

Independence Charter School - West
Board of Trustees Meeting

June 1, 2017

6:00 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 6:05 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
Jere Paolini
Tyesha Miley, Esq.
Tarae Terry – Vice President

By Invitation: Non-Board Members:
Daniel Saidel, Esq.
David Hussey, Esq.
Michael Danyo — Santilli & Thomson
Julio Nuñez — CEO of Independence
Charter School - West
Tracey Hill
Jennifer Crawford — Blackney Hayes
Architects
Troy Hill — Blackney Hayes Architects
Thomas Scheid — CEO of Independence

Charter School
 Ramzy Andrawos
 Kate Thompson
 Jonathan Dinkins

Board Members Absent:

B. Approval of Agenda

Motion
 TM
 Second
 TT
 Vote:
 pass
 fail

R17060101 Approval of the Agenda

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

C. Approval of Minutes

Motion
 PR
 Second
 TM
 Vote:
 pass
 fail

R17060102 Approval of the May 4, 2017 Board Minutes

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

Gloria Shabazz — *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:

- + Hiring: It is anticipated that the school will begin the school year fully staffed; and*
- + Academic Progress: Reviewed and discussed strategies for further analysis of academic data and reviewed growth trends from the beginning to end of the school year.*

Upon inquiry by P. Rodriguez, J. Nuñez discussed and reviewed with the board attendance goals, intervention strategies for truancy, and attendance monitoring.

Jonathan Dinkins, Instructional Coach, reviewed with the board the manner and methods through which data and metrics will inform the scope and sequence for the upcoming school year. J. Nuñez reviewed with the board the estimated number of students being retained in their current grades, as well as the school's process for determining whether particular students require retention. Kate Thompson, Instructional Coach, reported to the board regarding family literacy night.

B. Finance

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

- + Approximately \$94,000 in outstanding fees owed to Independence Charter School;*
- + Revenue has exceeded projections by approximately \$700,000;*
- + Payments made to PECO for multiple months;*
- + Expenses for the month of April; and*
- + Projected surplus.*

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

R17060103 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 April 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 April 2017 in the amount of **\$168,095.76** as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

C. Human Resources

Motion
 TT
 Second
 PR
 Vote:
 pass
 fail

R17060104 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>
C. Mitchell	Dean of Students	8/14/17
E. Checchia	SPED Teacher	8/14/17
D. Ferver	Reading Specialist	8/14/17
R. Sindhikara	Art Teacher	8/14/17
I. Milic-Srkalj	Spanish Teacher	8/14/17
L. Szabo	Spanish Teacher	8/14/17
J. Hirschhorn	English Teacher	8/14/17
S. McAllister	SPED Classroom Assistant	8/14/17
L. Kennebrew	K-4 Substitute Teacher	8/14/17
C. Brown	English Teacher	8/14/17
<u>Resignations/ Terminations</u>	<u>Position</u>	<u>End Date</u>
V. Seidman	SPED Teacher	6/30/17
D. Pramick	English Teacher	6/30/17
M. Extebeste	Spanish Teacher	6/30/17
E.Mendez-Tadel	Spanish Teacher	6/30/17
B. Donnelly	Art Teacher	6/30/17

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the process for determining hiring needs and interviewing prospective employees, including demonstration lessons, interview, and checking references; discussed the possible need to add a permanent substitute teacher position</i>
<i>G. Shabazz; Board</i>	<i>Discussed that the HR Committee reviewed each proposed new hire</i>
<i>J. Nuñez; Board</i>	<i>Reviewed that there are currently two remaining teacher vacancies</i>

D. Contracts

Motion
DR
Second
JP
Vote:
 pass
 fail

R17060105 Furniture Purchase

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the purchase of furniture from W.B. Mason in an amount not to exceed \$15,000; and

FURTHER RESOLVED, that Julio Nuñez, Chief Executive Officer, is directed and authorized to execute any document and delegate any task necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed and discussed the need for teacher and classroom furniture due to the expansion of the school into four new classroom</i>
<i>G. Shabazz</i>	<i>Discussed that the proposed furniture purchase was reviewed by the Finance Committee, and that the expenses were planned and budgeted</i>

Motion
PR
Second
TM
Vote:
 pass
 fail

R17060106 Pediatric Therapeutic Services, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Pediatric Therapeutic Services, Inc. for the provision of occupational therapy and physical therapy services, as presented;

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
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<i>J. Nuñez; Board</i>	<i>Reviewed and discussed the proposed physical therapy services of PTS, Inc.</i>
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Motion
JP
Second
TT
Vote:
 pass
 fail

R17060107 Jasmine Eaddy Employment & Training Services, LLC

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Jasmine Eaddy Employment & Training Services, LLC for the provision of temporary and temporary to hire staffing services, as presented;

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 substitute teacher services of Jasmine Eaddy Employment & Training Services, LLC</i>

Motion
PR
Second
TM
Vote:
 pass
 fail

R17060108 General Healthcare Resources, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with General Healthcare Resources, Inc. for the provision of nursing and allied healthcare staffing services, as presented;

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 healthcare staffing services, including the school's satisfaction with General Healthcare Resources, Inc.'s services during the prior school year</i>

Motion
TT
Second
JP
Vote:
 pass
 fail

R17060109 Therapy Source, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Therapy Source, Inc. for the provision of therapy services;

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 and discussed the proposed therapy services of Therapy Source, Inc.</i>

R17060110 McGinn Security Services, Inc.

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor agreement with McGinn Security Services, Inc. for the provision of security and safety services on an as-needed basis;

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 and discussed the proposed security and safety services of McGinn Security Services, Inc., including that the proposed contract is on an as-needed basis</i>

E. Committee Reports

1. Finance — *G. Shabazz reported that the Finance Committee met on May 26. Present during the meeting were G. Shabazz, T. Scheid, J. Nuñez, G. Santilli, M. Danyo, P. Rodriguez, and T. Terry. The committee discussed planning and supplies for next year. The committee meets monthly on the Friday before board meetings.*
2. Community Relations — *D. Reid reported that the Community Relations Committee met on May 31. Present during the meeting were D. Reid and J. Paolini. The committee reviewed engagement with the PTA and the recent basketball event.*
3. Governance — *None*
4. Human Resources — *T. Terry reported that the Human Resources Committee met on May 30. Present during the meeting were T. Terry, G. Shabazz, T. Miley, and J. Nuñez. The committee reviewed importance of diversity in the recruitment and hiring process.*

F. Building Update

Motion
TT
Second
PR
Vote:
 pass
 fail

Jennifer Crawford and Troy Hill of Blackney Hayes presented a building project update, including:

- + Review of work performed last year;*
- + Upcoming work to be performed in Building B beginning in November, including a new roof, HVAC, and new windows;*
- + Plans for summer construction, including demolition of the rectory building and improvements to the sidewalks and landscaping;*
- + Plans for construction during the upcoming school year, including renovation of three classrooms;*
- + Plans for construction during the 2018-19 school year;*
- + Reviewed final building plans;*
- + Reviewed projected vs. actual costs for facilities to date; and*
- + Reviewed potential zoning and permit requirements.*

G. Shabazz reviewed with the board the lease agreement and the build-out budget, and discussed the need to stay on budget and endeavor to save costs where possible.

Section III: Discussion and Announcements

The next upcoming PTA meeting will be held on June 7, 2017 at 6:00 PM.

The next upcoming board meeting will be held on August 3, 2017 at 5600 Chester Avenue, Philadelphia.

ADJOURNMENT @ 7:43 PM

MOTION
PR
SECOND
TT
VOTE:
 PASS
 FAIL