

# Independence Charter School-CC

## Minutes from BOT Meeting of Wednesday October 19, 2016,

**Location:** 1600 Lombard St., Philadelphia, PA

**Time:** 6:00 PM

**Next meeting: Wednesday November 9, 2016**

### Board Attendees:

Rashidah Andrews	present	Greg Turlington	absent	• Kerry Routh (staff)
Mike Barsanti	present	Mehreen Zaman	present	• Cody Smith (staff)
Maureen Eagen	present	<b><i>Ex-officio</i></b>		• Debora DeVaughn (parent)
Susanna Greenberg	present	Tom Scheid	present	• Marc Hensley (parent)
Tre Johnson	present			
Rose McNamara	present	<b><i>Also attending</i></b>		
Jones				
Harry Mosley	present	• Ramzy Andrawos (staff)		
Krista Pfeiffer	phone	• Patricia Cirone (staff)		
Rachel Salis	present	• Mike Danyo (Santilli & Thomson)		
Silverman				
Ashley Tobin	present	• Kristen Long (staff)		
John Trieu	absent	• Dave Peterson (staff)		

Who	What
Greenberg	Susanna called the meeting to order at 6:08 pm.
	<p><b>Approval of Minutes</b>            Susanna asked for a motion to approve the August 10, 2016 minutes.</p> <p><b>Motion to Approve: Rashidah Andrews</b>  <b>2<sup>nd</sup>: Maureen Eagen</b>  <b>Abstain: Susanna Greenberg, Mike Barsanti and Tre Johnson</b>  <b>Action: Passed (voice vote)</b></p>
Greenberg	Susanna asked if there were any public comment: Marc Hensley asked for the resolutions to be read in their entirety since they are not printed on the public copy of the agenda. Susanna replied that they would be.
Scheid	<p><b>CEO Report</b>            Tom reported the following:</p> <ul style="list-style-type: none"> <li>• The 2016-2017 school year off to a great start</li> <li>• Building on Success</li> <li>• Calvin Zimmerman, U of P PhD student, who shadowed kindergarten students during the 15/16 year as part of his dissertation, is now shadowing the students in first grade. Calvin may be heading to South Africa next year to continue his studies.</li> <li>• Southwark Elementary/Jefferson University Partnership continues with addition of Middle School Health Leadership Team and our school nurse</li> <li>• Celebrated Hispanic Heritage Month</li> <li>• ¡Muchas gracias Maestra Neyza! For volunteering her time to talk to the students about growing up in Guatemala and her culture</li> <li>• PTA Book Sale</li> <li>• Parents Amy Weidner, Sarah Eisenstein and other PTA parents worked the book sale - another big success. It not only brings awareness to literacy, but it also</li> </ul>

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
	<p>benefits school with additional books for the classroom</p> <ul style="list-style-type: none"> <li>• Teachers Raise Funds               <ul style="list-style-type: none"> <li>○ Teacher Monica has raised funds for her classroom as well as assisting the PTA with a campaign to pay the cost of the Pretzels that students purchase on Friday. The goal is to have the PTA realize total profits. This being done through PledgeCents</li> <li>○ Music Teacher Craig is raising funds to purchase violins. We met this week with Musicopia, who does our dancing classrooms, and we are hoping to extend the relationship into some form of instrumental music</li> </ul> </li> <li>• Met with FAST program - Families And Schools Together               <ul style="list-style-type: none"> <li>○ Tr. Jenny brought the program to ICS two years ago. Last year, we had a problem staffing the program, but this year Counselor Miriam will lead the program starting winter 2017. We will target both lower and middle school families. Rashidah asked if there is a cost involved with the FAST program. Tom stated that there is a cost, which will be covered by the dedicated money in Title I for family involvement programs.</li> </ul> </li> <li>• Hosted 17 Principals from China on October 18               <ul style="list-style-type: none"> <li>○ All are principals of special education schools.</li> <li>○ Through Temple University, the principals came to the United States, but ICS was selected as one of the host schools because of our association with several international organizations in Philadelphia</li> <li>○ They toured our school and a question and answer session (through an interpreter) was held with CEO Tom and Special Education Coordinator, Tr. Jody</li> </ul> </li> <li>• Fundraising Committee               <ul style="list-style-type: none"> <li>○ The committee met on October 6, 2016 at 8:00 am</li> <li>○ The committee has expanded to six members with the addition of three new non-board members</li> </ul> </li> <li>• Fundraising History               <ul style="list-style-type: none"> <li>○ 2010-11           \$ 53,884</li> <li>○ 2011-12           \$121,577</li> <li>○ 2012-13           \$119,045</li> <li>○ 2013-14           \$225,495</li> <li>○ 2014-15           \$460,324</li> <li>○ 2015-16           \$408,088</li> <li>○ 2016 -17          \$222,026 currently</li> </ul> </li> <li>• School Performance Profile –PDE Releases PSSA Scores               <ul style="list-style-type: none"> <li>○ Scores were not released last year because of the test changing</li> <li>○ The new test is much more rigorous</li> <li>○ At this time, ICS did very well with a score of 73.5</li> <li>○ ICS dropped .6 points from 2014-15</li> <li>○ Many schools dropped 10-18 points</li> <li>○ Full Data report in the late Fall to the Board</li> </ul> </li> </ul> <p>Tom also reported that he received a communication from the State today about a meeting that is taking place concerning the test scores. Tom will keep the Board informed on the outcome of the meeting. Tre Johnson asked how ICS compares to other charter schools and surrounding neighborhood schools with our grade configuration. Tom replied that when comparing ICS to other charter and District schools, ICS scored</p>

