

Independence Charter School - West
Board of Trustees Meeting
August 2, 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 5:35 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 David Hussey, 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
 Rachel Keene, Esq. – Secretary
 Dyana Reid
 Jere Paolini
 Tarae Terry – Vice President

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

Board Members Absent:
 Pedro Rodriguez – Treasurer
 Tyesha Miley, Esq.

B. Approval of Agenda

Motion
TT
Second
DR
Vote:
 pass
 fail

R17080201 Approval of the Agenda

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

C. Approval of Minutes

Motion
TT
Second
DR
Vote:
 pass
 fail

R17080202 Approval of the June 1, 2017 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **June 1, 2017** Board of Trustees of Independence Charter School – West meeting.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	Reviewed the June 1, 2017 Board meeting minutes

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

Gloria Shabazz — *I'd like to state, for purposes of the Minutes of this meeting that the Board of Trustees will meet in Executive Session during this meeting 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.

(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 T. Terry, Seconded by R. Keene, the Board voted to enter into executive session at 5:40 PM for consultation with a professional advisor or attorney regarding a litigation matter.

Upon Motion by T. Terry, Seconded by D. Reid, the Board voted to adjourn from executive session at 5:50 PM.

Section II: New Business

A. CEO Report

J. Nuñez presented the Monthly CEO Report, highlighting:

- + Enrollment: Reviewed and discussed that substantially all students enrolled last year are returning for the 2017-18 school year;*
- + Attendance: Reviewed the school plan to reach goal its attendance goal of 97%, including proposed revisions to the truancy policy to comply with new state requirements;*
- + Reviewed efforts to inform parents of newly revised immunization requirements; and*
- + Reviewed the Springboard summer program.*

B. Updates — NONE

C. Finance

1. Financial Report

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

- + Reviewed that cash on hand exceeds School District requirements;*
- + Reviewed the carryover of grant funds to ensuing school years;*
- + Reviewed the lease subsidy program; and*
- + Reviewed that the school's food service program operated at a loss during the first year, and that the school will break even as its enrollment grows.*

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

R17080203 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 June 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 May 2017 in the amount of **\$201,465.77** as presented by the Business Controller.

FURTHER RESOLVED, the Board of Trustees of Independence Charter School - West ratifies disbursements for June 2017 in the amount of **\$96,333.61** 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 June 2017</i>

2. Lease Reimbursement

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

R17080204 Approval of Lease Reimbursement

RESOLVED, that the Board of Trustees of Independence Charter School - West approves the application for approval and reimbursement of a charter school lease for the 2016-2017 fiscal year;

FURTHER RESOLVED, that Julio Nuñez, CEO or any officer of this Board is directed and authorized to execute any document necessary or delegate any task 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>M. Danyo; Board</i>	<i>Reviewed the charter school lease reimbursement program</i>

By Roll Call Vote:

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

D. Human Resources

Motion
TT

R17080205 Human Resources Changes

Second
DR
Vote:
[x] pass
[] fail

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>
J. Hyacinthe-Argant	Elementary Classroom Teacher	8/14/17
Sheila Myers	Elementary Classroom Teacher	8/14/17
Regina D. Eskridge	PT SPED Classroom Assistant	8/14/17
Janice Huger	PT SPED Classroom Assistant	8/14/17
Hugo de Lao	PT NTA	8/14/17
Samantha Fox	Office Assistant / Instructional Support	8/14/17
Ashley Moran	Elementary Classroom Teacher	8/14/17

<u>Resignations</u>	<u>Position</u>	<u>End Date</u>
Lauren Jaffe	Elementary Classroom Teacher	6/30/17
Jessica Hirschhorn	Elementary Classroom Teacher	8/1/17

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the proposed new hires and resignations, including the interview process and diversity goals</i>

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

R17080206 CEO/Principal Salary Increase

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves a salary increase for the position of CEO/Principal in the amount as presented and recommended by the Human Resources Committee, effective July 1, 2017.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Reviewed the proposed salary increase, which is consistent with J. Nuñez's employment contract</i>

E. Purchases

Motion
TT
Second

R17080207 Instructional Materials

DR
Vote:
 pass
 fail

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the purchase of the following instructional materials:

- McGraw Hill (4th Grade ELA Curriculum/ 2nd Grade Spanish ELA Curriculum) — **\$11,408**
- iReady (Math & Reading Assessments/Interventions/Data Collection) — **\$24,800**
- American Reading Company (ELA Spanish & English Classroom Libraries/ Diagnostic Reading Assessments) — **\$37,330**

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute the 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 and discussed the proposed instructional materials</i>
<i>J. Nuñez; Board</i>	<i>Discussed the school's readiness assessment program for all incoming kindergartners</i>

Motion
TT
Second
DR
Vote:
 pass
 fail

R17080208 Technology

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the purchase of chromebooks and computer carts from NewMind in the amount of \$38,190;

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute the 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</i>	<i>Reviewed the proposed technology purchases</i>

F. Contracts

Motion
TT
Second
RK
Vote:
 pass
 fail

R17080209 Spectrum Cleaning Services

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor agreement with Spectrum Cleaning Services for the provision of cleaning services for the 2017-18 and 2018-19 school years;

FUTHER RESOLVED, the President is authorized and directed to negotiate the terms and conditions of the 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 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 the proposed cleaning services</i>
<i>Board</i>	<i>Reviewed and discussed the bidding process for selection of the cleaning services</i>

G. Policies and Procedures

Motion
TT
Second
DR
Vote:
 pass
 fail

R17080210 Student and Family Handbook

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the amended Student and Family Handbook, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez</i>	<i>Reviewed changes to the Student and Family Handbook procedures to accommodate late pickups</i>
<i>J. Nuñez; Board</i>	<i>Reviewed and discussed the distribution of the Student and Family Handbook</i>

Motion
TT
Second
DR
Vote:
 pass
 fail

R17080211 Staff Handbook

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the amended Staff Handbook, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the Keystone Staff policy and proposed revisions to the employee handbook</i>

Motion
TT
Second
DR
Vote:
 pass
 fail

R17080212 Wellness Policy

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the proposed Wellness Policy</i>

Motion
TT
Second
DR
Vote:
 pass
 fail

R17080213 Truancy Policy

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the amended Truancy Policy, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the proposed Truancy Policy</i>

H. Board of Trustees

Motion
TT
Second
RK
Vote:
 pass
 fail

R17080214 2017-18 Board Meeting Calendar

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Reviewed the proposed 2017-18 board meeting calendar</i>

Motion
TT
Second
RK
Vote:
 pass
 fail

R17080215 Recognition of Dyana Reid as a Founder

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby recognizes Dyana Reid as a Founder who has actively participated in the development of Independence Charter School - West.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Reviewed the policy and requirements for recognition of Founder status</i>

I. Committee Reports

1. Finance — *G. Shabazz reported that the Finance Committee met on July 28. Present during the meeting were G. Shabazz, T. Terry, P. Rodriguez, M. Danyo, G. Santilli, J. Nuñez, and T. Scheid. The committee reviewed general financial matters and discussed grant funding from the Philadelphia Schools Partnership.*
2. Community Relations — *None*
3. Governance — *None*
4. Human Resources — *None*

Upon Motion by Tarae Terry, Seconded by Dyana Reid the Board voted to enter into executive session at 6:49 PM to discuss confidential employee matters.

Upon Motion by D. Reid, Seconded by T. Terry, the Board voted to adjourn from executive session at 7:30 PM.

Section III: Discussion and Announcements — NONE

ADJOURNMENT @ 7:32 PM

MOTION
DR
SECOND
RK
VOTE:
 PASS
 FAIL