

Independence Charter School - West
Board of Trustees Meeting
August 9, 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 6:14 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.
Jere Paolini
Tyesha Miley, Esq.

By Invitation: Non-Board Members:

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

Board Members Absent:

Dyana Reid
Tarae Terry

B. Approval of Agenda

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

R18080901 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **August 9, 2018** Agenda.

C. Approval of Minutes

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

R18080902 Approval of the June 6, 2018 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **June 6, 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 June 6, 2018 minutes</i>

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

R18080903 Approval of the June 12, 2018 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **June 12, 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 June 6, 2018 minutes</i>
<i>T. Miley</i>	<i>Abstained from voting on Resolution R18080903 due to her absence from the June 12, 2018 meeting</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.

Who	What
<i>Kelly Johnson</i>	<i>Discussed staff concerns regarding the need for partition walls for the special education classroom</i>

E. Executive Session Disclosure

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 report of the CEO, a copy of which is incorporated by reference herein, highlighting:

- + Student enrollment and special education population, including the identification of incoming students;*
- + Annual Title I Meeting and School Compact Development Session;*
- + Summer programming, including ESY services and Springboard Collaborative summer program;*
- + Staffing for the 2018-19 school year, including existing vacancies; and*
- + The 21st Century Afterschool Program for the 2018-19 school year.*

B. Finance

a. Financial Report

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

- + Increases to revenue for the 2017-18 and 2018-19 school years;*
- + Discussed the financial outlook for charter renewal;*
- + Reviewed the existing cash surplus; and*
- + Discussed the audit for the 2017-18 fiscal year.*

PR
 Second
 RK
 Vote:
 pass
 fail

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby reviews and accepts the Financial Report of the Business Controller for June 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 May 2018 in the amount of **\$283,484.13** as presented by the Business Controller; and

FURTHER RESOLVED, the Board of Trustees of Independence Charter School - West ratifies disbursements for June 2018 in the amount of **\$181,685.16** as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; M. Danyo</i>	<i>Reviewed the report of the Business Controller</i>

b. Lease Reimbursement

Motion
 PR
 Second
 JP
 Vote:
 pass
 fail

R18080905 Lease Reimbursement

RESOLVED, the Board of Trustees of Independence Charter School - West authorizes and directs its Business Controller to make all appropriate applications under Pennsylvania law for the approval and reimbursement of a charter school lease for the 2017-2018 fiscal year.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo</i>	<i>Reported upon the lease reimbursement subsidy</i>

C. Personnel

Motion
 TM
 Second
 RK
 Vote:
 pass
 fail

R18080906 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>
Julie Fialkow	School Counselor (10-month)	8/13/18
Lori Waxman	Elementary	8/13/18

	Teacher (10-month)	
Kassundra Peterson	Elementary Teacher (10-month)	8/13/18
Veronica Alvarado-Frías	Spanish Elementary Teacher (10-month)	8/13/18
Kayla Polanco	PT Classroom Assistant (10-month)	8/20/18
Hadia Thompson	PT Classroom Assistant (10-month)	8/20/18
Hana Chamoun	PT Classroom Assistant (10-month)	8/20/18
Tonya Lee-Phillips	PT Classroom Assistant (10-month)	8/20/18
Anuar Curtis	Classroom Assistant (10-month)	8/20/18

<u>Position Change</u>	<u>New Position</u>	<u>Former Position</u>	<u>Effective Date</u>
Rickey Mentzer	Building Substitute (10-month)	Classroom Assistant	8/20/18

<u>Resignations/ Terminations</u>	<u>Position</u>
Jonathan Dinkins	Math Specialist

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Reviewed the experience and qualifications of the proposed new hires</i>
<i>J. Nuñez; Board</i>	<i>Discussed existing staffing vacancies for the upcoming school year</i>

Motion

R18080907 Teacher Salary Grid

JP
 Second
 GS
 Vote:
 pass
 fail

RESOLVED, the Board of Trustees of Independence Charter School – West hereby authorizes and directs the Finance Committee, in conjunction with the HR Committee, to develop a teacher salary grid for the 2018-19 school year.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz; M. Danyo</i>	<i>Reviewed the development of the teacher salary grid, including factors considered in the development of the salary grid</i>

D. Contracts and Agreements

Motion
 PR
 Second
 RK
 Vote:
 pass
 fail

R18080908 Bayada Health Care, Inc.