# Independence Charter School-CC

## Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
	<p>higher. He went onto say that Tr. Odamis also looked at schools with the same demographics, both economically and special education rates. He found five schools that met our demographics statewide in those categories and ICS was second on the list. Tom encouraged the Board to go to the Pennsylvania School Performance Profile website to see the scores of every school.</p> <ul style="list-style-type: none"> <li>• Additional Supports               <ul style="list-style-type: none"> <li>○ Kindergarten Classroom Assistants' hours increased from 20 to 25 per week</li> <li>○ Couldn't find a special education teacher so we added two special education part-time tutors</li> <li>○ Added an IT Student Support Staff – position was in the budget</li> <li>○ One office staff position is moving from Part-time to Full-time</li> </ul> </li> <li>• ICS West               <ul style="list-style-type: none"> <li>○ Successful back to school night on September 22 – had approximately 500 people attend</li> <li>○ Global Citizen of the Month assembly held yesterday – families invited to attend</li> </ul> </li> </ul> <p>Tre Johnson asked if CEO Julio could be invited to report to the ICS-CC board. Tom stated that he would talk to Gloria Shabazz, ICS-West Board President, about her and CEO Julio giving an overview to the ICS-CC board on the happenings at ICS-West. Tom also said that if any board member would like a tour of ICS-West, to contact either him or Ramzy to arrange. In addition, next Wednesday, an Open House is planned for 3:00 pm and all board members are invited to attend.</p> <p>Susanna stated that Gloria is still looking to recruit board members. She asked the Board to let Gloria know of anyone, especially with a base in West Philly, Mike Danyo said they would really like to recruit someone with finance experience.</p>
Long	<p><b>Principal's Report:</b> Kristen reported the following: Kristen reported the following</p> <ul style="list-style-type: none"> <li>• On October 10. ICS teachers and staff completed a Trauma Informed Instruction Training. The training consisted of adverse childhood experiences, how trauma affects the brain and the practical implications for use in the classroom.</li> <li>• Math carnival planned for October 26 at 6:00 pm – board members welcome to attend.</li> <li>• Pr. Kristen was concerned with so many new middle school teachers this year, but is happy to report that things are going really well in the middle school and there is a lot of positive energy among the middle school teachers.</li> <li>• Tr. Jenny and Pr. Kristen are posting lots of pictures of what's happening at ICS can be found on the ICS Facebook page and Instagram</li> <li>• English Language Arts teachers have been trained in the Reader's and Writer's Workshop and Spanish Language Arts teachers are developing ways to implement the new Spanish Language Books and materials.</li> <li>• Field trips and class activities underway – dancing classrooms for 5<sup>th</sup> grade has started, 8<sup>th</sup> grade had field trip to Outward Bound, 4<sup>th</sup> grade went to the Schuylkill Center and the 2<sup>nd</sup> grade will be going to the ballet in November</li> <li>• Our eighth graders are also creating public service announcements about the upcoming election, they are writing their high school essays and are participating in mock interviews as they prepare for the high school application season.</li> </ul>

