Independence Charter School - West
Board of Trustees Meeting
September 5, 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 6:05 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 and Treasurer ("GS")
Pedro Rodriguez ("PR")
Dyana Reid – Secretary ("DR")
Jere Paolini ("JP")
Tyhesa Miley, Esq. ("TM")
Tarac Terry – Vice President ("TT")
Anthony Yoder ("AY")
Halimatu Mohammed ("HM")
Charles Postell ("CP")
Ceciley Bradford-Jones ("CBJ")
Nicola Brooks ("NB")

Board Members Present: By Invitation: Non-Board Members:
Gloria Shabazz Sean Gallagher — CEO
Pedro Rodriguez David Hussey, Esq.
Dyana Reid Michael Danyo — Santilli & Thomson
B. Approval of Agenda

Motion | R19090501 Approval of the Agenda  
DR | RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the September 5, 2019 Agenda.

C. Approval of Minutes

Motion | R19090502 Approval of the August 1, 2019 Board Minutes  
HM | RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the Minutes of the August 1, 2019 Board of Trustees of Independence Charter School – West meeting.

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>Reviewed the August 1, 2019 meeting minutes</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

F. Executive Session Disclosure

During this meeting, 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.

Section II: New Business

A. CEO Report

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

+ August highlights, including leadership and staff changes, the development of priorities for the upcoming school year, professional development regarding teamwork and student culture, the opening of Building C, and a successful first week of school;
+ Upcoming leadership and staff activities, including the development of academic goals and the assessment of benchmark testing;
+ The school’s data-driven approach; and
+ The Wellness Wednesday program to encourage teacher morale.

S. Gallagher, S. Myers, and the Board discussed the implementation of the revised Spanish program, as well as developments to the school’s curriculum and instructional schedules. S. Gallagher thanked the Board for their ongoing support of the school and its staff. The Board inquired regarding the outcome of PSSA raw data.

B. Finance

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

+ Delays in per pupil subsidy funding to reflect increases in enrollment;
+ Disbursements in excess of $10,000;
+ The school’s medical benefits plan; and

INDEPENDENCE CHARTER SCHOOL - WEST  9.5.2019 BOARD MEETING MINUTES
PAGE 3 OF 9
The audit of financial statements for the 2018-19 fiscal year.

The Board and M. Danyo discussed board training for new board members.

C. Facilities

R19090504 Extension of Lease Agreement

WHEREAS, pursuant to the lease agreement entered into on March 24, 2016 by and between Independence Charter School – West, as tenant, and 5600 Chester LLC, as landlord, for use of 5600 and 5628 Chester Avenue, Philadelphia, PA 19143 (the “Lease”), the current rental term expires on December 31, 2019; and

WHEREAS, pursuant to Lease, Independence Charter School – West has the option to extend the lease term by two (2) years, until December 31, 2021 (the “Renewal Option”);

RESOLVED, that the Board of Trustees of Independence Charter School - West hereby approves of the exercise of the Renewal Option; and

FURTHER RESOLVED, that the Board of Trustees of Independence Charter School - West hereby authorizes and directs the Board President to execute any document or delegate any task necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:
D. Human Resources

R19090505 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.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dannielle Brown</td>
<td>SPED Assistant</td>
<td>8/12/19</td>
</tr>
<tr>
<td>Sarah Deak</td>
<td>Classroom Assistant</td>
<td>8/26/19</td>
</tr>
<tr>
<td>Dai'on Fields</td>
<td>Teacher</td>
<td>8/12/19</td>
</tr>
<tr>
<td>Christina Granato</td>
<td>Teacher</td>
<td>8/12/19</td>
</tr>
<tr>
<td>Melody McBride-Bey</td>
<td>Emotional Support</td>
<td>8/19/19</td>
</tr>
<tr>
<td>Jacqueline McPherson</td>
<td>Teacher</td>
<td>8/12/19</td>
</tr>
<tr>
<td>Craig Rice</td>
<td>Teacher</td>
<td>8/12/19</td>
</tr>
<tr>
<td>Maria (Reed) Santomenna</td>
<td>Teacher</td>
<td>8/12/19</td>
</tr>
<tr>
<td>Maxwell Serniak Catudal</td>
<td>Teacher</td>
<td>8/19/19</td>
</tr>
<tr>
<td>Courtnay Walton</td>
<td>Classroom Assistant</td>
<td>8/15/19</td>
</tr>
<tr>
<td>Lanaya Womack</td>
<td>Classroom Assistant</td>
<td>8/19/19</td>
</tr>
</tbody>
</table>

