systems are installed, and that electrical work is underway.*

*J. Núñez finally reported upon upcoming events. Parent/Principal Chat and Chew events are scheduled for the second Thursday of each month in order to provide parents with the regular opportunity to interact with Mr. Núñez. A monthly Global Citizen of the Month Assembly will be held on the second Wednesday of each month in order to celebrate student citizenship. An open house for community stakeholders is scheduled for October 26, 2016. Mr. Núñez also announced that the school is working towards a partnership with Vetri Foundation.*

B. Updates — None

C. Finance

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

- + Upcoming adjustments to the school district subsidy;*
- + Various expense variances, including for books, software, and furniture; and*
- + Plans to meet with J. Núñez beginning in December 2016 to develop the 2016-2017 school budget, with the aim of presenting a draft budget to the Board by May 2017.*

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

R16100603 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 August 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 August 2016 in the amount of \$218,046.95 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board and M. Danyo</i>	<i>General discussion</i>

#### D. Resignation of Trustee

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

R16100604 Acceptance of the Pam Prell's Email Resignation as a Member of the Board of Trustees of Independence Charter School - West

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

FURTHER RESOLVED, that the Resignation is effective September 30, 2016; and

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Expressed gratitude for Pam Prell's service to Independence Charter School - West and recognized her important efforts in recruiting Board members and providing guidance to the Board.</i>

#### E. Human Resources

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

R16100605 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>
Tanya Hill	PT Classroom Assistant (10 month)	9/6/16
Tanisha Martin	PT Classroom Assistant (10	9/6/16

month)

Bridget Donnelly FT Art Teacher (10 month) 9/26/16

<u>Resignations</u>	<u>Position</u>	<u>End Date</u>
Carrie Biegler	FT Art Teacher (10 month)	9/30/16

Notes of Discussion / Advance Regulatory and Financial Comment:

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

F. Professional Service Contracts

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

R16100606 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;

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 and Board</i>	<i>Reviewed the proposed therapy services and the essential terms of the Therapy Source contract</i>

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

R16100607 Community Council Education Services, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the instructional substitute teacher services of Community Council Education Services, Inc., upon terms and conditions of the Agreement for Instructional Substitute Services, as presented;

FURTHER RESOLVED, that the Board of Trustees of Independence

Charter School - West hereby approves the lunch and recess aide services of Community Council Education Services, Inc., upon terms and conditions of the Agreement for Noon Time Aide Services, as presented;

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
J. Núñez and Board	Reviewed the proposed substitute teacher services and the essential terms of the Community Council Education Services contract

### Section III: Discussion and Announcements

*G. Shabazz discussed that committee chairs will meet with J. Núñez to ensure develop committee goals and to develop strategies for supporting the school. The Board discussed the role that committees serve as a primary vetting tool for various matters. D. Saidel and the Board discussed considerations regarding the reporting of committee business and meetings to the full Board of Trustees.*

*The Board discussed the development of a parent group, including the possibility that the bylaws be revised in order to allow the parent group the opportunity to nominate a Board candidate. T. Hill announced that a PTA informational meeting for parents is scheduled for October 21, 2016 and that the meeting was publicized during Back-to-School Night. The Board and T. Hill discussed potential improvement of the teachers' lounge, and discussed the idea of recruiting parent volunteers to help improve the room for teachers.*

*G. Shabazz announced that additional committee members are required for the school's audit committee, which will convene during the month of November 2016 in order to interface with the school's auditors.*

*The Board discussed plans for a Board training event in October or November 2016 presented by G. Santilli of Santilli & Thomson on the subject of financial training.*

*The next regularly scheduled meeting of the Independence Charter School - West Board of Trustees is on November 3, 2016 at 5600 Chester Avenue.*

## ADJOURNMENT

MOTION  
 PR  
 SECOND  
 JP  
 VOTE:  
 PASS  
 FAIL