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
Greenberg	<p><b>Resolutions:</b></p> <p><b>Termination</b> Be it resolved that Board of Trustees of Independence Charter School hereby agree to the termination of the new 2nd grade Enhanced classroom teacher</p> <p><b>Employee Hiring</b> Be it resolved that Board of Trustees of Independence Charter School hereby agree to the hiring of Emmalee Gray 2nd grade Enhanced teacher.</p> <p>Tre Johnson asked where Tr. Emmalee had worked prior to filling this position. Pr. Kristen explained that Tr. Emmalee is a PA Certified teacher who was the classroom assistant in this 2<sup>nd</sup> grade class.</p> <p><b>Motion to Approve: Harry Moseley</b> <b>2nd: Tre Johnson</b> <b>Action: Passed unanimously (voice vote)</b></p> <p>Tom explained to that we are having a difficult time finding subs this year and would like to add Delta T and Kelly Services Employment Agencies to the pool of resources for securing subs.</p> <p>Krista Pfeiffer asked Tom how these agencies are rated and how they were selected. Tom stated that Kelly Services is a National Employment Agency that has been in operation for 70 years. They recently signed a contract with the Philadelphia School District to provide substitute services. Delta T is an Employment Agency that specializes in filling the needs of educational institutions.</p> <p>Tre Johnson asked if there has been an increase in teacher call outs this year. Ramzy Andrawos explained that there has not been an increase in teachers calling out, but there are fewer subs available. He contributes part of this to the increased hiring the District did over the summer.</p> <p><b>Delta T</b> Be it resolved that the Independence Charter School Board of Trustees hereby approve a 1-year contract with Delta-T for substitute services.</p> <p><b>Kelly Services</b> Be it resolved that the Independence Charter School Board of Trustees hereby approve a 1-year contract with Kelly Services for substitute services.</p> <p><b>Motion to Approve: Rashidah Andrews</b> <b>2nd: Mehreen Zaman</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Pediatric Therapeutic Services, Inc.</b> Be it resolved that the Independence Charter School Board of Trustees hereby approve a 1-year contract renewal with Pediatric Therapeutic Services, Inc. for Special Education Services.</p>

# Independence Charter School-CC

## Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
	<p><b>Motion to Approve: Mike Barsanti</b>  <b>2nd: Tre Johnson</b>  <b>Action: Passed unanimously (voice vote)</b></p>
Greenberg	<p>Susanna stated that there is not a staff representative report on tonight's agenda as we are still transitioning into the staff rep position for this year. This year there will only be one staff rep and there is only one staff member running for election. Susanna then introduced Tr. Kerry Routh.</p>
Danyo	<p><b>Financial Report:</b>  Mike reported the following:  <b>August 2016 Financial Statement</b></p> <ul style="list-style-type: none"> <li>• School District subsidy higher than budgeted due to higher than budgeted special education enrollment</li> <li>• New line on Balance Sheet "Deferred School District Subsidy." We are receiving a higher subsidy from the District than we budgeted for, but are putting this money aside until we see what the rates are for this year. The District's budget to actual should come out in February or March.</li> <li>• Under budget on benefits due employee turnover – saving in medical benefits</li> <li>• Books &amp; Software expenses over budget. A budget adjustment will be made</li> <li>• Professional Development over budget. Will make budget adjustment with benefits savings</li> <li>• Current cash is \$6,070,747 – 226 days of cash on hand as of 8/31/16</li> <li>• Due from Commonwealth - \$132,000 – mostly lease subsidy. This was paid in September – still waiting for health subsidy</li> <li>• Due from ICS-West - \$285,980 prior year management agreement and reimbursements. West will pay \$85,000 in November when they receive the adjustments for the subsidy rates for what the actual population is. The \$200,000 is the zero-year management fee and they will start paying this very soon.</li> <li>• 21<sup>st</sup> Century – January to August invoices are outstanding. Balance due is \$149,714. Mike reported that we did receive \$85,000 in October.</li> <li>• Currently, revenue over expenses is \$445,087 – very close to allocated budget</li> </ul> <p>Since there was not a board meeting in September, Mike provided treasury reports for both August and July. He reported the following for July:</p> <ul style="list-style-type: none"> <li>• Four checks over \$10,000 were issued <ul style="list-style-type: none"> <li>○ Linton's Management Service – Food Service Company</li> <li>○ Two to United Health Care –for July and August</li> <li>○ Springboard Collaborative – this is covered by the 21<sup>st</sup> Century Grant</li> <li>○ Total disbursed in July \$316,440.83</li> </ul> </li> </ul> <p>For August Treasury Report, Mike reported the following:</p> <ul style="list-style-type: none"> <li>• Three checks over \$10,000 were issued <ul style="list-style-type: none"> <li>○ Renaissance Learning – Educational Software</li> <li>○ Another payment to Springboard Collaborative</li> <li>○ McGraw-Hill School Education Holdings – text books purchased</li> <li>○ Total disbursed in August \$253,301.75</li> </ul> </li> </ul> <p>Tre Johnson asked how many students were served by the Springboard Program over the summer. Tom responded that program was held for five weeks and served 100</p>

