

**Independence Charter School - West**  
**Board of Trustees Meeting**

**June 6, 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 6:05 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  
Dyana Reid  
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  
Jonathan Dinkins, Instructional  
Coach/Math Specialist  
Kathryn Thompson, Instructional Coach

Fatimah Johnson, SPED Supervisor  
 Tameka Wilkins, Dean of Students  
 Keisha Robinson, Counselor  
 Troy Hill, Blackney Hayes Architects  
 John Eagan, Worlds of Opportunity II

Board Members Absent:  
 Rachel Keene, Esq  
 Jere Paolini  
 Tyesha Miley, Esq.

**B. Approval of Agenda**

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

R18060601 Approval of the Agenda  
  
 RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **June 6, 2018** Agenda.

**C. Approval of Minutes**

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

R18060602 Approval of the May 3, 2018 Board Minutes  
  
 RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **May 3, 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 May 3, 2018 minutes</i>

**D. Board Membership**

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

R18060603 Re-election of Pedro Rodriguez, Trustee  
  
 RESOLVED, in accordance with the Bylaws of Independence Charter School – West, the Board of Trustees of Independence Charter School – West hereby re-elects Pedro Rodriguez 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>Discussed the re-election of P. Rodriguez</i>

**By Roll Call Vote:**

Gloria Shabazz — *aye*  
 Rachel Keene — *absent*  
 Dyana Reid — *aye*  
 Jere Paolini — *absent*

Tyesha Miley — *absent*  
 Terae Terry — *aye*  
 Maurice Tolliver — *aye*

E. 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.

<b>Who</b>	<b>What</b>
<i>Gabriella Timothy</i>	<i>Introduced herself as a representative of the Charter Schools Office and discussed the upcoming charter renewal process.</i>
<i>Johnathon Delgado</i>	<i>Advocated for the renewal of his employment contract and presented documentation for Board review.</i>
<i>Jessica Walker</i>	<i>Inquired on behalf of the ICSW staff regarding the development of a pay scale.</i>
<i>Adrianna Lopez</i>	<i>Voiced support on behalf of the employment of Johnathon Delgado</i>
<i>Elena Lopez</i>	<i>Voiced support on behalf of the employment of Johnathon Delgado</i>

F. Executive Session Disclosure

*I would 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).

(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. School Report

*J. Nuñez presented the written monthly CEO report, a copy of which is incorporated by reference herein, highlighting:*

- + Student enrollment and special education population;*
- + i-Ready literacy and math proficiency data;*
- + Attendance data;*
- + Hiring for open vacancies for the 2018-19 school year;*
- + Review of the 2017-18 school year;*
- + Plans and goals for the upcoming 2018-19 school year;*
- + Development of the instructional program;*
- + Professional development for the 2018-19 school year;*
- + Counseling and behavioral health services; and*
- + Upcoming events.*

*Tameka Wilkins, Dean of Students, presented regarding climate and culture initiatives for the 2018-19 school year. The Board and staff present at the meeting discussed and reviewed plans for the ongoing development of the school's climate and culture.*

*Fatimah Johnson, Special Education Coordinator, presented regarding the school's special education program for the 2018-19 school year, including a review of the prior two years of special education programming. The Board and Ms. Johnson reviewed special education staffing and extended school year services.*

*Kathryn Thompson, Instructional Coach, and Jonathan Dinkins, Instructional Coach/Math Specialist, reported upon the school's instructional program, including an emphasis for the 2018-19 school year in promoting rigorous instruction and a focus on mathematics instruction.*

B. Finance

a. Financial Report

*M. Danyo presented the written monthly financial report, a copy of which is incorporated by reference herein, highlighting budget variances and payments in excess of \$10,000.*

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

R18060604 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 April 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 April 2018 in the amount of \$125,333.47 as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo; Board</i>	<i>Reviewed the report of the business controller</i>

b. Food Service Contract

Motion  
MT  
Second  
DR  
Vote:  
 pass  
 fail

R18060605 Food Service

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves the renewal of the food service contract with Linton's Managed Services for the 2018-19 school year.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo</i>	<i>Presented regarding the renewal process for the food service contract, including the public bidding process</i>
<i>J. Nuñez</i>	<i>Discussed the school's satisfaction with Linton's Managed Services as its food services provider</i>

c. Auditor

Motion  
DR  
Second  
MT  
Vote:  
 pass  
 fail

R18060606 St. Clair CPAs

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby appoints St. Clair CPAs as the auditor for the 2017-2018 fiscal year, and engages St. Clair CPAs to provide tax services.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>M. Danyo; Board</i>	<i>Reviewed the proposed audit services of St. Clair CPAs</i>

d. Fund Balance

Motion  
MT  
Second  
DR  
Vote:  
 pass

R18060607 Distribution of Fund Balance

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves a fund balance policy amendment in compliance with

[ ] fail

the Government Accounting Standards Board (GASB) Statement 54, and therefore, the Board of Trustees hereby authorizes the following appropriations and designations of fund balance in compliance with the policy as follows:

