

**Independence Charter School - West**  
**Board of Trustees Meeting**  
**October 4, 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 and Treasurer	("GS")
Pedro Rodriguez	("PR")
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  
Dyana Reid  
Jere Paolini  
Tyesha Miley, Esq.  
Tarae Terry  
Maurice Tolliver

By Invitation: Non-Board Members:

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

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Board Members Absent:

B. Approval of Agenda

Motion  
PR  
Second  
TT  
Vote:  
 pass  
 fail

R18100401 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **October 4, 2018** Agenda.

C. Approval of Minutes

Motion  
DR  
Second  
PR  
Vote:  
 pass  
 fail

R18100402 Approval of the September 6, 2018 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **September 6, 2018** meeting of the Board of Trustees of Independence Charter School – West.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Reviewed the September 6, 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 the Board of Trustees will meet in Executive Session for the following purposes under 65 P.S. § 708:*

(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality

protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

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;
- + September iReady benchmark testing;
- + Charter renewal process and timeline;
- + Student application process for the 2019-20 school year;
- + Back to School Night events; and
- + Hiring.

*J. Nuñez additionally discussed with the Board efforts to develop a committee of all stakeholders to review and address supports for students with emotional and behavioral concerns.*

B. Finance

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

- + Expenditures that are currently over budget;
- + Disbursements in excess of \$10,000; and
- + Food services.

a. Financial Report

Motion  
PR  
Second  
JP  
Vote:  
 pass  
 fail

R18100403 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 August 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 August 2018 in the amount of \$396,596.76 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board; M.	Reviewed the written monthly financial report of the

<i>Danyo</i>	<i>business controller</i>
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C. Personnel

Motion  
DR  
Second  
JP  
Vote:  
 pass  
 fail

R18100404 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>
Catrenia Griffin	SPED Teacher (10-month)	10/5/18
Tifanee Rider	PT Classroom Assistant (10- month)	9/17/18
Cymone Smith	PT Classroom Assistant (10- month)	9/17/18

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; J. Nuñez</i>	<i>Reviewed and discussed the proposed new hires</i>
<i>Board; J. Nuñez</i>	<i>Reviewed staffing vacancies</i>

D. Contracts

Motion  
JP  
Second  
PR  
Vote:  
 pass  
 fail

R18100405 HVAC Maintenance

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Scheduled Quarterly Inspection Agreement of Oliver Mechanical, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; J. Nuñez</i>	<i>Reviewed and discussed the proposed services of Oliver Mechanical</i>
<i>J. Nuñez</i>	<i>Reviewed the process for soliciting and reviewing bids from vendors</i>

Motion  
DR  
Second  
JP  
Vote:  
 pass  
 fail

R18100406 Substitute Teacher Services  
  
RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the Substitute Teacher Services Agreement of Charter School Services, LLC, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board; J. Nuñez	Reviewed the proposed substitute teacher services agreement

E. Governance

Motion  
PR  
Second  
MT  
Vote:  
 pass  
 fail

R18100407 Board Secretary  
  
RESOLVED, that the Board of Trustees of Independence Charter School - West hereby elects Dyana Reid to serve as Secretary of the Board of Trustees.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
G. Shabazz	Nominated Dyana Reid for the office of Secretary

Motion  
PR  
Second  
MT  
Vote:  
 pass  
 fail

R18100408 Re-election of Gloria Shabazz, Trustee  
  
RESOLVED, in accordance with the Bylaws of Independence Charter School – West, the Board of Trustees of Independence Charter School – West hereby re-elects Gloria Shabazz 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
Board	Discussed the renewal of Gloria Shabazz's term as Trustee

F. Committee Reports

1. Finance — *M. Danyo reported that the finance committee met on October 28. Present during the meeting were J. Nuñez and M. Danyo. The committee reviewed the monthly financial report.*
2. Facilities — *G. Shabazz discussed ongoing meetings to prepare for potential purchase of the school facilities.*
3. Community Relations — *None*
4. Human Resources — *T. Terry reported that the human resources committee met on September 26. Present during the meeting were T. Terry, T. Miley, G. Shabazz, and J. Nuñez. The committee discussed candidates for new hires.*

5. PTA — *Anthony Yoder, PTA treasurer, announced the upcoming PTA meeting on 10/6 and an upcoming movie night fundraiser.*

Section III: Discussion and Announcements

*G. Shabazz announced that the Board is seeking to recruit additional Board members. The Board additionally discussed the potential development of an employee assistance program. P. Rodriguez discussed efforts to promote engagement in the upcoming census.*

*Upon Motion by D Reid, Seconded by G. Shabazz, the Board voted to enter into executive session at 6:59 pm to discuss confidential legal and human resources matters.*

*Upon Motion by P. Rodriguez, Seconded by M. Tolliver, the Board voted to adjourn from executive session at 8:33 pm.*

## **ADJOURNMENT @ 8:34 PM**

MOTION  
TM  
SECOND  
TT  
VOTE:  
 PASS  
 FAIL