

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday August 16, 2017,

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday October 11, 2017,

Board Attendees:

Mike Barsanti	phone	<u>Mehreen Zaman</u>	present
Camilo Dominguez	phone	<i>Ex-officio</i>	
Maureen Eagen	present	Tom Scheid	present
Tre Johnson	absent		
Michelle Lamm	present	<i>Also attending</i>	
Rosie McNamara	absent	Ramzy Andrawos	
Jones		(staff)	
Harry Moseley	present	Patricia Cirone (staff)	
Krista Pfeiffer	present	Mike Danyo (Santilli & Thomson)	
Rachel Salis	present	Dave Peterson (staff)	
Silverman			
Virgil Sheppard	present	Katarina Flener (PTA)	
Jo Tiongson Perez	Present	Rachel Hudson	
John Trieu	phone		
Greg Turlington	present		

Who	What
Turlington	Greg called the meeting to order at 6:02 pm. Greg thanked the new board members for volunteering their time, experience and resources to the ICS Board of Trustees.
Turlington	<p>Approval of Minutes Greg asked for a motion to approve the minutes from the June 14, 2017 and July 18, 2017 minutes. Maureen Egan asked if the organizational chart would be provided to the Board and or parents by the beginning of the school year. Tom responded yes.</p> <p>Motion to Approve June 14, 2017 Board Minutes: Maureen Eagen 2nd: Mehreen Zaman Abstain: M. Barsanti, C. Dominguez, M. Lamm, H.Moseley, V. Sheppard and J. Tiongson Perez Action: Passed (voice vote)</p> <p>Motion to Approve July 18, 2017 Board Minutes: Krista Pfeiffer 2nd: Maureen Eagen Abstain: M. Barsanti, H. Moseley and J. Trieu Action: Passed voice vote</p>
Turlington	Greg asked if there were any public comment. No comment
Scheid	<p>CEO Report Tom reported the following:</p> <ul style="list-style-type: none"> • Middle States <ul style="list-style-type: none"> ➢ 10-year Reaccreditation: all aspects of school reviewed ➢ Visiting Team will be on-site from March 11, 2018 to March 14, 2018 ➢ Tr. Kerry Routh is serving as ICS' Site Coordinator ➢ Surveys to all ICS' stakeholders forthcoming

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	<ul style="list-style-type: none"> ➤ Board will be involved in various receptions and meetings • Salary Increase – the Finance Committee met in the beginning of August and approved <ul style="list-style-type: none"> ➤ 2% increase for all staff ➤ In June 2016, a 2% increase was approved for teachers entering their 4th, 7th and 9th year at ICS. ➤ At today’s meeting, in addition to the 2% overall increase, the proposal includes an additional 2% for teachers entering their 13th year at ICS. (Five Teachers) <p>Greg stated that by building in half of the 2017-2018 subsidy rate increase into the budget, this would result in a \$157,000 surplus even with the raises Tom is proposing. Mike Danyo stated that there was also an increase in federal programs funding this year.</p> <p>Approval of Salary Increase Be it resolved that the Independence Charter School Board of Trustees hereby approve a 2% increase for all returning staff. In addition, teachers entering their 13th year at ICS will receive an additional 2% increase.</p> <p>Motion to Approve: Harry Moseley 2nd: Rachel Salis-Silverman Action: Passed unanimously (voice vote)</p> <ul style="list-style-type: none"> • New Staff for 2017-2018 <ul style="list-style-type: none"> ➤ Jose Barrios – 3rd Grade Immersion (Marcela Arango-Ortiz moving to 5th grade) ➤ Hugo De Lao – F/T NTA ➤ Lamone Fox – School Climate Coach ➤ Lilah Gosman – Special Education Teacher ➤ Matthew Knox – MS ELA - ➤ Sofia Molestina – MS Spanish ➤ Corey O’Neill – MS Social Studies ➤ Cindy Pereyra Vargas – LS Spanish ➤ Victoria Seidman – Special Education - (moving from West to CC) ➤ Jermaine Tabb – P/T NTA ➤ Sharon Toomer – P/T NTA ➤ Fernanda Velez – P/T Spanish ➤ Sharita Wayne – P/T NTA <p>Krista Pfeiffer asked for clarification on the special education hires. Tom explained that there was one non-renewal, one resignation and we brought over Victoria Seidman from ICS West, which added a half position.</p> <p>Mehreen Zaman asked if there are positions still open. Tom stated that there are classroom assistant positions that still need to be filled.</p> <p>New Hires Be it resolved that the Independence Charter School Board of Trustees hereby approve the hiring of the new employees at the salaries presented.</p>

