

**Independence Charter School - West**  
**Board of Trustees Meeting**  
**November 2, 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 6:00 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")
Maurice Tolliver	("MT")

Board Members Present:

Gloria Shabazz – President  
Pedro Rodriguez – Treasurer  
Dyana Reid  
Jere Paolini  
Tyesha Miley, Esq.

By Invitation: Non-Board Members:

Daniel Saidel, Esq.  
David Hussey, Esq.  
Michael Danyo — Santilli & Thomson  
Julio Núñez — CEO of Independence  
Charter School – West

Tarae Terry – Vice President  
Maurice Tolliver

Thomas Scheid — CEO of Independence  
Charter School  
Tracey Hill  
Jonathan Dinkins  
Jessica Walker

Board Members Absent:  
Rachel Keene, Esq. – Secretary

*Upon Motion by T. Miley, Seconded by P. Rodriguez, the Board voted to enter into closed executive session at 6:03 pm to discuss confidential employment matters.*

*Upon Motion by D. Reid, Seconded by T. Terry, the Board voted to adjourn from closed executive session at 6:55 pm.*

*T. Miley left the meeting at 7:00 pm.*

#### B. Approval of Agenda

Motion  
DR  
Second  
JP  
Vote:  
 pass  
 fail

R17110201 Approval of the Agenda

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

#### C. Approval of Minutes

Motion  
PR  
Second  
JP  
Vote:  
 pass  
 fail

R17110202 Approval of the October 5, 2017 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **October 5, 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 October 5, 2017 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 on November 2, 2017, the Board of Trustees met 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).

#### Section II: New Business

##### A. CEO Report

*J. Nuñez presented the written Monthly CEO Report, highlighting:*

- + Reviewed enrollment and the special education population;*
- + Reviewed and discussed with the Board baseline academic proficiency data, including review of data, the frequency of testing, growth targets, the development of interventions and supports, and the school's readiness program for incoming kindergarten students;*
- + Reviewed attendance data;*
- + Reviewed discipline data and discussed behavioral supports and interventions and efforts to support a positive school climate;*
- + Reviewed the 21<sup>st</sup> Century Afterschool Program, which will service 100 students;*
- + Reviewed the Targeted School Support initiative, in partnership with the Philadelphia Schools Partnership;*
- + Reviewed the student lottery application; and*

+ Reported upon upcoming school activities and events.

B. Finance

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

- + The state budget impasse appears to be resolved;
- + Reviewed the School District's upcoming subsidy payment adjustment based upon actual enrollment amounts, which will result in ICSW's receipt of a substantial payment due to an enrollment increase;
- + Reviewed that ICSW will soon begin to receive federal funds through the state;
- + Reviewed outstanding amounts owed to Independence Charter School;
- + Reviewed that early year expenditures will level out through the remainder of the year due to several upfront costs; and
- + Reported that the Annual Financial Report has been submitted to PDE and that the audit is on track to be completed.

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

R17110203 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 September 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 September 2017 in the amount of **\$386,301.53** as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
M. Danyo; Board	Reviewed the Financial Report of the Business Controller for September 2017

C. Human Resources

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

R17110204 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><b>New Hires</b></u>	<u><b>Position</b></u>	<u><b>Start Date</b></u>
-------------------------	------------------------	--------------------------

Lawrence Taylor	PT SPED Classroom Assistant (10 Month)	10/30/17
-----------------	--	----------

Casey Egan	21 <sup>st</sup> Century Afterschool Arts Teacher (10 Month)	10/10/17
------------	--	----------

<u>Position Change</u>	<u>Current Position</u>	<u>New Position</u>	<u>Effective Date</u>
Lugene Kennebrew	K-4 Substitute Teacher	Elementary Teacher (10 Month)	10/16/17

<u>Resignation / Termination</u>	<u>Position</u>	<u>End Date</u>
Marvin Smith	FT NTA	11/2/17

Notes of Discussion / Advance Regulatory and Financial Comment:

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

#### D. Contracts

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

R17110204 Charter School Services, LLC

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the substitute teacher placement services of Charter School Services, LLC, as presented;

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 substitute teacher placement services, including the need for such services</i>

TABLED

R17110205 Electricity Services

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the electric utility services of Sprague Energy, as presented;

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 efforts to save energy costs by changing electric utility providers, including the process through which potential providers were identified and reviewed.</i>

E. Committee Reports

1. Finance — *G. Shabazz reported that the Finance Committee met on October 27 to review the September financial report. Present during meeting were G. Shabazz, T. Scheid, J. Nuñez, and M. Danyo.*
2. Community Relations — *D. Reid reported that the Community Relations Committee met on November 1. Present during the meeting were D. Reid, M. Tolliver, and J. Paolini. The committee reviewed and discussed efforts to continue collaboration with the PTA, engage in community outreach to promote enrollment applications, develop mentor partnership programs, and establish a book nook program to promote literacy.*
3. Human Resources — *None*
4. Facilities Committee — *T. Scheid reported that the Facilities Committee met during the week of October 16. The committee discussed zoning for the parking area, the demolition of the convent building, traffic patterns for student drop off, renovations to Building C, and potential plans to develop a playground.*

Section III: Discussion and Announcements

*J. Nuñez and the Board discussed long-term goals for the creation of a library.*

*P. Rodriguez reviewed that the School Reform Commission may vote to terminate its control of the School District of Philadelphia.*

**ADJOURNMENT @ 8:21 PM**

MOTION

PR

SECOND

DR

VOICE:

PASS

FAIL