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
	<p>students. Twenty of the students were incoming Kindergarten students and the rest were current ICS students. Tom went onto say that the program has been very successful and will run again next summer since the grant runs through September 2017. Tre asked if it would be the same students next year or a new group of students. Pr. Kristen stated it would be based on who is reading below grade level. Susanna asked if there is outcome data on last summer's group that could be presented to the Board next month. Tom stated that Springboard has given ICS a full report and he will email it to the Board.</p> <p>Susanna then further explained to the Board what the "Deferred" line item Mike reported on in the financial report. The District is paying ICS at a higher rate than budgeted for, but could decide to take the money back retroactively come February. Until we know for sure that this is the true subsidy, we are putting the money aside.</p> <p><b>Resolutions continued:</b>  <b>July 2016 Disbursements</b>            Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of July 2016 in the amount of \$316,440.83</p> <p><b>August 2016 Disbursements</b>            Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of August 2016 in the amount of \$253,301.75</p> <p><b>Motion to Approve: Tre Johnson</b>  <b>2nd: Ashley Tobin</b>  <b>Action: Passed unanimously (voice vote)</b></p>
Greenberg	<p><b>Committee Reports:</b> Susanna stated that Tom would be updating the Board on the progress of the school and the Strategic Plan. The update will happen twice a year to keep everyone apprised on how the goals of the 5-year plan are coming along.</p> <p>Strategic Plan</p> <ul style="list-style-type: none"> <li>• History of Strategic Plan           <ul style="list-style-type: none"> <li>○ The plan was developed during the 2014-15 school year – currently in second year</li> <li>○ Six goals were identified</li> <li>○ The Strategic Plan guided the Middle States Mid-Year Report</li> </ul> </li> <li>• Strategic Priority 1 <b>Leadership Development</b> <ul style="list-style-type: none"> <li>○ Clarify leadership roles and decision-making protocols               <ul style="list-style-type: none"> <li>➤ During the summer of 2015, the Leadership team worked with a consultant to rework job descriptions and develop a decision-making process</li> </ul> </li> <li>○ Strengthen school communication structures               <ul style="list-style-type: none"> <li>➤ The Leadership Team meets weekly</li> <li>➤ CEO Tom meets quarterly with ICS staff as well as updates the entire school community on Board initiatives.</li> <li>➤ Principal Kristen meets regularly with the administration team, grade level teams and with the Lower and Middle School. Prior to all meetings, an agenda is distributed along with</li> </ul> </li> </ul> </li> </ul>

