**Independence Charter School - West**

**Board of Trustees Meeting**

**September 3, 2020**

**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.

1. 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”)

Ceciley Bradford-Jones (“CBJ”)

Nicola Brooks (“NB”)

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| Board Members Present:  Gloria Shabazz  Pedro Rodriguez  Dyana Reid  Jere Paolini  Tyesha Miley, Esq.  Tarae Terry  Anthony Yoder  Halimatu Mohammed  Ceciley Bradford-Jones  Nicola Brooks | By Invitation: Non-Board Members:  Sean Gallagher — CEO  Dana Twyman-Massaquoi — Principal  David Hussey, Esq.  Michael Danyo — Santilli & Thomson  Ivana Milic-Strkalj — Staff Representative |
| Board Members Absent: |  |

B. Approval of Agenda

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| Motion  PR  Second  TM  Vote:  [x] pass  [ ] fail | R20090301 Approval of the Agenda  RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves the **September 3, 2020** Agenda. |

C. Approval of Minutes

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| Motion  TM  Second  AY  Vote:  [x] pass  [ ] fail | R20090302 Approval of the August 6, 2020 Board Minutes  RESOLVED, that the Board of Trustees of Independence Charter School – West hereby approves of the Minutes of the **August 6, 2020** Board of Trustees of Independence Charter School – West meeting.  Notes of Discussion / Advance Regulatory and Financial Comment:   |  |  | | --- | --- | | Who | What | | *T. Miley; N. Brooks* | *Abstained from voting upon the August minutes due to their absence from the meeting* | |
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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.

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| ***Who*** | ***What*** |
| *None* | *None* |

F. Executive Session Disclosure

*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

1. CEO Report

*S. Gallagher presented the monthly CEO report, highlighting:*

*+ A successful summer professional development;*

*+ Anti-racism training and efforts to promote anti-racism at ICS-West;*

*+ A successful first week of school;*

*+ Efforts to promote student attendance and access during remote instruction; and*

*+ Efforts to further improve the delivery of remote instruction and maximize learning time.*

*The Board, S. Gallagher, and D. Twyman-Massaquoi additionally discussed:*

*+ Efforts to promote the school community outside of school hours*

*+ Instructional coaching during remote instruction;*

*+ Efforts to promote student behavior and improve students’ learning experience, including breaks from learning; and*

*+ The remote instruction model.*

1. Finance

*M. Danyo presented the written monthly report of the business controller, highlighting:*

*+ Upcoming adjustment of funding to reflect increases in student enrollment;*

*+ Accounts payable and receivable;*

*+ Grant allocations;*

*+ Payments for approved private school tuition; and*

*+ Tuition reimbursement*

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| Motion  PR  Second  HM  Vote:  [x] pass  [ ] fail | R20090303 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 2020 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 2020 in the amount of $ 394,007.88, as presented by the Business Controller.  Notes of Discussion / Advance Regulatory and Financial Comment:   |  |  | | --- | --- | | Who | What | | *Board; M. Danyo* | *Reviewed and discussed the July financials* | |
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1. Human Resources

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| Motion  PR  Second  HM  Vote:  [x] pass  [ ] fail | R20090304 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.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **New Hires** | **Position** | **Start Date** |  |  | | Sandra Robinson | Intervention Teacher | 8/25/20 |  |  | | Megan Bradley | Lead Teacher | 8/21/20 |  |  | | Stephen Wells | Building Sub | 8/14/20 |  |  | | **Resignations** | **Position** | **End Date** |  |  | | Naimah Ricketts | Lead Teacher | 9/1/20 |  |  |   Notes of Discussion / Advance Regulatory and Financial Comment:   |  |  | | --- | --- | | Who | What | | *Board; S. Gallagher* | *Reviewed and discussed the proposed personnel changes* | | *Board; S. Gallagher* | *Discussed current staffing and open positions* | |

1. Contracts

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| Motion  TM  Second  DR  Vote:  [x] pass  [ ] fail | R20090305 Teach For America Program  RESOLVED, the Board of Trustees of Independence Charter School – West hereby approves the proposal of Teach For America for teacher recruitment and training services, as presented;  FURTHER RESOLVED, the Board of Trustees of Independence Charter School – West hereby authorizes and directs the CEO to negotiate the terms of a contract to effectuate this resolution; and  FURTHER RESOLVED, the CEO is directed and authorized to execute any contract and other document necessary to effect this resolution.  Notes of Discussion / Advance Regulatory and Financial Comment:   |  |  | | --- | --- | | Who | What | | *S. Gallagher; Board* | *Discussed the proposed Teach For America staffing program* | |
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1. Committee Reports
2. Staff Representative — *I. Milic-Strkalj reported upon the first week of school and agreed that professional development was successful, and inquired regarding the Joince program*
3. Finance — *The finance committee met on August 27. Present during the meeting were G. Shabazz, A. Yoder, M. Danyo. and S. Gallagher. The committee discussed financial planning for the new school year as well as the general financial position of the school.*
4. Facilities — *A. Yoder reported that the facilities committee met on August 22 and September 3 to discuss ongoing facilities projects, including roof replacement and that Building C is nearing completion. The committee is close to submitting a water department grant.*
5. Community Relations — *D. Reid reported that the community relations committee met on September 3. Present during the meeting were* *J. Paolini, C. Bradford-Jones, H. Mohammed, and D. Reid. J. Paolini reported upon the committee’s monthly newsletter project for members of the school community.*
6. Human Resources — *None*
7. Parent Relations — *H. Mohammed reported upon efforts to coordinate with the PTA.*

Section III: Discussion and Announcements — None

**Adjournment @ 7:41 PM**

Motion

TM

Second

PR

Vote:

[x] pass

[ ] fail