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	<p>Motion to Approve: Mehreen Zaman 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p> <ul style="list-style-type: none">• Staff Updates<ul style="list-style-type: none">➤ M. Marcela Arango-Ortiz (5th Gr. Immersion Math/Science)• Long-term Subs for Teachers on Leave<ul style="list-style-type: none">➤ M. Carol Cabrera (Long-term sub for M. Amaya in 1st Gr. Immersion)➤ Tr. Suzanne Cilli (Long-term sub for Tr. Keri in 3rd Gr. Enhanced)➤ Tr. Analisa Fede (Long-term sub for Tr. Suzanne in 3rd Gr. Immersion English Language Arts)➤ Counselor Krissy Vartanian (Long-term sub for Counselor Miriam in Lower School)• Contracted Services<ul style="list-style-type: none">➤ Renewal contract with Delta-T for Substitute and Psychological Services. <p>Tom explained that this contract is an automatic renewal and we only pay when we use their services. However, he thinks it is important for the Board to vote on the renewal. Maureen Eagen asked how much we spent last year for their services. Mike Danyo responded that he will get the exact amount, but believes it was around \$110,000. He went on to say that ICS primarily uses Therapy Solutions and Pediatric Therapeutic Services. Tom stated that ICS uses Delta-T mainly for substitute teacher coverage.</p> <p>Delta -T Be it resolved that the Independence Charter School Board of Trustees hereby approve a renewal contract effective August 17, 2017 for substitute and support services.</p> <p>Motion to Approve: Maureen Eagen 2nd: Michelle Lamm Action: Passed unanimously (voice vote)</p> <ul style="list-style-type: none">• Student Chromebooks<ul style="list-style-type: none">➤ Approval needed by Board for the purchase of student Chromebooks not to exceed \$48,000. (in current budget but over \$10,000)➤ 3 bids were submitted for 160 units➤ This will take us to 500 units. We are getting close to our goal of one-to-one (800) units. <p>Jo Tiongson-Perez asked if the purchase of student computers are subsidized. Tom responded that the 21st Century (3-year grant) provided \$15,000 for computers for the first two years, but it was very restrictive. Tom went on to say that we also receive E-rate money, which comes from the Federal Government based on the number of low-income students. However, this money is for technology infrastructure. A brief discussion followed on ways to reach our goal of 800 student computers.</p>

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	<p>Student Chromebooks Be it resolved that the Independence Charter School Board of Trustees hereby approve the purchase of student Chromebooks not to exceed \$48,000, which is already in the 2017-18 approved budget.</p> <p>Motion to Approve: Harry Moseley 2nd: Rosie McNamara-Jones Action: Passed unanimously (voice vote)</p> <ul style="list-style-type: none">• Approved Achievement GAP Spending (\$75,000)<ul style="list-style-type: none">○ Last year the Board approved spending \$75,000 of the fund balance per year for programs and support services to close the achievement gap. Based on preliminary data received from the State, Tom, Kristen and Odamis agreed that this year, the money will be used for:<ul style="list-style-type: none">➢ Math and ELA Tutors (during school day)➢ Web-based math intervention program➢ Additional hours for classroom assistants➢ Additional classroom assistants (as needed)➢ Parent engagement meetings➢ Additional tutors (after-school)• Facility - 1600 Lombard Facility Challenges<ul style="list-style-type: none">○ Tom stated Greg had asked him to report on the facility challenges and to make recommendations on improving the building. He met with Kristen and Ramzy to discuss the challenges and the improvements needed if a renovation took place. Greg Turlington then provided some background. He stated that when the finance committee looked at refinancing the current debt, interest rates were favorable enough to possibly take on additional funds to make improvements to the building. The Committee then submitted RFPs to three banks. Three proposals were received, reviewed and assessed. It was then decided to put the refinancing on hold due to some unknown information that would be significant in making the decision, which is the additional 25 seats that we are not sure we are going to be granted. Greg went on to say that if we just refinance the debt; we could potentially add a few hundred thousand dollars to our annual revenue fund that we could spend on areas in the school. If we embark on expansion, then those savings potentially go away or our debt service may go up slightly, but we will be making renovations. Tom presented the following:<ul style="list-style-type: none">○ Facility Challenges<ul style="list-style-type: none">➢ Lack of Common Spaces (gym, library, auditorium)➢ Cafeteria Issues➢ Limited spaces for tutoring and small group instruction➢ Meeting rooms, staff lounge, staff restrooms➢ Arrival and dismissal need to be housed outdoors➢ Inclement weather causes “indoor recess” which wreaks havoc on the entire school○ Lack of Common Spaces<ul style="list-style-type: none">➢ Lack of Gym – limits students’ educational experiences in Physical Education classes.➢ School wide assemblies are difficult to do outdoors.

