

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")
Tyesha Miley, Esq.	("TM")
Tarae Terry – Vice President	("TT")
Anthony Yoder	("AY")
Halimatu Mohammed	("HM")
Charles Postell	("CP")
Ceciley Bradford-Jones	("CBJ")
Nicola Brooks	("NB")

Board Members Present:
Gloria Shabazz
Pedro Rodriguez
Dyana Reid

By Invitation: Non-Board Members:
Sean Gallagher — CEO
David Hussey, Esq.
Michael Danyo — Santilli & Thomson

Jere Paolini
 Tyesha Miley, Esq.
 Tarae Terry
 Anthony Yoder
 Halimatu Mohammed
 Charles Postell
 Ceciley Bradford-Jones
 Nicola Brooks

Claudia Huot, Esq.
 Sheila Myers — Staff Representative

Board Members Absent:

B. Approval of Agenda

Motion | R19090501 Approval of the Agenda
 DR
 Second | RESOLVED, that the Board of Trustees of Independence Charter School –
 CP | West hereby approves the **September 5, 2019** Agenda.
 Vote:
 pass
 fail

C. Approval of Minutes

Motion | R19090502 Approval of the August 1, 2019 Board Minutes
 HM
 Second | RESOLVED, that the Board of Trustees of Independence Charter School –
 DR | West hereby approves of the Minutes of the **August 1, 2019** Board of
 Vote: | Trustees of Independence Charter School – West meeting.
 pass
 fail

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Reviewed the August 1, 2019 meeting 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>

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*

+ *The audit of financial statements for the 2018-19 fiscal year.*

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

Motion
DR
Second
HM
Vote:
 pass
 fail

R19090503 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 Reports of the Business Controller for July 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 July 2019 in the amount of \$ 303,842.23, as presented by the Business Controller.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

C. Facilities

Motion
CP
Second
PR
Vote:
 pass
 fail

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:

Who	What
<i>Board</i>	<i>Discussed the extension of the lease agreement, including upcoming plans to purchase the facilities</i>

D. Human Resources

Motion
CP
Second
PR
Vote:
 pass
 fail

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.

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; S. Gallagher</i>	<i>Reviewed the staffing changes and discussed that the school is now fully staffed</i>
<i>Board; S. Gallagher</i>	<i>Discussed the development of the school's social-emotional learning program</i>

E. Policies

Motion
CP
Second
DR
Vote:
 pass
 fail

R19090506 Admissions Policy and Process

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West Admissions Policy and Process, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; Legal Counsel</i>	<i>Reviewed and discussed proposed revisions to the admissions policy to put it in accord with changes to the school's charter agreement</i>

Motion
CP
Second
DR
Vote:
 pass
 fail

R19090507 Child Abuse Recognition and Reporting Policy

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.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; Legal Counsel</i>	<i>Reviewed and discussed the proposed child abuse policy, including requirements for staff training</i>

Motion
CP
Second
DR
Vote:
 pass
 fail

R19090508 Suicide Awareness and Prevention Policy

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Independence Charter School – West Suicide Awareness and Prevention Policy, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board; Legal Counsel</i>	<i>Reviewed and discussed the proposed suicide awareness policy, including associated legal requirements</i>

F. Academic and Support Agreement

Motion
AY
Second
DR
Vote:
 pass
 fail

R19090509 Extension of Academic and Support Agreement

RESOLVED, the Board of Trustees of Independence Charter School – West ratifies and approves an extension of the Academic and Support Agreement Between Independence Charter School and Independence Charter School – West through 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:

Who	What
Board	Discussed extension to the Academic and Support Agreement, as well as negotiation of a revision to the agreement

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.

Motion
HM
Second

R19090510 Confidential Agreement: Student LG

NB
Vote:
 pass
 fail

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Confidential Settlement Agreement In Re: Student LG, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Discussed Resolution R19090510 during executive session</i>

Motion
CP
Second
DR
Vote:
 pass
 fail

R19090511 Confidential Agreement: Student IJ

RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the Confidential Settlement Agreement In Re: Student IJ, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>Discussed Resolution R19090511 during executive session</i>

Section III: Discussion and Announcements — *None*

Adjournment @ 8:25 PM

MOTION
DR
SECOND
CBJ
VOTE:
 PASS
 FAIL
