

Independence Charter School - West
Board of Trustees Meeting
February 2, 2017
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 – 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
Jere Paolini
Tyesha Miley, Esq.
Tarae Terry

By Invitation: Non-Board Members:

David Annechico, Esq.
David Hussey, Esq.
Michael Danyo — Santilli & Thomson
Julio Núñez — CEO of Independence
Charter School - West
Tracey Hill

Board Members Absent:

B. Approval of Agenda

Motion
PR
Second
RK
Vote:
 pass
 fail

R17020201 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **February 2, 2017** Agenda.

C. Approval of Minutes

Motion
DR
Second
RK
Vote:
 pass
 fail

R17020202 Approval of the December 1, 2016 Board Minutes

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Paolini; T. Terry</i>	<i>Abstained from voting on Resolution R17020202.</i>

D. Community Comment

Community Comment Colloquy (General Counsel)

Good Evening, my name is David Hussey. 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.

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

E. Executive Session Disclosure

Gloria Shabazz – President: *I'd like to state, for purposes of the Minutes of this meeting that, during the course of this meeting, the Board of Trustees will meet in Executive Session for the following purposes under 65 P.S. § 708:*

(x) 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).

Upon Motion by J. Paolini, Seconded by T. Terry, the Board voted unanimously to enter into executive session at 6:12 PM.

Upon Motion by P. Rodriguez, Seconded by R. Keene, the Board voted unanimously to exit executive session at 6:35 PM.

Section II: New Business

A. CEO Report

J. Nuñez presented the written Monthly CEO Report, a copy of which is incorporated by reference herein, highlighting:

- + Teacher Feedback: the staff have expressed that the responsive classroom program, in which teachers engage students in daily feedback based upon a topic of the day, has gone very well;*
- + Student Enrollment: the school's full enrollment reflects a stable school community and demonstrates that parents and students want to stay at Independence Charter School - West;*
- + Applications: the school has received 408 applications for the admissions lottery, which reflects strong interest in the school;*
- + Teacher Evaluations/ Coaching: each teacher has been paired with an instructional coach for continuous feedback; and*
- + Retention Policy: the school engages in a holistic process of review and intervention to ensure that the school does everything it can to avoid retaining students.*

B. Updates — None

C. Finance

M. Danyo presented the written financial report, a copy of which is incorporated herein, highlighting:

- + Per pupil subsidy rates will be finalized in March or April based upon the actual expenditures of the School District;*
- + The School District is gradually recovering an earlier overpayment of the per pupil subsidy which occurred earlier in the school year due to an over-projection of special education enrollment;*
- + The school is currently projected to slightly exceed its budgeted expenditures; and*
- + Food services expenditures are over-budget because the school cannot qualify for a free and reduced lunch program until its second school year.*

M. Danyo reported that the finance committee has begun its budget planning process for next school year. The committee has had a preliminary discussion of the budget and anticipates developing a proposed budget by March or April. It is expected that the budget will be presented to the Board in May or June.

G. Shabazz reviewed with the Board that the budget assumed revenue based upon last year's per pupil subsidy rates from the School District. The finalization of per pupil subsidy rates in March or April may eliminate any current budget shortfalls if the rates are higher than last year's per pupil subsidy rates.

Motion
RK
Second
TM
Vote:
 pass
 fail

R17020203 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 December 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 November 2016 in the amount of \$212,644.92 and for December 2016 in the amount of \$210,592.53 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 December 2016.</i>

Motion
TM
Second
JP
Vote:
 pass
 fail

R17020204 2015-16 Audited Financial Statements

RESOLVED, the Board of Trustees of Independence Charter School - West hereby approves the 2015-16 Audited Financial Statements as presented, for Independence Charter School - West.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo</i>	<i>Reviewed the 2015-16 Audited Financial Statements, highlighting that accounting procedures required the auditors to recognize \$200,000 of deferred rent for purposes of the audit.</i>
<i>G. Shabazz</i>	<i>Reviewed the purpose of the audit, including to ensure that Independence Charter School - West spends public funds appropriately.</i>

D. Human Resources

Motion
PR
Second
TT
Vote:
 pass
 fail

R17020205 Human Resources

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby accepts the human resources changes, modifications and additions as presented.

New Hires Position Start Date

Ernesto Burgos, Jr.	PT Classroom Assistant (25 hrs./wk.)	2/7/17
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<u>Resignations</u>	<u>Position</u>	<u>End Date</u>
Tanisha Martin	PT Classroom Assistant	1/12/17

<u>Terminations</u>	<u>Position</u>	<u>End Date</u>
Sherima Johnson	PT Classroom Assistant	2/2/17

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	<i>Reviewed and discussed the proposed human resources changes.</i>

E. Policies

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

R17020206 Student Promotion and Retention Policy

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Independence Charter School - West Promotion/Retention Administrative Regulations, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Reported that the Promotion/Retention Administrative Regulations were distributed to Board and reviewed by legal counsel.</i>

F. School Calendar

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

R17020207 2017-2018 School Calendar

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Independence Charter School - West school calendar for the 2017-2018 school year, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez</i>	<i>Reviewed with the Board that the 2017-2018 School Calendar was developed with input from teachers and in</i>

	<i>conjunction with Independence Charter School, and that the 2017-2018 School Calendar includes professional development days as requested based upon teacher feedback.</i>
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G. Election of Vice President

Motion
 TM
 Second
 JP
 Vote:
 pass
 fail

R17020208 Election of Tarae Terry as Vice President

WHEREAS, the Office of Vice President 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 Tarae Terry as Vice President of the Board of Trustees for the duration of the unexpired vacant term.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Announced that the Board is pleased that Ms. Terry will serve as Vice President of the Board of Trustees.</i>

Section III: Discussion and Announcements

G. Shabazz announced that the Board may meet to develop strategic plans regarding the needs of the school and to discuss fundraising.

J. Nuñez announced that parents organized a chocolate fundraising sale which contributed \$5,000 towards the school.

J. Nuñez invited Amber Toole-Abdourahamane to discuss the formation of the PTA. Ms. Toole-Abdourahamane announced that the PTA formation committee met on February 3 to discuss the roles and responsibilities of initial officers. The PTA will hold officer elections in March and hopes to officially organize as a PTA by July.

D. Reid thanked the Independence Charter School - West community for collecting and donating toys to Turning Points for Children for foster care children.

ADJOURNMENT @ 7:26 PM

MOTION
 TM
 SECOND
 TT
 VOTE:
 PASS
 FAIL

