

Independence Charter School - West
Board of Trustees Meeting
March 13, 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 6:01 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
Pedro Rodriguez
Rachel Keene, Esq.
Dyana Reid
Jere Paolini
Tarae Terry
Maurice Tolliver

By Invitation: Non-Board Members:

Julio Núñez — CEO of Independence
Charter School - West
David Hussey, Esq.
Michael Danyo — Santilli & Thomson
Cody Smith

Board Members Absent:

B. Approval of Agenda

Motion
RK
Second
TT
Vote:
 pass
 fail

R18030801 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **March 13, 2018** Agenda.

C. Approval of Minutes

Motion
RK
Second
JP
Vote:
 pass
 fail

R18030802 Approval of the February 1, 2018 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **February 1, 2018** 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 February 1, 2018 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, during this meeting, the Board of Trustees will meet 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, a copy of which is incorporated by reference herein, highlighting:

- + Enrollment and special education population;
- + Attendance data, including efforts to promote attendance and reduce unexcused absences;
- + Student lottery and kindergarten readiness and orientation program;
- + Annual Charter Evaluation from the Charter Schools Office for 2016-17;
- + Preparation for PSSA testing; and
- + Student activities for February and upcoming events.

B. Finance

a. Financial Report

M. Danyo reviewed the written monthly financial report of the business controller, a copy of which is incorporated by reference herein, highlighting:

- + Adjustment of revenue projections due to an increase in special education funding;
- + Disbursements for the month of January; and
- + Food services costs and revenues.

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

R18030803 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 January 2018 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 January 2018 in the amount of **\$294,018.32** as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
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<i>Board; M. Danyo</i>	<i>Reviewed and discussed the financial report of the business controller</i>
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b. 2018-19 SY Preliminary Budget Review

G. Shabazz and the Board reviewed the process for the development, review, and adoption of the 2018-19 budget. M. Danyo and the Board reviewed the preliminary budget projections, including expected changes from the 2017-18 revenues and expenditures.

C. Human Resources

Motion
RK
Second
JP
Vote:
 pass
 fail

R18030804 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>
Sinica Williams	FT NTA (12-month)	3/12/18

Notes of Discussion / Advance Regulatory and Financial Comment:

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

D. Governance

Motion
RK
Second
JP
Vote:
 pass
 fail

R18030805 Parent and Family Engagement Policy

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West Title I Parent and Family Engagement Policy, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the proposed Parent and Family Engagement Policy, including the purpose thereof</i>

Motion
RK
Second
TT
Vote:
 pass

R18030806 Campus Safe Zone Policy

fail

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West Campus Safe Zone Policy, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the proposed Campus Safe Zone Policy, including efforts to promote diversity and inclusion and to help welcome immigrant families</i>

E. Committee Reports

1. Finance — G. Shabazz reported that the finance committee met on February 23, 2018. Present during the meeting were M. Danyo, J. Nuñez, G. Shabazz, T. Terry, and T. Scheid. The committee reviewed the monthly financial report and the proposed budget.
2. Facilities — G. Shabazz and M. Danyo reported upon ICSW’s renovation budget, the zoning process for further development to the facilities, and ongoing plans to develop the facilities.
3. Community Relations — D. Reid reported that the community relations committee did not meet during the month of February. The members of the committee were active in promoting and organizing the attendance lottery.
4. Human Resources — *None*

Upon Motion by R. Keene, Seconded by P. Rodriguez, the Board voted to enter into executive session at 7:10 pm to discuss matters involving the employment of one or more individuals.

Upon Motion by T. Terry, Seconded by G. Shabazz, the Board voted to adjourn from executive session at 8:20 pm.

Section III: Discussion and Announcements — *None*

ADJOURNMENT @ 8:30 PM

MOTION
 PR
 SECOND
 JP
 VOTE:
 PASS
 FAIL