

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, March 14, 2018

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, April 11, 2018

Board Attendees:

Mike Barsanti	absent	<u>Mehreen Zaman</u>	present
Camilo Dominguez	phone	<i>Ex-officio</i>	
Maureen Eagen	present	Tom Scheid	present
Tre Johnson	phone		
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	phone	Kristen Long (staff)	
Silverman			
Virgil Sheppard	present	Cody Smith (staff)	
Jo Tionson Perez	present	Mike Thomson (S&T)	
John Trieu	phone		
Greg Turlington	present		

Who	What
Turlington	Greg called the meeting to order at 6:13 pm.
Turlington	<p>Approval of Minutes Greg asked for a motion to approve the minutes from the Special Board Meeting on January 26, 2018 and February 14, 2018.</p> <p>Motion to Approve: Krista Pfeiffer 2nd: Harry Moseley Abstain: Tre Johnson and Rachel Salis-Silverman 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 Re-Accreditation <ul style="list-style-type: none"> ➤ Visit Completed Today ➤ Recommended for Approval ➤ Oral Report Delivered ➤ Final Report Forthcoming • Technology Plan <ul style="list-style-type: none"> ➤ On March 15, Tom and Dave Peterson will meet with team from Inspiroz, which is the company that has been working on our technology plan ➤ Final Report to be sent on March 16 • Human Resources

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	<ul style="list-style-type: none"> ➤ HR Committees from ICS and ICS West will attend a demonstration of an HR Portal on March 21 hosted by Pay USA, who is our current payroll company. This service is offered at no additional cost. ➤ The service provides a central location for applicants to enter their documents. ➤ Will also investigate if the program offers housing of current employees' information. • 2018-2019 Budget – will be discussed later in meeting, but some highlights include: <ul style="list-style-type: none"> ➤ Maintain current programming/staff ➤ 2 additional staff (Spec Ed and Data Manager) ➤ 3% increase for all employees ➤ Additional 2% for teachers entering their 4,7,9, and 13 year in 2018-19 ➤ This budget will allow for bond refinancing and additional funds for capital project
Long	<p>Principal's Report: Kristen reported the following:</p> <ul style="list-style-type: none"> • National School Walk Out <ul style="list-style-type: none"> ➤ 7th & 8th grade students participated in the National School Walk Out - video shown of ICS students on Broad Street. ➤ Entire event was student driven • Received \$8,500 from the Neubauer Family Foundation in support of the Equity and Excellence Project <ul style="list-style-type: none"> ➤ The money will be used for the One Program Task Force to travel to the West Coast to visit schools and observe their programs. • Middle School Career Day is on Friday, March 16 • 5th & 6th Grade Mixer will be held on Friday, March 16 • College visits for 8th grade will take place next week • Report Card conferences are scheduled for March 23 • Spring Break is the week of March 26 • Hiring season has kicked off and we are posting positions on various websites in hope of attracting more teachers of color and more bilingual teachers • Take Flight departs next Tuesday for Colombia, Ecuador and Nicaragua
Danyo	<p>Financial Report: Mike reported the following:</p> <ul style="list-style-type: none"> • School District Subsidy is the same ongoing issue – Budgeted for 120 special education students and only being paid for 111 students. Student IEPs to be updated in District system and this will resolve the difference in subsidy. We will receive the money retroactively. • Fundraising – slightly under projected budget • Medical reimbursements are slightly higher than budgeted. By reimbursing employees the cost over their co-pay, allows ICS to keep the cost of health insurance down. • 21st Century Grant does not cover the entire cost of Springboard – general budget pays a portion. This is budgeted for next year so there will not be a variance. • Expenses for Approved Private Schools continue to increase.

