

**Independence Charter School - West**  
**Board of Trustees Meeting**  
**February 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 6:02 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  
Jere Paolini  
Tyesha Miley, Esq.  
Tarae Terry  
Anthony Yoder

By Invitation: Non-Board Members:

Julio Núñez — CEO of Independence  
Charter School - West  
David Hussey, Esq.  
Michael Danyo — Santilli & Thomson  
Sheila Myers — ICSW Staff Representative

Board Members Absent:  
Maurice Tolliver

### 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 **February 7, 2019** Agenda.

### C. Approval of Minutes

Motion  
PR  
Second  
DR  
Vote:  
 pass  
 fail

R19020702 Approval of the December 6, 2018 Board Minutes

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

Motion  
AY  
Second  
TM  
Vote:  
 pass  
 fail

R19020703 Approval of the January 30, 2019 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **January 30, 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 January 30, 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.

<b>Who</b>	<b>What</b>
<i>Susan Gerber</i>	<i>Parent of a 1<sup>st</sup> grade student: raised concerns regarding the school recess program, teacher prep time, and the availability of the reading specialist</i>
<i>Janna Harris</i>	<i>Parent of a 3<sup>rd</sup> grade student: voiced her support of S. Gerber's comment; additionally expressed concerns regarding the vacancy of the vice principal position</i>
<i>Halimatu Muhammed</i>	<i>PTA Board liaison and parent of 3<sup>rd</sup> and 5<sup>th</sup> grade students: introduced herself to the board, reviewed PTA operations and fundraising, discussed concerns regarding changes at the school, and inquired regarding PSSA preparation</i>
<i>Susie Mizelle</i>	<i>PTA member and parent of student: thanked the Board for their time and effort and thanked J. Nuñez for his time and effort with the school; expressed dissatisfaction with the lack of communication and transparency in decision-making, the climate of the school, and changes in the Spanish immersion program; emphasized the importance of supporting teachers</i>
<i>Yakida Miller</i>	<i>Parent of 3<sup>rd</sup> grade student: expressed support for J. Nuñez and praised his character</i>
<i>Adrianna Lopez</i>	<i>Kindergarten teacher and Spanish coordinator: thanked the Board and J. Nuñez for their dedication to the school's Spanish program; discussed the importance of the school's Spanish immersion program and stated her hope that the school can continue to improve and develop its program, including through the collection of data regarding student growth</i>
<i>Tanisha Trower</i>	<i>Community member and parent of 2<sup>nd</sup> and 5<sup>th</sup> grade students: stated that the school is a true neighborhood school and that school leadership cares about the local community; praised the school's Spanish immersion and Global Citizenship programs and stated that the school community cares about every student's success; expressed appreciation for the Board</i>

*P. Rodriguez addressed the public commenters and public attendees:*

- + Thanked them for their interest in the school and expressed that Board meetings are open to the public;*
- + Discussed the model for the school's academic program and Spanish immersion, including its proven track record of success and that positive outcomes will yield in the long-term;*
- + Emphasized that the participation of parents is key to the success of the school;*
- + Discussed that the Board takes seriously its duty and obligation to be transparent and that the Board will endeavor to communicate effectively with parents; and*
- + Reviewed that any concerns can be raised at board meetings and will be listened to.*

*G. Shabazz discussed the school's leadership transition plan and the charter renewal process:*

- + The leadership transition will be a team effort and J. Nuñez will assist during the transition;*
- + A team of staff and leaders are working diligently to ensure that the school's operations will continue to thrive;*
- + School leadership will welcome and solicit input from stakeholders regarding the transition process;*
- + ICSW is a diverse community with many different viewpoints, which school leadership will endeavor to take into account;*

- + Reviewed the Board's recent strategy session and its dedication to maintaining fidelity to the school's mission;
- + Discussed that the Board seeks to make itself visible and available to the school community; and
- + Reviewed that the school expects to receive a charter renewal recommendation in March.

