

Independence Charter School - West
Board of Trustees Meeting
December 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 6:03 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
Dyana Reid
Tyesha Miley, Esq.
Tarae Terry – Vice President

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

Maurice Tolliver

Jessica Walker
Kelly Johnson

Board Members Absent:
Rachel Keene, Esq. – Secretary
Jere Paolini

B. Approval of Agenda

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

R17120701 Approval of the Agenda

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

C. Approval of Minutes

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

R17120702 Approval of the November 2, 2017 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **November 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 November 2, 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:

- + Reviewed increases to enrollment and the special education population;*
- + Reviewed truancy intervention protocols;*
- + Reported upon a recent meeting with the School District of Philadelphia to review developments to the charter school performance framework;*
- + Reported that the 21st Century afterschool program has been successful;*
- + Reviewed November events and activities; and*
- + Reported that the 2018-19 student application process and promotions are ongoing for grades K through 5.*

J. Nuñez and the Board discussed that the student enrollment lottery will be held on March 1, 2018, and that the student enrollment application deadline is January 31, 2018. J. Nuñez and the Board additionally discussed and reviewed the school's food services program, including the number of meals served.

B. Finance

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

- + Reviewed that ICSW recently received approximately \$387,000 in funds from the School District to reflect increases in enrollment;*
- + Reviewed projected increases in revenue and expenses due to increased special education enrollment;*
- + Reviewed that ICSW is under budget in overall expenditures;*
- + Reported that the state's Ready-to-Learn block grant will not be made available to ICSW during the 2017-18 school year; and*
- + Reported that ICSW has received IDEA funds.*

J. Nuñez, M. Danyo, and the Board discussed upcoming reimbursements for the 21st Century afterschool program.

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

R17120703 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 October 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 October 2017 in the amount of **\$179,652.97** 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 October 2017</i>

C. Human Resources

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

R17120704 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>
Sicely Williams	FT NTA	12/4/17
Cachet Ivey	PT Afterschool Instructor	12/8/17

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed and discussed the proposed human resources changes, including the experience and qualifications of the proposed new hires</i>

D. Contracts

TABLED

R17120705 Electricity Services

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the electric utility services of _____, as presented; 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 proposed energy services, including anticipated cost savings</i>
<i>Board</i>	<i>Reviewed and discussed concerns regarding the reliability of the proposed alternative energy provider and distribution charges</i>

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

R17120706 Springboard Collaborative Program

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the contract of Springboard Collaborative, as presented; 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>Board; J. Nuñez</i>	<i>Reviewed and discussed the proposed services of Springboard Collaborative, including costs, the term of the program, and the scope of the program</i>
<i>Board; J. Nuñez</i>	<i>Reviewed that parents have provided positive feedback regarding the Springboard Collaborative program</i>
<i>J. Nuñez</i>	<i>Reported that the proposed services are funded in part by the 21st Century grant</i>

E. Holiday Bonus

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

R17120707 Winter Staff Holiday Bonus

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the winter staff holiday bonus, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the proposed staffing bonuses of \$250 net payment for fulltime employees and \$150 net payment for part-time staff and discussed the school's appreciation of its staff</i>

F. Committee Reports

1. Finance — *G. Shabazz reported that the Finance Committee met on December 1, 2017. Present during the meeting were G. Shabazz, J. Nuñez, T. Scheid, M. Danyo, and T. Terry. The committee reviewed the October financial report and discussed next year's budget.*
2. Community Relations — *None*
3. Human Resources — *T. Terry reported that the Human Resources Committee met on December 5, 2017. Present during the meeting were T. Terry, G. Shabazz, T. Miley, and J. Nuñez. The committee reviewed proposed staffing changes as well as the staff reporting structure.*
4. Facilities Committee — *G. Shabazz reported that the Facilities Committee met on November 15, 2017. The committee reviewed and discussed building and zoning plans. J. Nuñez announced and discussed renovations on the third floor of the main building, as well as upcoming renovations throughout the rest of the school property.*

Section III: Discussion and Announcements — *None*

ADJOURNMENT @ 6:58 PM

MOTION
TT
SECOND
PR
VOTE:
 PASS
 FAIL