

Independence Charter School - West
Board of Trustees Meeting
March 7, 2019
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 6:09 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 – Secretary	("DR")
Jere Paolini	("JP")
Tyesha Miley, Esq.	("TM")
Tarae Terry – Vice President	("TT")
Maurice Tolliver	("MT")
Anthony Yoder	("AY")

Board Members Present:

Gloria Shabazz
Pedro Rodriguez
Dyana Reid
Tyesha Miley, Esq.
Anthony Yoder

By Invitation: Non-Board Members:

David Hussey, Esq.
Michael Danyo — Santilli & Thomson
Sheila Myers — ICSW Staff Representative
Kathryn Thompson — Instructional Coach
Cody Smith
Mehreen Zaman

Board Members Absent:

Jere Paolini

B. Approval of Agenda

Motion
DR
Second
PR
Vote:
 pass
 fail

R19020701 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **March 7, 2019** Agenda.

C. Approval of Minutes

Motion
DR
Second
AY
Vote:
 pass
 fail

R19020702 Approval of the February 7, 2019 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **February 7, 2019** 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 7, 2019 minutes</i>

Motion
DR
Second
AY
Vote:
 pass
 fail

R19020703 Approval of the February 25, 2019 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **February 25, 2019** 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 25, 2019 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 would 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

K. Thompson reported regarding: 4th Grade National Assessment of Educational Progress testing and PSSA testing. S. Myers presented regarding the Living Museum of African American History event. C. Smith presented regarding the 2019-20 enrollment lottery and enrollment process. The Board discussed and reviewed student enrollment and retention. M. Danyo presented regarding Title I monitoring. G. Shabazz reported upon the status of charter renewal.

B. Finance

M. Danyo presented the monthly written report of the business controller, a copy of which is incorporated by reference herein, highlighting budget variances in revenues and expenses.

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

R19030704 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 2019 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 2019 in the amount of \$380,220.19, as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

C. Human Resources

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

R19030705 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>
Haneefah Saahir	PT Classroom Assistant	2/25/19

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	Discussed the proposed new hire

D. CEO Search

The Board announced an upcoming meet and greet event for parents to meet the Interim CEO. The Board additionally discussed the status of the permanent CEO search. M. Zaman discussed the CEO search process conducted by ICS during the prior school year. The Board discussed the development of a CEO search committee. The Board additionally discussed the development of long-term strategic plans, including the Board's commitment to maintaining fidelity to its mission and core programs. The Board additionally reported upon the development of a curriculum committee to be facilitated by the Interim CEO.

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

R19030706 Authorization to Retain Professional Services for CEO Search

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby authorizes the Human Resources Committee, in consultation with the Finance Committee, to act on behalf of the Board of Trustees of Independence Charter School - West to retain professional services to assist in the recruitment of suitable candidates for the position of permanent CEO.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	Discussed the authorization of the Human Resources Committee to retain professional services

E. Committee Reports

1. Finance — *G. Shabazz announced that the finance committee met on March 1. Present during the meeting were G. Shabazz, A. Yoder, M. Danyo, and J. Nuñez. The committee reviewed the monthly financial report and discussed budget planning and a staffing plan for the 2019-20 school year.*
2. Facilities — *A. Yoder reviewed bi-weekly facilities meetings and discussed the building permit application process and building plans.*
3. Community Relations — *D. Reid reported that the committee met on March 6 to review the partnership program with the YMCA and a partnership with the Common Place. Present during the meeting were D. Reid and J. Paolini.*

4. Human Resources — *T. Miley announced that the HR committee met on March 7 to discuss the CEO job search and job description. Present during the meeting were T. Miley, G. Shabazz, and T. Terry.*

Section III: Discussion and Announcements

The Board discussed the development and implementation of parent and staff surveys.

Adjournment @ 7:33 PM

MOTION
DR
SECOND
TM
VOTE:
 PASS
 FAIL
