

Independence Charter School - West
Board of Trustees Meeting
December 1, 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 6:09 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 – Treasurer | ("PR") |
| Rachel Keene, Esq. – Secretary | ("RK") |
| Dyana Reid | ("DR") |
| Jere Paolini | ("JP") |
| Tyesha Miley, Esq. | ("TM") |
| Tarae Terry | ("TT") |

Board Members Present:
Gloria Shabazz
Pedro Rodriguez
Rachel Keene, Esq.
Dyana Reid
Tyesha Miley, Esq.

By Invitation: Non-Board Members:
Daniel Saidel, Esq.
David Hussey, Esq.
Michael Danyo — Santilli & Thomson
Julio Núñez — CEO of Independence
Charter School - West
Tracey Hill
Thomas Scheid — CEO of Independence
Charter School

Board Members Absent:
Jere Paolini
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
TM
Vote:
[x] pass
[] fail

R16120101 Approval of the Agenda

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

D. Approval of Minutes

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

R16120102 Approval of the November 3, 2016 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **November 3, 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 November 3, 2016 Board of Trustees of Independence Charter School – West meeting</i> |

E. 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 |
|--------------------------------------|---|
| <i>Amber Toole- Abdourahmane</i> | <i>Parent of an ICSW student, announced that the PTA has met twice and is in the process of organizing and bringing parents together. The PTA has reached out to the ICS-Center City PTA as well as the Pennsylvania PTA organization in order to obtain information and guidance. Officer elections are planned for January and it is expected that the PTA will meet monthly.</i> |

Section II: New Business

A. CEO Report

J. Núñez presented the written CEO report, a copy of which is incorporated herein, highlighting:

- + Community Events: discussed the Fall Festival, the West Philadelphia Kindergarten Fair, and the school's Friendsgiving potluck dinner with kindergarten families;*
- + Truancy: reviewed the school's truancy intervention protocol;*
- + Field Trips: discussed field trips to the Museum of Art and the Franklin Museum;*
- + 2017-2018 Application Process: reviewed that the application process is underway and that applications are available online, through social media, and at the school, and that the school will publicize the application process at community events to seek as many applications as possible; and*
- + Teacher Evaluations: presented the rubrics used in evaluating teacher instruction, reviewed that the goal of teacher evaluations are to promote the best instruction possible, and reported that formal observations of teachers are ongoing and are a priority of school leadership.*

J. Núñez and the Board discussed the cost of school field trips. J. Núñez reported that all field trips have been free of cost thus far, and the only expense has been transportation. Parents have been asked to contribute towards transportation costs, though the school is committed to ensuring that no child is excluded due to his or her inability to afford field trip costs.

J. Núñez introduced Mike Gross, East Coast Executive Director of Springboard Collaborative, to present to the Board upon proposed services. Mr. Gross presented a written Overview of Proposed Partnership with Independence Charter School West, a copy of which is incorporated herein, and reviewed with the Board the after-school and summer school programs of Springboard Collaborative and the methods used by Springboard Collaborative in collaboration with schools and families to help close the achievement gap. The Board discussed with Mr. Gross the methods used by Springboard Collaborative to measure and monitor student growth in reading skills.

B. Updates

1. Building

J. Núñez and T. Scheid reported that the electronic system of the school building has been updated, a new HVAC system has been installed, the roof of the church building will soon be replaced, improvements to the annex building will be commenced soon in order to accommodate incoming students for next year, and a new sign will be installed on the building next week.

2. Technology Funding

T. Scheid reported to the Board that he expects significant amounts of federal e-rate funding to be available to Independence Charter School - West due to its enrollment of a significant percentage of students from low-income families. T. Scheid, M. Danyo, and the Board reviewed the e-rate funding process and discussed that e-rate funds may be used for technology infrastructure. T. Scheid discussed with the Board that Independence Charter School will recommend the retention of a consultant by Independence Charter School - West in order to coordinate the e-rate funding application process.

C. Finance

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

- + *An upcoming deduction from the monthly per pupil funding amounts in order to rectify an overpayment on account of an over-estimate by the School District of special education enrollment;*
- + *Minor budget variances due to expenses for carpet cleaning and waxing; and*
- + *Check disbursements in excess of \$10,000.*

M. Danyo and T. Hill reviewed and discussed that the school receives several utility bills from the same providers due to the prior installation of multiple meters on the school's property.