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	<ul style="list-style-type: none"> ➤ Basketball games and other sport activities (practices and games) could be held on site. ➤ Pull-Out Special Education classes are held in rooms as small as 9x12' =110 square feet. ○ Cafeteria - 10 Lunches <ul style="list-style-type: none"> ➤ Lunch Recess combined time is 30 minutes. Students must eat in 20 minutes in order for the lunchroom staff enough time to clean the tables for the next lunch period. ➤ The “production line” of students both before they enter the lunchroom and while they are receiving their lunches requires mandatory staff supervision at all times. ➤ Lastly, this scheduling variable takes a toll on the entire school’s instructional program. The lunch periods DRIVE the schedule. Core subject(s) should DRIVE the instructional program. ○ Meeting Rooms/Staff Restrooms <ul style="list-style-type: none"> ➤ Lack of large dedicated meeting room (staff meetings, guest meetings, board meetings, board committees, etc.) ➤ Three staff bathrooms for 100 employees. This includes the recent conversion of a janitor’s closet two years ago. ➤ The staff lounge can hold only six staff members at any given time. <p>Tom had asked Pr. Kristen to list specific challenges for this year. Many are every year, but the following is what she provided:</p> <ul style="list-style-type: none"> ➤ Cafeteria: since lunch/recess have to start early, we cannot execute a dedicated 90 minute K-2 literacy block ➤ Behavioral challenges in the lunchroom, partly due to the tight schedule and there is not adequate time to get students quiet before leaving ➤ K and 1st grade students have to eat in their classrooms with K and 1st grade teachers eating in Odamis’ and Kristen’s offices ➤ Fitness/Movement class for 4-8 takes place in 3 different classrooms <ul style="list-style-type: none"> • Very difficult for the fitness teacher to plan engaging lessons • 7th and 8th graders take up a lot of space and the materials are difficult to move from class to class • High turnover rate for this position (difficulty in scheduling) ➤ Our FLES teachers must push-in to classrooms due to lack of dedicated room (K-3 students only have 30-minute Spanish classes). This position also has a relatively high turnover rate. ➤ There are not enough office spaces and tutoring areas. When we hire an additional SpEd teacher or tutor, it is hard to find a space for them. ➤ One of the 1st grade rooms is so small that we can only accept 22 students for this class. <ul style="list-style-type: none"> ○ Planned Improvements <ul style="list-style-type: none"> ➤ 6-8 additional classrooms ➤ Larger cafeteria ➤ Gym/Auditorium ➤ Playground and play area ➤ Library/Media Center ➤ Additional restrooms ➤ Additional office/meeting space ➤ Additional on-site parking areas ➤ Loading dock

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	<p>Tom showed sketches of the building as it is now and sketches of the building after renovations. He explained that currently the building is an L shape and after the renovation, the building would be a U shape. Where the playground is now located, is where the addition would be located. The addition would house the cafeteria on the ground floor, the gym on the second and third floors and the playground would be on the roof. On the front side of the addition, Tom would like to have a small turn-around for a loading dock and on the backside of addition, have more off-street parking. Tom stated that he has proposals from the three architects. One of the proposals is from the architect who did the renovation in 2007. The estimated cost to do all renovations is \$4 to \$5 million. Maureen Eagen asked what we need to do to make it happen. Greg responded that the next step is to figure out if we have enough money to run the school the way that we want to run the school. He went on to say that if we embark on the expansion, we may end up spending more money per year or not saving money. Greg continued that when they first started looking at the refinancing, they were doing it to look at ways to get out of the structural deficit, to save money or have additional funds. The question is: Do we need those funds? Because if we do not need those funds, and are able to run the school we want to run, have morale high, have salaries where they should be, be staffed appropriately and be able to do the renovations, then it is a no brainer. However, that is the question - can we do this.</p> <p>Jo Tiongson Perez asked if the funds would come from the school budget or through a fundraising project. Greg responded that we have several options. We could refinance the bond and get the whole \$5 million, we could get \$4 million from the refinance and take \$1 million from the fund balance or, we could get \$4 million from the refinance and do a \$1 million dollar construction loan later. The finance committee did not anticipate that this would be a fundraising initiative. Tom stated that this is a potential project if the rates are right. A discussion then followed about financing the project and a capital campaign. Tom stated a petition for an additional 25 seats has been submitted to the District and he expects the District to vote on the request during their September meeting, which will also influence the decision of the renovation project. Greg commented that there would be more discussions around this initiative as some of the unknowns become known and he wanted the Board to have time to digest the information.</p> <ul style="list-style-type: none">• Principal's Report: Pr. Kristen was unable to attend tonight's meeting, but asked Tom to report the following on her behalf:<ul style="list-style-type: none">➤ Teachers have been busy with curriculum writing and planning this summer. We are making significant progress of Strategic Priority 2: Curriculum Development. The vertical alignment of the English Language Arts and the Spanish programs continue to be a focus during summer planning.➤ Teachers new to ICS are at the Responsive Classroom training this week, with teachers from ICS West and Inquiry Charter School.➤ August In-service schedule has been created. We are looking forward to a productive, engaging, very busy, and informative week. We will be watching the eclipse on the roof on the 21st - everyone's 1st day back. It will be a year to eclipse all others!➤ - We schedule Kindergarten and 6th grade back to school nights BEFORE school starts this year. We hope that this will help Kinder and 6th grade families get off to a good start, with knowledge about their

