

Independence Charter School - West
Board of Trustees Meeting
February 1, 2018
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")
Maurice Tolliver	("MT")

Board Members Present:
Gloria Shabazz – President
Pedro Rodriguez – Treasurer
Rachel Keene, Esq. – Secretary
Dyana Reid
Jere Paolini
Tyesha Miley, Esq.
Tarae Terry – Vice President
Maurice Tolliver

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

Board Members Absent:

B. Approval of Agenda

Motion
TM
Second
PR
Vote:
 pass
 fail

R18020101 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **February 1, 2018** Agenda.

C. Approval of Minutes

Motion
PR
Second
RK
Vote:
 pass
 fail

R18020102 Approval of the December 7, 2017 Board Minutes

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Paolini</i>	<i>Announced his abstention from voting upon Resolution R18020102 due to his absence from the December 7, 2017 meeting</i>
<i>Board</i>	<i>Reviewed the December 7, 2017 meeting minutes</i>

D. Community Comment

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 and special education population;*
- + 2nd Semester i-Ready Diagnostic Benchmark Data: reviewed areas of significant growth and the academic team's use of the data to target growth in specific areas and grade levels;*
- + January attendance data;*
- + 2018-19 Student Lottery: reviewed efforts to promote the student admission lottery, as well as significant increases in applications since last year;*
- + School Progress Report: reviewed the report, as well as strategies to continue to further improve Independence Charter School – West;*
- + Afterschool Academy: reviewed the six week afterschool intervention program for 3rd and 4th grade students;*
- + Upcoming activities and events, including efforts to highlight student progress in achievement, behavior, and attendance, as well as an upcoming community event for the Lead Awareness Philly Campaign; and*
- + Reviewed current staffing vacancies.*

J. Nuñez and the Board discussed the development and revision of student academic growth targets based upon the recent i-Ready Diagnostic Benchmark Data. J. Nuñez and the Board additionally discussed the special education screening and evaluation process.

B. Report of Independence Charter School

T. Scheid, CEO of Independence Charter School, reported upon the management and academic support services of Independence Charter School, highlighting:

- + Review of the support services provided by Independence Charter School to Independence Charter School – West; and*
- + Reviewed efforts to support Independence Charter School – West's IT infrastructure and technology.*

T. Scheid additionally provided the Board with an update regarding the ongoing building project, highlighting:

- + Reviewed regular meetings with the building contractor and with the facilities committee to discuss the development of the school building and plans for further renovation and improvement; and*
- + Discussed upcoming building and renovation plans.*

The Board reviewed and discussed the management agreement with Independence Charter School, including the fee paid to Independence Charter School.

C. Finance

M. Thomson introduced himself to the Board and discussed his experience and qualifications as a business controller for charter schools and affiliated nonprofits.

M. Danyo presented the monthly financial report, highlighting:

- + The audit committee has met and reviewed the draft audit with the auditors;
- + The finance committee has begun to plan the 2018-19 budget;
- + Reviewed 2017-18 budget revisions to adjust for variances in various revenue and expenditure categories;
- + Reviewed cash on hand; and
- + Reviewed the food service program.

M. Danyo and the Board discussed the School District of Philadelphia's process for revising and retroactively adjusting per pupil funding rates, as well as efforts by the finance committee to budget and spend conservatively due to the potential need to make late year budget adjustments.

Motion
PR
Second
RK
Vote:
 pass
 fail

R18020103 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 December 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 November 2017 in the amount of **\$359,024.08** and for December 2017 in the amount of **\$191,446.12** as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Reviewed the financial report of the business controller</i>

D. Human Resources

Motion
DR
Second
TT
Vote:
 pass
 fail

R18020104 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>
Sierra M. Lewis	PT Classroom Assistant (10 Month)	1/3/18

Notes of Discussion / Advance Regulatory and Financial Comment:

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

E. Contracts

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

R18020104 Electricity Services

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the green energy electric utility services of APG&E, 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 the projected savings of the proposed electricity services as well as proposals from two additional firms</i>
<i>J. Nuñez; Board</i>	<i>Reviewed the proposed energy proposal for green energy, including the source of energy and the availability of rebates, certification of the school as a green energy facility, and the 36 month duration of the proposed contract</i>
<i>Board</i>	<i>Discussed and confirmed that no board member has any known or anticipated conflict of interest with APG&E</i>

F. Governance

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

R18020105 2018-19 School Calendar

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West 2018-19 school calendar, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez</i>	<i>Reviewed the proposed 2018-19 school calendar, including the process for development of the school calendar</i>
<i>J. Nuñez; Board</i>	<i>Reviewed school holidays, the provision of additional time off for report card conferences, and the number of instructional minutes</i>

G. Committee Reports

1. Finance — *G. Shabazz reported that the finance committee met January 26. Present during the meeting were T. Scheid, J. Nuñez, M. Danyo, P. Rodriguez, T. Terry, and G. Shabazz. The committee reviewed the monthly financial report and engaged in a preliminary discussion regarding the 2018-19 budget.*
2. Community Relations — *D. Reid reported that the community relations committee met on January 18. Present during the meeting were PTA member Meghan Maclin; T. Terry, D. Reid, and J. Paolini. The committee discussed plans to promote the student admissions lottery and upcoming community events for the lead awareness campaign and with Turning Points for Children.*
3. Human Resources — *T. Terry reported that the human relations committee met on January 23. Present during the meeting were J. Nuñez, T. Miley, G. Shabazz, and T. Terry. The committee reviewed proposed staffing changes as well as efforts to promote diversity in recruitment.*

Section III: Discussion and Announcements — *None*

ADJOURNMENT @ 7:19 PM

MOTION
MT
SECOND
PR
VOICE:
 PASS
 FAIL