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	<ul style="list-style-type: none"> • Special Education Professional Services - The Philadelphia School District sent a \$50,000 invoice for 2016-17 bus attendants. A student who attends private schools and requires a bus attendant, the District provides the service and bills ICS. • Tutoring expenses continue to increase – budget adjustment has been made and cost should level out. • Nursing Services expenses continues to increase – added a supervising nurse as part of the management agreement. • Over in building maintenance – boiler needed to be repaired. • Cash remains strong - \$6,050,517 – 205 days of cash on hand as of 1/31/18. • Due to The School District of Philadelphia – Estimated Rate Adjustment and Bus Attendants. District may not adjust the rate due to a recent lawsuit. • 21st Century – October – January invoices are outstanding - \$45,000 • General Fund Revenue over expenses current \$217,304 – over projected budget by \$155,923. A \$120,000 of this is due to revenue, which we expect to be resolved in April. • Food Service Fund Expense over revenue current - \$(6,923) over projected budget \$7,561. Participation is down this year. <p>January 2018 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of January 2018 in the amount of \$456,061.76</p> <p>Motion to Approve: Harry Moseley 2nd: Michele Lamm Action: Passed unanimously (voice vote)</p>
Eagen	<p>Governance Committee: Maureen reminded the Board that the Governance Committee is looking for board members for the 2018-2019 year. She asked the Board to send her information on any potential candidates. Currently there are two candidates in the pipeline, but there are three to four needed.</p>
Scheid	<p>Tom reported that he would like ICS to contract with ALICE, which is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. ALICE training is led classes providing preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event.</p> <p>ALICE is a national program and in some states it is required training. They are the only vendor that provides this type of training. The teachers will do coursework online this year and next August ALICE will provide onsite two four-hour sessions with staff.</p> <p>Board discussion followed.</p> <p>ALICE Contract Be it resolved that the Independence Charter School board of Trustees hereby approve the three-year term for recurring services beginning from the date the contract is signed. The terms of the contract are as follows: Annual Recurring Services</p>

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	<p>Elearning Support & Maintenance \$110.00 Elearning Users (K12) (110 users) \$1,100.00 Annual Recurring Price \$1,210.00 One Time Services Bundled Training 1 Day \$7,000.00 Organizational Certification Candidate \$ 0.00 SOW-1.2 Day Practical Exercises \$ 0.00 Total One-Time Price: \$7,000.00 Travel: \$1,000.00 Total Contract Price Over term \$11,630.00</p> <p>Motion to Approve: Maureen Eagen 2nd: Harry Mosely Action: Passed unanimously (voice vote)</p>
Danyo	<p>2018-2019 Budget Mike reported the following:</p> <ul style="list-style-type: none"> • \$150,000 total net change • Additional revenue of almost \$500,000- sources for additional revenue: <ul style="list-style-type: none"> ➢ Fifteen additional students enrolled ➢ Subsidy increase of 1% for regular education students – to \$8,411 ➢ Subsidy increase of 3% for special education students – to \$26,983 ➢ Increased lease reimbursement from State due to increased enrollment ➢ Increase of approximately \$80,000 in management agreement ➢ Budgeted more conservatively in fundraising for 18-19 • Increase in Expenses of \$500,000 - all in salary and benefits <ul style="list-style-type: none"> ➢ 3% salary increase will cost \$171,000 ➢ Staffing changings will cost of \$175,000 ➢ Medical increase of \$83,000 ➢ PSERS rate to go up 1% ➢ Reduced book budget ➢ \$82,000 for inflationary expenditures • Breakdown of Expenditures <ul style="list-style-type: none"> ➢ Increase in regular education for salaries and benefits ➢ Special Education increase - \$80,000 for new hire ➢ Tutoring expenses to remain the same – will spend \$150,000 on the achievement gap ➢ Counseling – increase in budget due to an extended absence of counselor during the 17-18 year. ➢ Other support services – bumping up one full-time NTA’s salary and they will begin to do data for West as part of the management agreement. ➢ Increased nursing due to supervising services ➢ Business services standard 3% increase ➢ As part of the management agreement, West has asked for a part-time facility person. The management agreement will almost be \$400,000 next year. ➢ Central Technology – salary increase ➢ Student Activities – small increase

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	<p>➤ Community Service – small decrease</p> <p>In total, we will spend \$570,000 more in 2018-19 than we did 2017-18. We will have a \$150,000 surplus, which will meet the debt service coverage ratio for the school.</p> <p>A brief discussion followed.</p> <p>Approval of 2018-2019 Budget Be it resolved that the Independence Charter School Board of Trustees hereby approve the 2018-2019 budget as presented.</p> <p>Motion to Approve: Harry Moseley 2nd: Maureen Eagen Action: roll call: C. Dominguez, Aye, M. Eagen, Aye, T. Johnson, Aye, M. Lamm, Aye, H. Moseley, Aye, K. Pfeiffer, Aye, R. Salis-Silverman, Aye, G. Turlington, Aye, M. Zaman, Aye</p> <p>Budget passed</p>
Turlington	<p>Motion to Enter Executive Session HR Matter: Maureen Eagen 2nd: Harry Moseley Action: Passed unanimously (voice vote) Entered Executive session at 7:12 pm</p> <p>Motion to Enter Open Session: Harry Moseley 2nd: Maureen Eagen Action Passed unanimously (voice vote) Entered Open session at 8:35 pm</p>
Turlington	<p>Adjournment Motion to Adjourn: Harry Moseley 2nd: Maureen Eagen Action: Passed unanimously (voice vote) Greg adjourned the meeting at 8:36pm</p>

Respectfully submitted by: Patricia Cirone