

Independence Charter School - West
Board of Trustees Meeting

May 4, 2017

5:30 PM

5600 Chester Avenue
Philadelphia, PA 19143

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 5:30 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:

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
Jere Paolini
Tyesha Miley, Esq.
Tarae Terry – Vice President

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

Board Members Absent:

B. Approval of Agenda

Motion
DR
Second
TM
Vote:
 pass
 fail

R17050401 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **May 4, 2017** Agenda.

C. Approval of Minutes

Motion
PR
Second
TM
Vote:
 pass
 fail

R17050402 Approval of the April 6, 2017 Board Minutes

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

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

E. Executive Session Disclosure

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

(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

Upon Motion by T. Miley, Seconded by D. Reid, the Board voted unanimously to enter into Executive Session to discuss confidential litigation matters.

Upon Motion by P. Rodriguez, Seconded by T. Miley, the Board voted unanimously to exit Executive Session.

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:

- + Enrollment: the school remains fully enrolled and special education enrollment continues to increase;*
- + Attendance: the attendance rate continues to be at 94%;*
- + Hiring: the school organized an open house event for prospective staff which was well attended, and candidates have been interviewed for all currently available positions for the 2017-2018 school year;*
- + PSSA Testing: testing went smoothly and the school is eager to receive student scores and use them to plan for the upcoming school year;*
- + Building Update: the school is adopting green space across the street and is inviting students, staff, and families to participate in cleaning up and improving the adopted space; and*
- + School Community: the school is organizing a Legacy Buddy Bench program to commemorate its founding scholars.*

J. Nuñez, T. Scheid, and G. Shabazz discussed the school's plans for reviewing PSSA data and using it to inform strategies for student instruction.

B. Updates

T. Scheid presented a building update, reviewing with the Board upcoming plans for building development throughout the summer and ensuing school years. The facilities team will be meeting with the architect to discuss construction plans. It is expected that Building B will be completely renovated by mid-July and ready for students.

G. Shabazz invited board members to freely attend facilities team meetings and discuss facilities plans. T. Scheid reported that the facilities team meets every Wednesday. M. Danyo reviewed with the board that facilities expenditures have been in line with the budget.

T. Scheid reported upon a potential after-school grant opportunity for which he has collaborated with J. Nuñez to submit a letter of intent to apply for on behalf of Independence Charter School - West.

C. Finance

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

- + *A decrease in subsidy payments due to the School District's recalculation of per pupil subsidy rates;*
- + *Reviewed existing budget variances;*
- + *Reviewed outstanding fees owed to Independence Charter School and the current payment schedule;*
- + *Discussed food services costs; and*
- + *Discussed that the school is now eligible to receive federal Title 1 and Title 2 funds.*

M. Danyo discussed and reviewed the timing of payroll and benefits expenditures.

1. Financial Report

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

R17050403 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 March 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 March 2017 in the amount of **\$165,462.25** 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 March 2017</i>

2. Budget

M. Danyo presented the proposed 2017-2018 budget to the board, highlighting:

- + *A projected surplus of \$128,000;*
- + *The budget reflects increased expenditures for special education, books, professional development, and instructional expenses;*
- + *Revenues are projected conservatively;*
- + *Facilities costs are decreasing relative to the total budget; and*
- + *The budget meets the cash-ratio required by the school's grant agreement with Philadelphia Schools Partnership.*

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

R17050404 Approval of 2017-2018 Budget

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the 2017-2018 budget, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
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M. Danyo; Board	Reviewed the 2017-2018 budget
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By Roll Call Vote:

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

D. Human Resources

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

R17050405 Human Resources Changes

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>
Silvia López de la Villa	Spanish Teacher	8/18/17

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
J. Nuñez	Reviewed the proposed new hire, including her experience and qualifications, and discussed her classroom placement
Board; J. Nuñez	Discussed new hire orientation and professional development plans for the upcoming school year

E. Committee Reports

1. Finance — G. Shabazz reported that the Finance Committee met on April 28. Present during the meeting were G. Shabazz, M. Danyo, G. Santilli, J. Nuñez, T. Terry, and T. Scheid. The committee reviewed the latest financial report.
2. Community Relations — None
3. Governance — None
4. Human Resources — T. Terry reported that the Human Resources Committee met to review the hiring process. Present during the meeting were T. Miley, G. Shabazz, T. Terry, and J. Nuñez.

Section III: Discussion and Announcements

T. Scheid shared that he has heard throughout the school community that Independence Charter School - West is doing well.

P. Rodriguez announced and discussed the upcoming national charter school conference in Washington, D.C.

ADJOURNMENT @ 6:43 PM

MOTION
PR
SECOND
JP
VOTE:
 PASS
 FAIL