The Board discussed the timeline for the appointment of interim CEO, as well as an overview of the transition process. The Board pledged to keep the school community updated and discussed the hiring process and the development of a search committee (consisting of teachers, parents, and Board members). The Board fielded various questions and concerns regarding hiring, staffing, and transition. The Board additionally reviewed the role of the Board of Trustees.

The Board introduced the school leadership team to the public attendees.

#### 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

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

- + Student enrollment;
- + Special education population;
- + 2019-20 student application process and March 1 lottery;
- + Charter renewal timeline and process;
- + Saturday Academy PSSA test preparation program;
- + December and January events

Julie Kropp, Counselor, presented regarding student attendance, including interventions and efforts to communicate with parents regarding unexcused absences. Tameka Wilkins, Dean of Students, presented regarding school climate and culture, including positive trends reflecting efforts to reduce classroom disruptions. Kathryn Thompson and Aaron Smith, Instructional Coaches, presented regarding iReady benchmark data, highlighting areas of growth and progress and PSSA growth predictions.

#### B. Finance

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

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

R19020704 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 December 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 November 2018 in the amount of \$366,495.48, as presented by the Business Controller.

FURTHER RESOLVED, the Board of Trustees of Independence Charter School - West ratifies disbursements for December 2018 in the amount of \$198,949.33, as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board; M. Danyo	Reviewed the report of the business controller and discussed food service revenue and expenditures

C. Human Resources

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

R19020705 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>
Mark Gillian	Classroom Assistant	1/15/19

<u>Position Change</u>	<u>Former Position</u>	<u>New Position</u>	<u>Effective Date</u>
Tamika William	PT SPED Classroom Assistant	FT NTA	2/11/19

<u>Terminations/ Resignations</u>	<u>Position</u>	<u>Effective Date</u>
Janice Huger	NTA	1/11/19
Tonya Lee-Phillips	Classroom Assistant	1/25/19
Rickale Jackson	Classroom Assistant	1/29/19

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
-----	------

<i>Board; J. Nuñez</i>	<i>Reviewed the proposed human resources changes</i>
------------------------	--

D. Contracts

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

R19020706 Springboard Collaborative Summer Program

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Springboard Collaborative Memorandum of Understanding, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; J. Nuñez</i>	<i>Reviewed the proposed Springboard Collaborative summer program, including its expansion to a full-day program</i>
<i>Board</i>	<i>Discussed data regarding the impact of the Springboard Collaborative program</i>
<i>Board; J. Nunez</i>	<i>Discussed positive input from parents regarding the Springboard Collaborative program</i>

E. Governance

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

R19020707 Worlds of Opportunity II

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby elects and appoints the following persons to serve as the Board of Trustees of Worlds of Opportunity II:

Gloria Shabazz  
Tarae Terry  
Dyana Reid

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Reviewed Worlds of Opportunity II's role as a supporting organization of Independence Charter School - West</i>

F. Committee Reports

1. Finance — *G. Shabazz reported that the finance committee met on January 28; present during the meeting were M. Danyo, J. Nuñez, G. Shabazz, and A. Yoder. The committee discussed the monthly financial report and the budget, as well as financial information to be sent to the School District as part of the renewal process. A budget will be drafted and presented to the Board in April for consideration and approval.*

2. Facilities — *A. Yoder discussed building plans for the renovation of the first floor of Building C, reviewed the construction schedule and ongoing planning meetings with the construction manager and architect, and discussed plans regarding the church building.*
3. Community Relations — *None*
4. Human Resources — *T. Terry discussed that the human resources committee has convened throughout the month to discuss the leadership transition*

Section III: Discussion and Announcements

*J. Nuñez thanked the Board and expressed that he looks forward to the school's future and has great confidence in the Board, the leadership team, the teaching staff, and the students.*

## Adjournment @ 8:21 PM

---

MOTION  
PR  
SECOND  
TT  
VOTE:  
 PASS  
 FAIL

---