

Independence Charter School - West
Board of Trustees Meeting
5600 Chester Avenue
Philadelphia, PA
November 3, 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 6:08 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")
Rachel Keene, Esq.	("RK")
Dyana Reid	("DR")
Jere Paolini	("JP")
Tyesha Miley, Esq.	("TM")
Tarae Terry	("TT")

Board Members Present:
Gloria Shabazz
Pedro Rodriguez¹
Dyana Reid
Jere Paolini
Tarae Terry

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

Board Members Absent:
Rachel Keene, Esq.

¹ P. Rodriguez entered the meeting at 6:32 pm.

Tyesha Miley, Esq.

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

R16110301 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **November 3, 2016** Agenda.

D. Approval of Minutes

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

R16110302 Approval of the October 6, 2016 Board Minutes

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	Reviewed the Minutes of the October 6, 2016 Board of Trustees of Independence Charter School – West meeting

E. Community Comment

G. Shabazz announced to the members of the public in attendance at the meeting that they had the opportunity to address the Board of Trustees of Independence Charter School – West during Community Comment.

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.

Who	What
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<i>There were no community commenters.</i>	<i>None</i>
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Section II: New Business

A. CEO Report

J. Núñez reported upon highlights for the month of September, including:

- + The school held an Open House for Partners on October 26;*
- + J. Núñez hosted the first monthly Parent Chat & Chew to meet with families and inform them of school happenings and upcoming events;*
- + The school held its first monthly Global Citizen of the Month Assembly to recognize students;*
- + Kindergarten teachers received training on Trauma-Informed practices; and*
- + The school has started using the PA-ETEP online portal for teacher observations and evaluations.*

J. Núñez additionally discussed with the board that kindergarten and first grade have switched to an A-B instructional schedule in order to streamline transition periods and increase instructional time for students by approximately 30 minutes per day. J. Núñez and the board discussed that kindergarten and first grade students will now receive English and Spanish language instruction on alternating days.

J. Núñez reported that 301 students are currently enrolled, and reviewed with the board the number of special education and ELL students enrolled. Independence Charter School - West will soon be publishing applications on its website for the 2017-18 school year. J. Núñez and the board discussed and reviewed the policies of Independence Charter School - West regarding sibling enrollment preference.

J. Núñez reviewed with the board the school's approach to progressive discipline, including an emphasis on positive behavior interventions and supports such as the West Store rewards program and the use of the Student Success Teams to create a specific plan to identify root causes of behaviors and implement classroom strategies to minimize misconduct.

J. Núñez reported to the board regarding student transportation. Although several students had lengthy bus rides to and from school earlier in the year, Independence Charter School - West has coordinated with the school district to transport such students in vans so that their travel times will be more manageable.

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 based upon special education enrollment; and*
- + A current projected budget deficit of \$117,000.*

M. Danyo reviewed with the board that school leadership plans to address the projected deficit by making a number of minor spending adjustments. M. Danyo reported that the school will recognize additional cost savings due to its medical expenses likely being lower than budgeted.

M. Danyo and G. Shabazz reviewed with the board that the school's budget is based upon per pupil subsidy rates which are lower than the preliminary rates currently paid by the school district. The current rates are between 8-9% higher than budgeted, and the school has thus set aside funds in anticipation of a later reduction in per pupil subsidy rates.

The board reviewed all check disbursements for the month of September 2016 and discussed with M. Danyo all disbursements over \$10,000. G. Shabazz inquired when food service bills will be received by the school, and M. Danyo reported that food service bills will likely be received within the next month.

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

R16110303 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 September 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 September 2016 in the amount of \$241,293.15 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Announced that a summarized version of the Independence Charter School - West written financial report will be posted on the school's website.</i>

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

R16110304 Title 1 Electronic Signature

BE IT RESOLVED, by authority of the Board of Trustees of Independence Charter School - West, and it is hereby resolved by authority of the same, that Julio Núñez, who is the Executive Director of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Independence Charter School - West to comply with the terms of said

contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department’s Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer’s authority to execute agreements electronically on behalf of the body until such notice is received by the Department’s Office of Chief Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo, D. Hussey and Board</i>	<i>Reviewed that the purpose of Resolution R16110304 is to facilitate the submission of documents required for the processing of various grants.</i>

D. Human Resources

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

R16110305 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>
Sherima S. Johnson	PT Classroom Assistant (10 month)	10/17/16

Notes of Discussion / Advance Regulatory and Financial Comment:

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

E. Policies

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

R16110306 Suicide Awareness and Prevention Policy

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Independence Charter School - West Suicide Awareness and Prevention Policy, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz and Board</i>	<i>Discussed that the proposed Independence Charter School - West Suicide Awareness and Prevention Policy was developed by the board's governance committee.</i>

F. Resignation and Election of Board Secretary

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

R16110307 Resignation of Pedro Rodriguez as Board Secretary

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the resignation of Pedro Rodriguez from the Office of Secretary of the Board of Trustees of Independence Charter School - West; and

FURTHER RESOLVED, that the resignation of Pedro Rodriguez from the Office of Secretary of the Board of Trustees of Independence Charter School - West is effective November 3, 2016.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz and Board</i>	<i>Thanked P. Rodriguez for his service as Board Secretary.</i>

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

R16110308 Election of Rachel Keene, Esq. as Board Secretary

WHEREAS, the Office of Secretary of the Board of Trustees of Independence Charter School - West is vacant;

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby elects Rachel Keene, Esq. as Secretary of the Board of Trustees for the duration of the unexpired vacant term.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General discussion.

G. Committee Reports

G. Shabazz provided an overview of the following active committees of the Board of Trustees of Independence Charter School - West: human resources, community relations, governance, finance, and audit.

T. Terry provided a report of the human resources committee. The members of the human resources committee are T. Terry, T. Miley, G. Shabazz, and J. Núñez. The human resources committee met over the summer to establish goals and expectations for the committee; develop a performance evaluation rubric for administrators and staff; assist the CEO/Principal in recruiting and hiring staff; and establish a compensation grip designed to fairly compensate employees and ensure that salaries are competitive with the job market.

G. Shabazz reported that the finance committee met on October 28 to discuss budget adjustments. The members of the finance committee are J. Núñez, P. Rodriguez, G. Shabazz, and M. Danyo.

G. Shabazz announced that the audit committee will soon be meeting to review the independent audit of the school's financial statements.

The board discussed that a schedule of upcoming committee meetings will be uploaded to the board's Dropbox system. D. Saidel and the board discussed a board practice and procedure that would require reporting of board committee activities as a monthly board agenda item.

Section III: Discussion and Announcements

P. Rodriguez inquired whether the SEPTA strike is disrupting school operations, and J. Núñez reported that the school experienced very little disruption due to the SEPTA strike.

T. Hill inquired regarding the development of the school's wellness policy, which G. Shabazz reported is being developed by the governance committee along with the school's safety plan.

P. Rodriguez reminded everyone in attendance that November 8 is election day.

ADJOURNMENT @ 7:00 PM

MOTION
PR
SECOND
DR
VOTE:
 PASS
 FAIL

