

**Independence Charter School - West**  
**Board of Trustees Meeting**

**March 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 6:10 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 – Vice President	("TT")

Board Members Present:  
Gloria Shabazz – President  
Pedro Rodriguez – Treasurer  
Rachel Keene, Esq. – Secretary  
Dyana Reid  
Tarae Terry – Vice President  
Jere Paolini

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

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Board Members Absent:  
Tyesha Miley, Esq.

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B. Approval of Agenda

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

R17030201 Approval of the Agenda

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

C. Approval of Minutes

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

R17030202 Approval of the February 2, 2017 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **February 2, 2017** 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 February 2, 2017 Board meeting minutes</i>

D. 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.

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

E. Executive Session Disclosure

*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.*

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:*

- + *The special education population has increased since the previous month, and additional increases are anticipated throughout the remainder of the school year;*
- + *The admissions lottery was held earlier in the day, on March 2, 2017;*
- + *Staff have completed a second round of formal instructional observations and are providing feedback to guide the school's professional development program;*
- + *The school is analyzing assessment data to guide instructional strategies;*
- + *Administration has identified new staffing positions for the upcoming 2017-2018 school year and will begin recruiting candidates;*
- + *The school is emphasizing proactive communication with families regarding possible retention of students at their current grade levels; and*
- + *A review of recent school and community events.*

B. Updates — None

C. Finance

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

- + *Budget variances have remained steady in recent months;*
- + *\$425,000 in funds were received from the Philadelphia Schools Partnership recently, which will be reflected on next month's financial report;*
- + *\$85,000 in services fees were recently paid to Independence Charter School - Center City, which will be reflected on next month's financial report;*
- + *The school will lose significant funding in upcoming months due to the School District's reduction of per pupil subsidy rates; and*
- + *The school is projected to remain within its budget.*

*D. Saidel reviewed with the Board the process through which the School District is threatening to reduce per pupil subsidy rates.*

*M. Danyo reviewed with the Board that he is in the process of preparing a draft budget for the upcoming 2017-2018 school year. He had an initial meeting with J. Nuñez to discuss the school's budgetary needs. The budget will be drafted conservatively due to uncertainty surrounding per pupil funding rates. The draft budget will contain increases in funding for the Springboard Collaborative summer program and for special education funding.*

*G. Shabazz proposed and discussed with the Board plans to hold a Board training on April 6, 2017 to review the school's budget process.*

*M. Danyo reviewed with the Board that the food services program has operated at an approximately \$30,000.00 deficit this fiscal year because the school cannot qualify for the free and reduced lunch program in its first year of operations.*

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

R17030203 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 January 2017 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 January 2017 in the amount of \$162,664.54 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo; Board</i>	<i>Reviewed the Financial Report of the Business Controller for January 2017</i>

#### D. Human Resources

Motion  
TT  
Second  
RK  
Vote:  
 pass  
 fail

R17030204 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>
Kellam Farrell	PT Classroom Assistant (25 hrs./wk.)	2/13/17
Dietra Malik	PT Classroom Assistant (25 hrs./wk.)	2/21/17

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez</i>	<i>Reviewed the vacancies which the proposed new hires will fill and discussed the process through which the candidates were thoroughly vetted</i>

#### E. Contracts

Motion  
TT  
Second  
RK  
Vote:  
 pass  
 fail

R17030205 Springboard Collaborative Summer Program

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the summer program of Springboard Collaborative, for 90 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 six (6) 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 CEO/Principal 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>J. Nuñez; Board</i>	<i>Reviewed that the program will be open to all students and that students will be grouped based upon proficiency levels; the goal of the program is to prevent summer regression</i>
<i>G. Shabazz; J. Nuñez</i>	<i>Discussed whether the school can assess any incoming kindergarten students and/or include them in the Springboard Collaborative program</i>
<i>J. Nuñez; Board</i>	<i>Reviewed with the Board that the Springboard Collaborative program promotes parent involvement</i>
<i>J. Nuñez; M. Danyo</i>	<i>Reviewed with the Board that the costs of the Springboard Collaborative program will be incorporated in the school's budget plans for the 2017-2018 school year</i>

TABLED

R17030206 Vetri Community Partnership

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Vetri Community Partnership Eatiquette 360 program partnership, as presented;

FURTHER RESOLVED, the CEO/Principal is authorized and directed to negotiate the terms and conditions of the partnership agreement, 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 partnership agreement, 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
None	None

## F. Committee Reports

### 1. Finance

*J. Nuñez reported that the finance committee met on February 24, 2017, with J. Nuñez, T. Scheid, G. Santilli, and T. Terry present. The committee discussed funding from the Philadelphia Schools Partnership, budgetary plans for the 2017-2018 school year, and upcoming decreases to per pupil subsidy rates.*

### 2. Community Relations — None

### 3. Governance — None

### 4. Human Resources

*The human resources committee met on February 28, 2017, with J. Nuñez, T. Miley, T. Terry, and G. Shabazz present. The committee discussed taking a diverse approach to recruitment of teachers, including through participation in a wide variety of recruitment fairs through which Independence Charter School - West can reach potential candidates.*

## Section III: Discussion and Announcements

*G. Shabazz discussed with the Board fundraising plans and volunteer opportunities. G. Shabazz additionally proposed that the Board host a staff appreciation event to express the Board's gratitude towards the school's staff.*

## ADJOURNMENT @ 7:49 PM

MOTION

PR

SECOND

RK

VOTE:

PASS

FAIL