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves an independent contractor placement contract with Bayada Health Care, Inc. for the provision of nurse staffing services, 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 nursing services of Bayada Health Care, Inc.</i>

Motion
 RK
 Second
 JP
 Vote:
 pass
 fail

R18080909 Community Council Education Services

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves an independent contractor agreement with Community Council Education Services for the provision of special education services, 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 special education program of Community Council Education Services</i>

Motion
 RK
 Second

R18080910 Springboard Collaborative Program

RESOLVED, the Board of Trustees of Independence Charter School – West

JP
Vote:
 pass
 fail

hereby approves the contract with Springboard Collaborative program for the 2018-19 school year, 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 school year program of Springboard Collaborative</i>

Motion
RK
Second
JP
Vote:
 pass
 fail

R18080911 Amendment of PSP Grant

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves amendment of the Philadelphia School Partnership Grant Agreement, as presented;

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz; Board; M. Danyo</i>	<i>Reviewed the proposed amendment to the grant agreement, including services funded by PSP</i>

Motion
RK
Second
JP
Vote:
 pass
 fail

R18080912 Playworks Program

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Playworks Education Energized program for the 2018-19 school year, 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</i>	<i>Reviewed the proposed Playworks program</i>

Motion
RK
Second
PR
Vote:
 pass
 fail

R18080913 Safe Schools MOU

RESOLVED, the Board of Trustees of Independence Charter School – West hereby ratifies and approves the Safe Schools MOU, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez</i>	<i>Reported upon the bi-annual Safe Schools MOU</i>

Motion
RK
Second
JP
Vote:
 pass
 fail

R18080914 Apply Philly MOU

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Philadelphia Schools Partnership Apply Philly MOU, 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</i>	<i>Reported upon the Apply Philly program and the student lottery application system</i>

E. Policies

Motion
RK
Second
JP
Vote:
 pass
 fail

R18080915 Family & Student Handbook

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the 2018-19 Family & Student Handbook, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez; Board</i>	<i>Discussed and reviewed proposed amendments to the existing Family & Student Handbook, including development of the proposed 2018-19 Family & Student Handbook</i>

Motion
RK
Second
JP
Vote:
 pass
 fail

R18080916 Admissions Policy and Process

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves amendment of the Independence Charter School – West Admissions Policy and Process, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez</i>	<i>Reported upon the proposed amendments to the existing Admissions Policy and Process</i>

F. Governance

a. Board Membership

Motion
RK

R18080917 Re-Election of Dyana Reid, Trustee

Second
JP
Vote:
 pass
 fail

RESOLVED, in accordance with the Bylaws of Independence Charter School – West, the Board of Trustees of Independence Charter School – West hereby re-elects Dyana Reid to a second, three-year term of office as a member of the Board of Trustees.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>G. Shabazz</i>	<i>Reported that Dyana Reid has agreed to serve another three-year term as trustee</i>

b. 2018-19 Board Offices

Motion
JP
Second
RK
Vote:
 pass
 fail

R18080918 Election of Board Officers

RESOLVED, the Board of Trustees of Independence Charter School – West hereby elects the following Officers for the 2018-19 school year:

President: Gloria Shabazz
Vice President: Tarae Terry
Secretary: Rachel Keene
Treasurer: Gloria Shabazz

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Nominated and reviewed candidates for Board offices</i>

c. 2018-19 Board Meeting Calendar

Motion
PR
Second
RK
Vote:
 pass
 fail

R18080919 Board Calendar

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the following Board meeting calendar for the 2018-19 school year:

August 9, 2018 at 6:00 pm
September 6, 2018 at 6:00 pm
October 4, 2018 at 6:00 pm
November 1, 2018 at 6:00 pm
December 6, 2018 at 6:00 pm
February 7, 2019 at 6:00 pm
March 7, 2019 at 6:00 pm
April 4, 2019 at 6:00 pm
May 2, 2019 at 6:00 pm
June 6, 2019 at 6:00 pm

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
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Board	Discussed and reviewed the proposed Board meeting calendar
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G. Committee Reports

1. Finance — *G. Shabazz reported that the Finance Committee met on July 27. Present during the meeting were G. Shabazz, J. Nuñez, and M. Danyo. The committee discussed PSP funding and reviewed the most recent financial reports.*
2. Facilities — *G. Shabazz reported upon the ongoing process for potential bond issue financing and an upcoming meeting to plan facilities development.*
3. Community Relations — *None*
4. Human Resources — *None*
5. PTA — *None*

Upon Motion by R. Keene, Seconded by J. Paolini, the Board voted to enter into Executive Session at 7:21 pm to discuss matters concerning the employment of a current employee.

Upon Motion by R. Keene, Seconded by T. Miley, the Board voted to adjourn from Executive Session at 7:47 pm.

Section III: Discussion and Announcements

R. Keene announced her intention to resign from the Board of Trustees. The Board thanked R. Keene for her services and discussed efforts to recruit additional Board members.

ADJOURNMENT @ 7:50 PM

MOTION
 RK
 SECOND
 JP
 VOTE:
 PASS
 FAIL