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
	<p>weekly updates.</p> <ul style="list-style-type: none"> <li>➤ Family Communication from the school occurs regularly</li> <li>○ Clarify student discipline protocols and areas of responsibility               <ul style="list-style-type: none"> <li>➤ Beginning in the 2015-16 school year, the administration developed the student handbook. The policy prioritizes use of in-school suspension (Reflection Room) over out-of-school suspensions.</li> <li>➤ During the 2015-16 school year, AP Renée began tracking discipline issues using the student data management system (MMS).</li> <li>➤ A protocol was designed in the form of a flow chart to help direct teachers where to reach out for assistance when managing student behavior.</li> </ul> </li> </ul> <p>Marc Hensley asked for a parent version of the discipline protocol. Tom responded that Administration would work to create a parent version. Tre Johnson asked if at some point in the future, the Board could see the trends of discipline and demographics. Pr. Kristen replied that a report would be done at a future board meeting.</p> <ul style="list-style-type: none"> <li>• Strategic Priority 2 <b>Curriculum Development</b> <ul style="list-style-type: none"> <li>○ Create common language for curriculum development - School-wide approach to common concepts and materials.               <ul style="list-style-type: none"> <li>➤ During the 2015-16 school year, a common format for documenting ICS' curriculum was developed in conjunction with planning for ICS West. Curriculum planning occurred during the summer of 2016.</li> <li>➤ Language Arts/Literacy. The use of common Diagnostic Reading Assessments (DRA) and EDL (Evaluación del desarrollo de la lectura) for Spanish.</li> </ul> </li> </ul> </li> <li>• Strategic Priority 3 <b>Closing The Achievement Gap.</b> <ul style="list-style-type: none"> <li>○ Use Data-Driven Instruction to Increase the Performance of Historically Underperforming Students               <ul style="list-style-type: none"> <li>➤ The Summer Springboard Program began using Diagnostic Reading Assessments (DRA). This assessment continues to be used to track student's individual reading levels during the school year. PSSA data is only for grades 3 through 8 and these assessments also gives us data on grades K-2.</li> </ul> </li> <li>○ Develop a Process for Setting Annual Academic Goals               <ul style="list-style-type: none"> <li>➤ Academic goals for 2015-16 were set and reported to the Board as part of the data report last year. A comprehensive report will be presented at an upcoming Board Meeting.</li> <li>➤ Although our School Performance Profile score is very good, we still have areas of growth in meeting students that are historically underperforming.</li> <li>➤ Have increased number of students to reading on level                   <ul style="list-style-type: none"> <li>▪ <i>1st Grade Enhanced (English):</i> <ul style="list-style-type: none"> <li>• 12 students out of 18 moved to reading on level.</li> </ul> </li> <li>▪ <i>1st Grade Immersion (Spanish):</i> <ul style="list-style-type: none"> <li>• 10 students out of 15 moved to reading on level.</li> </ul> </li> <li>▪ <i>2nd Grade Enhanced (English):</i> <ul style="list-style-type: none"> <li>• 7 students out of 23 moved to reading on level.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What																		
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ <i>2nd Grade Immersion (Spanish)</i> <ul style="list-style-type: none"> <li>• <i>2 students out of 10 moved to reading on level.</i></li> </ul> </li> <li>➤ ICS will continue to develop measures and protocols to reduce the achievement gap for historically underperforming students. This is an ongoing priority.</li> <li>➤ ICS is considering additional reading interventions.</li> <li>➤ Currently have reading tutors with small group instruction, we have after-school instruction for reading intervention and there are interventions built into the classroom</li> </ul> </li> </ul> </li> <li>• Strategic Priority 4 <b><i>Accelerate Student Growth in Reading</i></b> <ul style="list-style-type: none"> <li>○ Implement an early reading screening assessment in grades K-3           <ul style="list-style-type: none"> <li>➤ The DRA was implemented during the 2015-16 school year for grades K-3.</li> <li>➤ Focused professional training for DRA and Star 360. Assessments completed in the fall of 2015.</li> <li>➤ Now have data that is correlated with the PSSA's</li> </ul> </li> <li>○ Provide parents with tools to reinforce student reading at home           <ul style="list-style-type: none"> <li>➤ Utilized the Summer Springboard Program to serve students with the greatest need for reading support. The Program emphasizes parent involvement.</li> <li>➤ Holding discussions with Springboard about having the program during the school year. In the meantime, will continue to implement their principals and training.</li> </ul> </li> <li>○ PSSA school-wide Reading Gains           <table border="1" data-bbox="690 1081 1144 1281" style="margin-left: 20px;"> <thead> <tr> <th></th> <th style="text-align: center;"><b>2015-2016</b></th> <th style="text-align: center;"><b>2014-2015</b></th> </tr> </thead> <tbody> <tr> <td>Below</td> <td style="text-align: center;">7.54%</td> <td style="text-align: center;">9.7%</td> </tr> <tr> <td>Basic</td> <td style="text-align: center;">29.96%</td> <td style="text-align: center;">30.2%</td> </tr> <tr> <td>Proficient</td> <td style="text-align: center;">43.06%</td> <td style="text-align: center;">44.6%</td> </tr> <tr> <td>Advanced</td> <td style="text-align: center;">19.44%</td> <td style="text-align: center;">15.6%</td> </tr> <tr> <td>Prof/Adv</td> <td style="text-align: center;">62.50%</td> <td style="text-align: center;">60.2%</td> </tr> </tbody> </table> </li> </ul> </li> </ul> <p>Rashidah Andrews asked what is happening with the students who are reading below grade level and do not attend Springboard. Pr. Kristen stated that every child that is reading below grade is invited to attend the Springboard Program. However, not every child who needs to attend can attend. The program ends at noon and for many working parents, they cannot leave work in the middle of the day to pick up their child. Tom stated that they are looking at the number of students who could not attend and the cost to staff the program until 3:30 or 4:00, which may allow more students to attend.</p> <p>The above PSSA scores are an overview of gains in grades 3-8 and a full report for the entire student body will be presented during the November board meeting.</p> <ul style="list-style-type: none"> <li>• Strategic Priority 5 <b><i>Taking Global Citizenship to the Next Level</i></b> <ul style="list-style-type: none"> <li>○ Tom would like to propose changing the title of this priority to <b><i>Raising Awareness of ICS' Global Citizenship Curriculum</i></b></li> <li>○ Encourage project- based learning experiences tied to global citizenship concepts           <ul style="list-style-type: none"> <li>➤ ICS will continue to assist teacher's in developing lessons in this area</li> </ul> </li> <li>○ As a school community, address one issue of social injustice</li> </ul> </li> </ul>		<b>2015-2016</b>	<b>2014-2015</b>	Below	7.54%	9.7%	Basic	29.96%	30.2%	Proficient	43.06%	44.6%	Advanced	19.44%	15.6%	Prof/Adv	62.50%	60.2%
	<b>2015-2016</b>	<b>2014-2015</b>																	
Below	7.54%	9.7%																	
Basic	29.96%	30.2%																	
Proficient	43.06%	44.6%																	
Advanced	19.44%	15.6%																	
Prof/Adv	62.50%	60.2%																	



# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
	<ul style="list-style-type: none"> <li>➤ ICS' Annual Human Rights Week-school-wide event will be held as well the annual Unity Day</li> <li>➤ ICS has increased an environmental awareness through sustainable development extended from last year's with the Recycling Project</li> <li>○ Global Citizenship – Next Steps               <ul style="list-style-type: none"> <li>➤ The school is refocusing on this core program after three years of budget reduction constraints</li> <li>➤ Fundraising efforts are targeted to bolster the various trips students can experience during their time at ICS</li> </ul> </li> <li>• Strategic Priority 6 <b>Create a Comprehensive Fund Development Strategy</b> <ul style="list-style-type: none"> <li>○ Expand the Development Committee to include more non-board members                   <ul style="list-style-type: none"> <li>➤ The current committee's membership now includes three non-board members all of whom are parents</li> </ul> </li> <li>○ A gift policy was adopted by the Board of Trustees during the 2015-16 school year                   <ul style="list-style-type: none"> <li>➤ Tom is working with the Development Committee and the Finance Committee to hire a part-time Development Coordinator</li> </ul> </li> </ul> </li> </ul> <p>Susanna asked to Tom to explain what his supports are in implementing the Strategic Plan. A brief discussion followed on how the plan will be used to drive the Middle States Accreditation.</p> <p>Susanna stated that a board retreat is being planned for January possibly. A Doodle poll will be sent around to get a sense of which Saturday may be best for everyone.</p> <p><b>Governance Committee – meets first Wednesday of each month</b></p> <p>Rashidah Andrews reported that it is important to have more transparency of what each Board Committee does and what each Committee's goals are and to have this information easily accessible. Rashidah will send a PowerPoint template that will ask:</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• A brief description of the Committee</li> <li>• Top three goals for the 2016-2017 year - trying make sure that they are smart goals that can be measured</li> <li>• Frequency of meetings – recording when committees meet is a requirement.</li> </ul> <p>During the November board meeting, each committee will introduce their goals to Board and at the end of the year, each committee will report out on their work. Rashidah went onto say it is important to begin to build more structure around what the committees do and make sure that everything is well documented. There is a lot of great work being done.</p> <p>Mike Danyo stated that it is very important that the dates that each committee meets be recorded in the board minutes. This is now part of the charter renewal.</p> <p>Maureen Eagen asked if Patricia Hennessy, who spoke to the West board, could be invited to the Board retreat. Susanna will speak to Gloria Shabazz. Susanna also stated</p>

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday October 19, 2016,

Who	What
Greenberg	<p>there would be a call with the committee chairs to discuss the protocols.</p> <p><b>Resolutions:</b> <b>Motion to go into Executive Session at 7:20 pm to discuss legal issues: Rashidah Andrew</b> <b>2nd: Harry Moseley</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Motion to leave Executive Session at 7:43 pm: Maureen Eagen</b> <b>2nd: Harry Moseley</b> <b>Action: Passed unanimously (voice vote)</b></p>
Greenberg	<p><b>Adjournment</b> <b>Motion to Adjourn: Harry Mosely</b> <b>2nd: Tre Johnson</b> <b>Action: Passed unanimously (voice vote)</b> <b>Susanna adjourned the meeting at 7:43 pm</b></p>

Respectfully submitted by: Patricia Cirone