INDEPENDENCE CHARTER SCHOOL - WEST  9.5.2019 BOARD MEETING MINUTES  PAGE 5 OF 9
Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board; S. Gallagher</td>
<td>Reviewed the staffing changes and discussed that the school is now fully staffed</td>
</tr>
<tr>
<td>Board; S. Gallagher</td>
<td>Discussed the development of the school’s social-emotional learning program</td>
</tr>
</tbody>
</table>

E. Policies

Motion | R19090506 Admissions Policy and Process
CP     |
Second | RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West Admissions Policy and Process, as presented.
DR     |
Vote:  |
[x] pass [ ] fail

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board; Legal Counsel</td>
<td>Reviewed and discussed proposed revisions to the admissions policy to put it in accord with changes to the school’s charter agreement</td>
</tr>
</tbody>
</table>

Motion | R19090507 Child Abuse Recognition and Reporting Policy
CP     |
Second | RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West Child Abuse Recognition and Reporting Policy, as presented.
DR     |
Vote:  |
[x] pass [ ] fail

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board; Legal Counsel</td>
<td>Reviewed and discussed the proposed child abuse policy, including requirements for staff training</td>
</tr>
</tbody>
</table>

Motion | R19090508 Suicide Awareness and Prevention Policy
CP     |
Second | RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West Suicide Awareness and Prevention Policy, as presented.
DR     |
Vote:  |
[x] pass [ ] fail

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board; Legal Counsel</td>
<td>Reviewed and discussed the proposed suicide awareness policy, including associated legal requirements</td>
</tr>
</tbody>
</table>
F. Academic and Support Agreement

Motion R19090509 Extension of Academic and Support Agreement
AY
Second RESOLVED, the Board of Trustees of Independence Charter School –
DR West ratifies and approves an extension of the Academic and Support
Vote: Agreement Between Independence Charter School and Independence
[x] pass
[ ] fail
October 31, 2019;

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

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>Discussed extension to the Academic and Support Agreement, as well as negotiation of a revision to the agreement</td>
</tr>
</tbody>
</table>

G. Committee Reports

1. Finance — G. Shabazz reported that the finance committee met on August 30; present during the
   meeting were M. Danyo, G. Shabazz, A. Yoder, and S. Gallagher; the committee discussed July
   financials and bond financing.

2. Facilities — A. Yoder reported that the facilities committee met on August 14 to discuss the
   opening of Building C and on August 28 to discuss additional plans for facilities work; present
   during both meetings were A. Yoder, R. Andrawos, T. Hill, and representatives of BSI
   Construction.

3. Community Relations — D. Reid reported that C. Bradford-Jones and N. Brooks will be
   joining the community relations committee; D. Reid additionally reported upon ongoing community
   relations efforts.

4. Human Resources — G. Shabazz reported that the human relations committee has met
   periodically throughout the month of August to discuss staffing.

H. Settlement Agreements

Upon Motion by D. Reid, Seconded by T. Terry, the Board voted to enter into executive session at 7:45 pm
to consult with legal counsel regarding Resolutions R19090510 and R19090511.

Upon Motion by C. Postell, Seconded by D. Reid, the Board voted to adjourn from executive session at
8:11 pm.
Vote: [x] pass  [ ] fail

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>Discussed Resolution R19090510 during executive session</td>
</tr>
</tbody>
</table>

Motion CP
Second DR

Vote: [x] pass  [ ] fail

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>Discussed Resolution R19090511 during executive session</td>
</tr>
</tbody>
</table>

Section III: Discussion and Announcements — *None*

**Adjournment @ 8:25 PM**