

Independence Charter School - West
Board of Trustees Meeting
October 5, 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 6:01 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")
Maurice Tolliver	("MT")

Board Members Present:
Gloria Shabazz – President
Pedro Rodriguez – Treasurer
Rachel Keene, Esq. – Secretary
Dyana Reid

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

Tyesha Miley, Esq.
Tarae Terry – Vice President

Board Members Absent:
Jere Paolini
Maurice Tolliver

B. Approval of Agenda

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

R17100501 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **October 5, 2017** Agenda.

C. Approval of Minutes

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

R17100502 Approval of the September 7, 2017 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **September 7, 2017** Board of Trustees of Independence Charter School – West meeting.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>T. Tarae</i>	<i>Announced her abstention from Resolution R17100502 due to her absence from the September 7, 2017 meeting</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, highlighting:

- + The school is at full enrollment;*
- + Continuing efforts to identify students eligible to receive special education services;*
- + Efforts to promote healthy nutrition, including through a grant-funded fresh fruit and vegetable program;*
- + The Vetri Eatiquette Lunch Program, which exposes students to a wide array of healthy eating choices and promotes healthy eating habits, has begun and is running smoothly;*
- + A grant-funded 21st Century Afterschool Program is being established to provide academic supports in reading and math and provide enrichment opportunities to 100 students exhibiting high academic need;*
- + School leadership's use of the iReady program for collecting, analyzing, and utilizing academic data;*
- + The school will be participating in a targeted school support initiative of the Philadelphia Schools Partnership which will help the school review and assess school academic performance, student culture and climate, and instructional practices; and*
- + Reported upon upcoming school events.*

J. Nuñez and the Board discussed administrator and teacher training for the iReady academic data program.

B. Finance

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

- + The school's per pupil subsidy from the School District is currently based upon last year's lower enrollment amounts and will be reconciled with the actual enrollment numbers in November;*
- + The school is currently approximately \$14,000 over budget for expenditures, but it is projected that expenses will level out soon due to the payment of many upfront costs;*
- + The ongoing state budget issue may eventually impact funding, and the finance committee has begun to plan strategies for managing the school's cash balance in anticipation of a delay in school funding; and*
- + The school received a \$100,000 check from the Philadelphia Schools Partnership.*

M. Danyo additionally reported that the annual audit is ongoing and is on track for timely completion. M. Danyo and the Board discussed that utilities costs have exceeded budgetary projections, which is due to the fact that the school had not received utilities bills upon which to project utilities costs prior to the adoption of the budget.

Motion
PR
Second
RK
Vote:
 pass
 fail

R17100503 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 August 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 August 2017 in the amount of **\$381,585.30** 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 August 2017</i>
<i>M. Danyo; Board</i>	<i>Discussed publication of financial reports on the school's website</i>

C. Human Resources

Motion
TM
Second
TT
Vote:
 pass
 fail

R17100504 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>
Ida Ross	PT Classroom Assistant (10 Month)	9/18/17
Tamika Williams	PT Classroom Assistant (10 Month)	9/18/17

Ciarah Bishop	PT Classroom Assistant (10 Month)	9/25/17
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Rickey Mentzer	PT Classroom Assistant (10 Month)	10/2/17
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<u>Terminations / Resignations</u>	<u>Position</u>	<u>End Date</u>
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Jessica Hyacinthe-Argant	Classroom Teacher (10 Month)	10/6/17
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Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
J. Nuñez; Board	Reviewed the proposed personnel changes and discussed the roles of the classroom assistant hires

D. Committee Reports

1. Finance — G. Shabazz reported that the Finance Committee met on September 29. Present during the meeting were J. Nuñez, G. Shabazz, M. Danyo, G. Santilli, and T. Scheid. The committee reviewed the August 2017 financial report, discussed potential funding issues due to the state budget impasse, and discussed the potential need to establish a facilities committee.
2. Community Relations — None
3. Human Resources — T. Terry reported that the Human Resources Committee met on October 3. Present during the meeting were T. Terry, G. Shabazz, J. Nuñez, and T. Miley. The committee reviewed the personnel changes that were presented under Resolution R17100504.

The Board discussed that a Facilities Committee will be convened to meet monthly beginning on October 18.

Section III: Discussion and Announcements

J. Nuñez announced the school's participation in an upcoming K-9 Fair at Saint Joseph's Preparatory School on October 7.

ADJOURNMENT @ 6:45 PM

MOTION
TM
SECOND
PR
VOTE:

PASS
 FAIL