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	<p>child's program. These are the two biggest transitions in the school.</p> <ul style="list-style-type: none"> ➤ Excited for the new staff and looking forward to a great year
Turlington	<p>Resolutions: Greg informed the Board that new member, Joyce Petrenchak, would not be able to serve. She went through the verification process with PNC Bank and since they are the main bank of the District, her serving on the ICS Board is a conflict.</p> <p>Board Resignation Be it resolved that Board of Trustees of Independence Charter School hereby accept the resignation of board member Joyce Petrenchak.</p> <p>Motion to Approve: Maureen Eagen 2nd: Rosie Harry Moseley Action: Passed unanimously (voice vote)</p> <p>Employee Resignations/Non-renewals Be it resolved that Board of Trustees of Independence Charter School hereby accept the resignations/non-renewals of following staff effective June 30, 2017.</p> <p>Antonia Jauregui – MS Spanish Jessica Levin – Special Education Nicole Puscian – Physical Education</p> <p>Motion to Approve: Harry Moseley 2nd: Rosie Rosie McNamara Jones Action: Passed unanimously (voice vote)</p>
Danyo	<p>Financial Report: Mike reported the following:</p> <ul style="list-style-type: none"> • Did budget adjustments in May, which netted out to a projected deficit of \$242,500 • Currently \$62,000 better than budgeted • Received \$47,000 in E-rate money, which is revenue that was not budgeted • Over in special education salaries due to settlement • Over in Special Education Professional Service due to increased special education enrollment and shared special teacher – additional cost with additional students • Take Flight Program had a \$27,166 loss this fiscal year. \$16,840 of the loss will be covered by deferred revenue from previous years and the balance will be paid from the general fund. No money left in the fundraising account that was created for Take Flight • Cash is \$5,897,520 – 211 days of cash on hand as of 6/30/17. In May, had \$6.2 million. The decrease is due to three payrolls in June and a PSERS payment. • Payment to District of \$134,000 – overpayment of District subsidy • Waiting for 21st Century Funds – February to June invoices still outstanding • Food Service Revenue over expenses current - \$15,489 under projected budget by \$35,205 • Revenue over expenses current - \$174,034 under projected budget by \$62,390 • Payments to both United Healthcare and Aetna due to switching providers. • Checks issued in May totaled \$484,072.25

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	<ul style="list-style-type: none"> • Checks issued in June totaled \$252,606.27 • 2016-2017 audit will begin in 2 weeks <p>May 2017 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of May 2017 in the amount of \$484,072.25</p> <p>Motion to Approve: Harry Moseley 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p> <p>June 2017 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of June 2017 in the amount of \$252,606.27.</p> <p>Motion to Approve: Maureen Eagen 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p>
Eagen	<p>Committee Reports: Governance: Maureen reported that an orientation for new board members would be held on Tuesday, September 19 beginning at 6pm at ICS. Representatives from Santilli & Thomson and Klienbard will review protocols for the new members.</p>
Turlington	<p>Motion to Enter Executive Session to discuss HR and Financial matters: Harry Moseley 2nd: Rachel Salis-Silverman Action: Passed unanimously (voice vote) Entered Executive Session at 7:40 pm</p> <p>Motion to End Executive Session: Harry Moseley 2nd Mehreen Zaman Action: Passed unanimously (voice vote) Executive Session ended 8:15 pm</p>
Turlington	<p>Adjournment Motion to Adjourn: Rachel Salis-Silverman 2nd: Krista Pfeiffer Action: Passed unanimously (voice vote) Greg adjourned the meeting at 8:15 pm</p>

Respectfully submitted by: Patricia Cirone