

Independence Charter School - West
Board of Trustees Meeting
April 4, 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 6:04 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
Tarae Terry
Anthony Yoder

By Invitation: Non-Board Members:

Richard Trzaska — Interim CEO of
Independence Charter School - West
David Hussey, Esq.
Michael Danyo — Santilli & Thomson
Sheila Myers — ICSW Staff Representative
Adriana Lopez — ICSW Teacher

Board Members Absent:

Jere Paolini

B. Approval of Agenda

Motion
DR
Second
TT
Vote:
 pass
 fail

R19020701 Approval of the Agenda

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **April 4, 2019** Agenda.

C. Approval of Minutes

Motion
DR
Second
PR
Vote:
 pass
 fail

R19020702 Approval of the March 7, 2019 Board Minutes

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **March 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 March 7 minutes</i>
<i>T. Terry</i>	<i>Abstained from approving the March 7 minutes due to her absence from the meeting</i>

D. 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. School Reports

a. Interim CEO Report

R. Trzaska presented the monthly report of the Interim CEO, a copy of which is incorporated by reference herein, highlighting:

- + Student enrollment;
- + Increases in special education enrollment;
- + Attendance data and interventions;
- + Climate and culture, including ongoing efforts to promote learning and student expectations for appropriate conduct;
- + 2019-20 school year application data;

- + Charter renewal process and timeline; and
- + March events and activities.

b. Staff Survey & Parent Survey Results

A. Yoder and the Board presented and discussed parent survey results, highlighting parent responses regarding the ICSW program and school culture. Overall, 84% of parents indicated that they are satisfied or very satisfied with their experience with ICSW. A total of 155 parents responded to the survey.

A. Yoder and the Board additionally discussed staff survey results, highlighting input regarding the CEO search, staff supports, the dual languages model, and communication with the Board.

c. Spanish Program

Teachers Sheila Myers and Adriana Lopez presented regarding the Spanish instructional program, highlighting:

- + Background regarding the ICSW dual language program;
- + Research regarding dual language education;
- + Benefits of Spanish language instruction;
- + Contained classroom model, with push-in Spanish co-teaching instruction and after school enrichment programs;
- + Proposed changes to the Spanish instructional model; and
- + Efforts to meet the needs of all ICSW students.

The Board discussed efforts to continue to examine and develop the Spanish program, including efforts to communicate with parents and consider feedback, as well as plans to organize a town hall discussion for parents.

B. Finance

a. Financial Report

M. Danyo presented the monthly written report of the business controller, a copy of which is incorporated by reference herein, highlighting projected surpluses as well as various expenditures.

Motion
AY
Second
DR
Vote:
 pass
 fail

R19040403 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 February 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 February 2019 in the amount of \$258,820.72. as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board; M. Danyo	Reviewed the financial report of the business controller

b. 2019-20 Budget

M. Danyo presented an overview of the proposed budget, highlighting budgetary assumptions, material variances from the current 2018-19 budget, and proposed staffing changes.

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

R19020704 Approval of the 2019-20 Budget

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves 2019-20 budget, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board; M. Danyo	Reviewed and discussed the proposed budget

By Roll Call Vote:

Gloria Shabazz — *aye*
 Pedro Rodriguez — *aye*
 Dyana Reid — *aye*
 Jere Paolini — *absent*
 Tyesha Miley, Esq. — *absent*
 Tarae Terry — *aye*
 Maurice Tolliver — *absent*
 Anthony Yoder — *aye*

C. Human Resources

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

R19040405 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>
Cameron Polen	NTA	4/1/19

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
R. Trzaska	Reviewed the experience and qualifications of the candidate for hire

D. School Calendar

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

R19020706 Approval of the 2019-20 School Calendar

RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves 2019-20 school calendar, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	Discussed proposed changes to the structure of the 2018-19 school calendar
Board	Discussed the process for developing the school calendar

E. Committee Reports

1. Finance — *G. Shabazz reported that the finance committee met March 27 and April 1 to review the proposed budget. Present during the March 27 meeting were G. Shabazz, M. Danyo, and A. Yoder. Present during the April 1 meeting were G. Shabazz, M. Danyo, A. Yoder, F. Johnson, K. Thompson, and R. Trzaska.*
2. Facilities — *A. Yoder reported that the facilities committee met on March 20 and April 3. Present during the March 20 meeting were A. Yoder, R. Andrawos, and Chuck Calvanese. Present during the April 3 meeting were A. Yoder, R. Andrawos, Chuck Calvanese, G. Shabazz, and R. Trzaska. The building permit process for Building C has made progress. Engineers have inspected the church building to assess its suitability for repair and improvement.*
3. Community Relations — *D. Reid provided an update regarding a potential partnership program with the Common Place for a music program for students.*
4. Human Resources — *G. Shabazz reported upon the CEO search, including ICSW's retention of a search firm to assist in the process, communications with families regarding the search process, and the process through which candidates will be vetted.*

F. 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
None	None

Section III: Discussion and Announcements — None

Adjournment @ 8:37 PM

MOTION
DR
SECOND
AY
VOTE:
 PASS
 FAIL