Projected Fund Balance 6/30/2018: \$500,000

Nonspendable Fund Balance: \$100,000

Designations of fund balance:

Committed to capital improvements: \$400,000

Unassigned projected fund balance 6/30/2018: \$0

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
M. Danyo; Board	Reviewed the proposed distributions of the fund balance, including the proposed commitment to capital improvements
M. Danyo	Reported upon potential legislation regarding charter school fund balances

*Upon Motion by D. Reid, Seconded by M. Tolliver, the Board voted unanimously to amend Resolution R18060608 and Resolution R18060609.*

### C. Professional Services

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

#### R18060608 Professional Services Contracts

RESOLVED, the professional services described below are hereby approved for the 2018-19 school year, as presented;

FURTHER RESOLVED, Julio Nuñez, CEO is authorized and directed to negotiate contracts for the professional services described below, in consultation with the Business Controller and Legal Counsel; and

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

Contractor	Services
General Healthcare Resources Inc.	Nursing
Jasmine Eaddy Employment and Training Services	Classroom Assistant, Teacher Sub Services
Delta-T Group	Classroom Assistant, Teacher Sub

	Services
McGinn Security Services	Building Security

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Reviewed written proposals from all of the proposed service providers</i>
<i>J. Nuñez</i>	<i>Presented a proposed amendment to Resolution R18060608</i>

#### D. Purchase Orders

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

##### R18060609 Vendor Purchases

RESOLVED, the purchases from vendors described below are hereby approved, as presented;

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

Vendor	Description	Amount
McGraw Hill Education	ELA Curriculum	\$43,653.52
Curriculum Associates LLC	iReady (ELA/MATH Benchmark-Data Collection)	Amount TBD (Not to Exceed \$50,000)
Pearson Curriculum	MATH : Investigations	Amount TBD (Not to Exceed \$50,000)
Newmind Group	Computer Technology (Student Laptops/Carts)	\$38,600
Office Basics	Student Furniture	\$12,165
On-line Communication	AV Set up for Community Room	\$11,197
American Reading	Classroom	\$10,700

Company	Libraries	
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Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>J. Nuñez</i>	<i>Presented a proposed amendment to Resolution R18060609</i>
<i>J. Nuñez</i>	<i>Presented to the Board regarding each of the proposed purchases from vendors</i>

E. Facilities

a. Update — Blackney Hayes Architects

*Troy Hill, Blackney Hayes Architects, presented regarding the facilities development, including repairs and improvements during the 2017-18 school year and plans for the 2018-19 school year. The Board and staff present at the meeting discussed the long-term building plans.*

b. Bond Issue — Michael Danyo

*M. Danyo presented regarding the potential purchase of the school building, including potential bond financing.*

F. Committee Reports

1. Finance — *G. Shabazz reported that the finance committee met on May 25, 2018. Present at the meeting were G. Shabazz, M. Danyo, and J. Nuñez. The committee reviewed the monthly financial report and PSP grant funds.*
2. Facilities — *None*
3. Community Relations — *D. Reid reported upon a meeting with the director of the local YMCA to discuss the development of a new community partnership program.*
4. Human Resources — *T. Terry reported that the human resources committee met on May 22, 2018. Present during the meeting were T. Terry, J. Nuñez, T. Miley, and G. Shabazz. The committee reviewed proposed personnel changes.*
5. PTA — *T. Hill reported that the PTA has expressed interest in partnering with community organizations for after-school programs.*

*Upon Motion by D. Reid, Seconded by T. Terry, the Board voted to enter into Executive Session at 8:20 pm to discuss matters involving the employment of an employee and privileged confidential matters.*

*Upon Motion by D. Reid, Seconded by T. Terry, the Board voted adjourn from Executive Session at 8:59 pm.*

G. Personnel

TABLED

R18060610 2018-19 Staffing



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>
Ashley Daniels	Elementary Classroom Teacher (10-month)	8/13/18
Noelle Mitchell	Elementary Classroom Teacher (10-month)	8/13/18
April Stein	SPED Teacher (10-month)	8/13/18
Sophia Yonezuka	SPED Teacher (10-month)	8/13/18
Kuamena Entsuah	Elementary Classroom Teacher (10-month)	8/13/18

**Resignations / Non-Renewals**      **Position**

Tyanna Davis	Classroom Assistant
Ciarah Bishop	Classroom Assistant
Lugene Kennebrew	Classroom Teacher
Johnathan Delgado	Classroom Teacher

**Salary Adjustments**      **Position**

Sinica Williams	FT NTA (12-month)
Sicicely Williams	FT NTA (12-month)

Parrish Polen FT NTA (12-month)  
 Autumn Neuberger 21<sup>st</sup> Century Coordinator (12-month)

<u>Position Change</u>	<u>New Position</u>	<u>Former Position</u>
Samantha Fox	Math Interventionist (10-month)	Office Support

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Voted to table Resolution R18060610</i>

Section III: Discussion and Announcements — None

## ADJOURNMENT @ 9:06 PM

MOTION  
 PR  
 SECOND  
 DR  
 VOTE:  
 PASS  
 FAIL