

Independence Charter School - West
Board of Trustees Meeting
September 7, 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 6:06 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
Pedro Rodriguez – Treasurer
Rachel Keene, Esq. – Secretary
Dyana Reid
Jere Paolini
Tyesha Miley, Esq.

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

Board Members Absent:
Tarae Terry – Vice President

B. Approval of Agenda

Motion
TM
Second
RK
Vote:
 pass
 fail

R17090701 Approval of the Agenda

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

C. Approval of Minutes

Motion
DR
Second
JP
Vote:
 pass
 fail

R17090702 Approval of the August 2, 2017 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **August 2, 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 August 2, 2017 Board meeting minutes</i>
<i>T. Miley; P. Rodriguez</i>	<i>Abstained from voting upon approval of the August 2, 2017 minutes due to their absence from the meeting</i>

D. Community Comment — NONE

Community Comment Colloquy (General Counsel)

Good Evening, my name is David Hussey. 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:

- + Enrollment: Reviewed the school's process for contacting students on the waitlist upon the vacancy of enrollment slots;*
- + Special Education: Reviewed the school's ongoing process of assessing kindergarten students for potential classification;*
- + Springboard Summer Program: Reported that the program was successful in promoting reading gains and facilitating family engagement;*
- + Human Resources: The school's professional positions are fully staffed;*
- + 21st Century Grant: Reported that the school has been awarded \$630,006 over the next three years to fund an afterschool and summer program;*
- + 2016-17 Parent Survey: Reviewed and discussed the school's survey results and strategies for promoting parent feedback; and*
- + Back to School Night and upcoming events.*

B. Updates — None

C. Finance

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

- + Reviewed cash on hand;*
- + Reviewed the budgetary projections for enrollment and special education enrollment*
- + Reviewed expenses over \$10,000; and*
- + Reviewed that the budget reflects increased building maintenance and operations costs.*

T. Scheid, P. Rodriguez, and M. Danyo discussed efforts to reduce utility and heating costs, including the school's installation of new windows. M. Danyo reported that the audit of the school's 2016-17 financial statements is underway.

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

R17090703 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 July 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 July 2017 in the amount of **\$250,476.41** 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 July 2017</i>

D. Human Resources

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

R17090704 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>
Jameica Wood	PT Classroom Assistant (10 Month)	8/14/17
Tyanna Davis	PT Classroom Assistant (10 Month)	8/14/17
Autumn Neube-Ruff	FT 21st Century Program Coordinator (12 Month)	9/11/17
Tameka Wilkins	Dean of Students (10 Month)	9/11/17
Sarah Squicciarini	Special Education Teacher (10 Month)	9/21/17
<u>Terminations/ Resignations</u>	<u>Position</u>	<u>End Date</u>
Charles Mitchell	Dean of Students	8/14/17
Ernesto Burgos	PT Classroom Assistant	8/23/17
Regina Eskridge	PT Classroom Assistant	8/14/17

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed that the proposed new hires for the position of classroom assistant were erroneously omitted from the August agenda</i>

<i>J. Nuñez; Board</i>	<i>Reviewed and discussed the proposed new hires and staffing changes</i>
<i>G. Shabazz; Board</i>	<i>Reviewed the process through which J. Nuñez reviews and discussed proposed new hires with the HR Committee</i>
<i>J. Nuñez; Board</i>	<i>Reviewed the process through which school ensures compliance with Pennsylvania law regarding criminal background checks and child abuse clearances</i>
<i>J. Nuñez; Board</i>	<i>Reviewed and discussed the job responsibilities of the dean of students position</i>

E. Contracts

Motion
RK
Second
DR
Vote:
 pass
 fail

R17090705 Delta-T Group

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves an independent contractor placement contract with Delta-T Group for the provision of substitute professional 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</i>	<i>Reviewed the proposed contract and the services available from Delta-T Group, including that the proposed contract is on an as-needed basis</i>

F. Settlement Agreement

Motion
PR
Second
RK
Vote:
 pass
 fail

R17090706 Confidential Settlement Agreement — In re: IJ

RESOLVED that the Board of Trustees of Independence Charter School - West approves the Confidential Settlement Agreement of IJ as presented;

FURTHER RESOLVED, Julio Nuñez, CEO/Principal or any officer of the Board of Trustees of Independence Charter School - West is directed and authorized to execute the Confidential Settlement Agreement of IJ and any other document necessary to effect this resolution in consultation with Legal Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Resolution R17090706 was discussed during closed</i>

	<i>executive session during the August 2, 2017 board meeting</i>
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G. Committee Reports

1. Finance — *G. Shabazz reported that the Finance Committee met on August 25. Present during the meeting were G. Shabazz, M. Danyo, and J. Nuñez. The committee reviewed outstanding grant funds from PSP and July financials.*
2. Community Relations — *D. Reid reported that the Community Relations Committee met on September 6. Present during the meeting were D. Reid and T. Terry. The committee reviewed its goals and priorities for the upcoming school year, including to provide support for the school community and continue to build strong relationship with families and the community. The committee also recently participated in outreach efforts with local community groups and participated in the opening of the school year. The committee will participate in the upcoming back to school night and the upcoming PTA meeting.*
3. Governance — *None*
4. Human Resources — *T. Miley reported that the Human Resources Committee met during the week of August 28. Present during the meeting were T. Miley, T. Terry, G. Shabazz, and J. Nuñez. The committee reviewed available positions and reviewed and discussed potential new hires.*

H. Installation of Trustee

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

R15081307 Election and Appointment of Maurice Tolliver, Trustee

RESOLVED, that Maurice Tolliver is hereby elected and appointed to a Parent Seat of the Board of Trustees of Independence Charter School - West in accordance with the bylaws thereof; and

FURTHER RESOLVED, that Maurice Tolliver shall be administered the following Oath of Office by the Board Secretary:

I, Maurice Tolliver, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Introduced M. Tolliver and reviewed and discussed the position of parent seat</i>
<i>M. Tolliver</i>	<i>Introduced himself to Board and discussed his qualifications and objectives</i>

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 — *absent*

Section III: Discussion and Announcements — NONE

ADJOURNMENT @ 7:08 PM

MOTION
PR
SECOND
RK
VOTE:
 PASS
 FAIL