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

R16120103 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 October 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 October 2016 in the amount of \$ 116,071.91 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|--------------|--|
| <i>Board</i> | <i>Reviewed the Financial Report of the Business Controller for October 2016</i> |

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

R16120104 Budget Amendment

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby adopts the amended budget for the 2016-2017 fiscal year as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|----------------------------|--|
| <i>G. Shabazz</i> | <i>Reported that the proposed budget amendment was reviewed by the finance committee</i> |
| <i>M. Danyo; Board</i> | <i>Reviewed that the proposed budget amendments were necessitated by changes in expected revenues as opposed to variances in expenditures</i> |
| <i>M. Danyo; Board</i> | <i>Reviewed and discussed the legal requirement that a budget cannot be amended within 90 days of approval</i> |
| <i>G. Shabazz</i> | <i>Reported that the finance committee will begin planning next year's budget with the goal of completing a budget for Board review and approval by March or April</i> |

| | |
|---|--|
| Board; T. Scheid; A. Toole- Abdouraha- mane | Discussed the availability of funds in the proposed amended budget for the organization and promotion of the PTA |
|---|--|

By Roll Call Vote:

Gloria Shabazz — aye
 Pedro Rodriguez — aye
 Rachel Keene, Esq. — aye
 Dyana Reid — aye
 Jere Paolini — absent
 Tyesha Miley, Esq. — aye
 Tarae Terry — absent

D. Policies

Motion
 RK
 Second
 TM
 Vote:
 pass
 fail

R16120105 Wellness Policy

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Independence Charter School - West Wellness Policy on Physical Activity and Nutrition, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|------------|---|
| G. Shabazz | Reported that the Independence Charter School - West Wellness Policy on Physical Activity and Nutrition was developed by the governance committee |

Motion
 TM
 Second
 RK
 Vote:
 pass
 fail

R16120106 Meal Charge and Negative Balance Policy

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Independence Charter School - West Meal Charge and Negative Balance Policy, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|-------|--|
| Board | Reviewed the Meal Charge and Negative Balance Policy |

E. Contracts

Motion
 RK
 Second
 TM
 Vote:
 pass
 fail

R16120107 Springboard Collaborative Afterschool Program

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the afterschool program of Springboard Collaborative, for 30 Independence Charter School - West students at a rate of \$440 per student, and associated program costs as specified in the Springboard Collaborative Memorandum of Understanding, as presented;

FURTHER RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves additional staffing of two (2) Independence Charter School - West teachers, to be selected and appointed by Julio Nunez, CEO/ Principal, for services to be performed as specified in the Springboard Collaborative Memorandum of Understanding, as presented;

FURTHER RESOLVED, the President is authorized and directed to negotiate the terms and conditions of the Springboard Collaborative Memorandum of Understanding, 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 Springboard Collaborative Memorandum of Understanding, 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; M. Danyo</i> | <i>Reported that, if approved, the proposed Springboard Collaborative Afterschool Program would be funded using existing PSP grant funds</i> |
| <i>R. Keene; M. Danyo</i> | <i>Reviewed and discussed that a reading specialist is budgeted for next year under the PSP grant agreement, and that general funds would need to be allocated towards the Springboard Collaborative program next year if the Board seeks to continue it</i> |
| <i>Board; J. Núñez; T. Scheid</i> | <i>Reviewed and discussed that the usefulness of the Springboard Collaborative program will likely not diminish in future years since it targets students from incoming grades</i> |
| <i>Board; J. Núñez</i> | <i>Reviewed and discussed that Independence Charter School - West received a discounted rate for the proposed services due to Springboard Collaborative's existing partnership with Independence Charter School</i> |

G. Committee Reports

1. Finance

G. Shabazz reported that the finance committee met on November 18, 2016 for approximately one hour. Present at the meeting were M. Danyo, T. Scheid, J. Núñez, and G. Shabazz. The committee reviewed financials, discussed budget development for next school year, and approved a budgeted holiday bonus for staff.

2. Community Relations

D. Reid reported that the community relations committee met on November 30, 2016 for approximately one hour. Present at the meeting were D. Reid, J. Paolini, and T. Terry. The committee reviewed and developed the goal of the committee to promote and develop a strong partnership among the school, families, and the community. The committee also discussed the formation and development of a PTA. Regular meetings of the committee are scheduled for the third Wednesday of each month.

3. Governance

R. Keene reported that the governance committee convenes as-needed to review policies, and that a long-term goal of the committee is to establish a founders' policy for student admissions.

4. Human Resources

G. Shabazz reported that the human resources committee met on November 18, 2016 for approximately one hour. Present at the meeting were T. Terry, J. Núñez, and G. Shabazz. The committee discussed the development of a performance review of the principal, as well as the development of staff improvement plan forms. The committee additionally discussed reducing the number of security guards from three to two.

5. Audit

G. Shabazz reported that K. Keene and P. Rodriguez have volunteered for the audit committee. M. Danyo discussed with the Board that a draft of the audit will be completed soon.

Section III: Discussion and Announcements — None

ADJOURNMENT @ 7:31 PM

MOTION
RK
SECOND
TM
VOTE:
 PASS
 FAIL