

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, April 11, 2018

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, May 9, 2018

Board Attendees:

Mike Barsanti	absent	<u>Mehreen Zaman</u>	present	Ashley Tobin (PTA)
Camilo Dominguez	present	<i>Ex-officio</i>		Deborah DeVaughn
Maureen Eagen	present			
Tre Johnson	absent			
Michelle Lamm	present	<u><i>Also attending</i></u>		
Rosie McNamara	present	Steve Bellizzi (staff)		
Jones				
Harry Moseley	present	Patricia Cirone (staff)		
Krista Pfeiffer	present	Mike Danyo (Santilli & Thomson)		
		phone		
Rachel Salis	absent	Odamis Fernandez Sheinbaum		
Silverman		(staff)		
Virgil Sheppard	present	Kristen Long (staff)		
Jo Tiongson Perez	present	Dave Peterson (staff)		
John Trieu	absent	Kerry Routh (staff)		
Greg Turlington	present	Amy Urban Roman (PTA)		
		Mike Thomson (Santilli & Thomson)		

Who	What
Turlington	Greg called the meeting to order at 6:18 pm.
Turlington	<p>Approval of Minutes Greg asked for a motion to approve the minutes from the March 14, 2018 meeting</p> <p>Motion to Approve: Maureen Eagen 2nd: Harry Mosely Abstain: Action: Passed unanimously (voice vote)</p>
Turlington	<p>Greg asked if there were any public comment.</p> <p>Ashley Tobin, former Board Parent Rep and current PTA Secretary, and Amy Romaine, PTA President commented that they would like the parents to be involved with CEO search. The PTA is one of several points in which the Board can access parents for their input. They stated that the last CEO search process was very good and hopes it will be duplicated during this search. The parents would also like improved communication from the new CEO. They asked that the board minutes be posted in a more timely fashion.</p> <p>Ashley and Amy reminded the Board that the Silent Auction would take place on April 21 and hope that they are able to attend. It is the PTA's largest fundraising event of the year. In addition, one of the things that the PTA is thinking about for next year is more family engagement activities and fewer PTA meetings. They are hoping to raise money</p>

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	this year for the family engagement activities in addition to the usual arts and field trips.
Long	<p>Principal's Report: Kristen reported the following:</p> <ul style="list-style-type: none"> • Take Flight <ul style="list-style-type: none"> ➢ Two of the trips did not get out as scheduled due to inclement weather. Parents and staff joined forces to make sure students got out on the next available flight. Some families hosted students in their homes to ensure they could get to the airport on time. The logistics of it all was amazing and the trips were all very successful. • Hiring Season <ul style="list-style-type: none"> ➢ Have posted positions on a variety of sites hoping to attract a more diverse pool of applicants. It is taking more time, but hiring is everything when it comes to student achievement. • Need More Instructional Hours <ul style="list-style-type: none"> ➢ Due to the number of days we had to close for snow, we had to adjust the school calendar. One of the changes was to cancel report card conferences on March 23. Teachers and families are working together to find times to meet even if it is after hours. • PSSAs Taking Place – Very important time. Everyone in the building is doing something related to testing. ICS has a great staff and it is a wonderful community!
Thomson	<p>Financial Report: Mike reported the following:</p> <ul style="list-style-type: none"> • Currently, the Philadelphia School District is only paying for 108 special education students – we budgeted for 120 students. Will receive money retroactively. • Fundraising – under projected budget. • Regular Education Benefits over budget – medical reimbursements are higher than budgeted. • Professional Services for Regular Education over budget – received a late Springboard invoice. • Expenses for Approved Private Schools - continue to increase. • Special Education Professional Services – received an invoice for 2016-2017 transportation services for students who attend private schools. District is six to nine months behind in billing. • Tutoring expenses continue to increase. • Over in building maintenance – boiler and other repairs. • 2018-2018 Achievement Gap Spending - \$150,000. • Cash on hand is \$6,432,217 – 218 days of cash as of 2/28/18. • Due from the Philadelphia School District – IDEA invoice – subsidy has changed. Notified from the District today that the IDEA budget has to be re-submitted. Money will come in June – approximately \$100,000. <p>Jo Tionson-Perez asked why ICS was paid for 111 Special Ed students in January and only paid for 108 Special Ed students in February. Mike responded that the numbers change every month based on what is put into the District's system. The District is also always a couple of months behind.</p>

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	<ul style="list-style-type: none"> • Due to the Philadelphia School District – Estimated Rate Adjustment. • 21st Century – October-February invoices are outstanding - \$59,000 outstanding. • General Fund Revenue over expenses current - \$401,456 over projected budget by \$200,549. • Food Service Fund Expense over revenue current – (\$6,923) over projected budget by \$7,561. Participation down this year. <p>Krista Pfeiffer asked if we have changed our budget to reflect the increasing cost of approved private schools or if the increase is beyond what was budgeted? Mike explained that the increase is beyond what is budgeted. We do not know until a year later if any of the students’ tuition will be subsidized by the State. Therefore, the budgeted amount is based on what happened 12 months ago. In August and September, Mike will true-up the numbers.</p> <p>2017 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of February 2018 in the amount of \$208,592.99.</p> <p>Motion to Approve: Harry Moseley 2nd: Rosie McNamara-Jones Action: Passed unanimously (voice vote)</p> <p>Mike Danyo added that the Philadelphia School District is not going to do adjustments based off budget to actual. The subsidy rates will remain the same for the rest of the year, which will be an additional \$150,000 to \$180,000 in revenue depending on the special education numbers. Given this, we may realize a \$400,000 surplus this year.</p>
Turlington	<p>Resolutions Mike Danyo explained that the previous resolution for signers on the student activities account included the CEO, Board President, Board Treasurer and the Controllers. By adding the school Principal, there is one more person in the school who can sign student activity checks. This is now necessary with the CEO vacancy.</p> <p>Principal Signature added to Student Activities Account Be it resolved that the Independence Charter School Board of Trustees hereby agree to add the school Principal Position as a signer on the student activities account effective April 11, 2018.</p> <p>Motion to Approve: Harry Moseley 2nd: Maureen Eagen Action: Passed unanimously (voice vote)</p> <p>Mehreen explained that the State recently held an administrative review of our school nutrition program and the Wellness Policy had to be updated in order to be compliant.</p> <p>Jo Tionson-Perez asked does this policy cover who will supply the meals. AP Odamis responded that federal law requires schools that take part in the National School Lunch Program to have a wellness policy in place. The policy had not been updated for</p>

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	<p>several years. However, selection of a vendor is completely separate. Every three years, we are required to go out for bid for a food service vendor. In terms of the quality of the food, there is a food committee meeting every month. Board members may reach out to Nezya Cabrera, if interested in attending. All food and snacks served meet the standards set by the Federal Government.</p> <p>Wellness Policy Be it resolved that the Independence Charter School Board of Trustees hereby approve the school's Wellness Policy as presented.</p> <p>Motion to Approve: Harry Moseley 2nd: Rosie McNamara-Jones Action: Passed unanimously (voice vote)</p> <p>Steve Bellizzi explained that as part of the Title I Funding we are required to have in place a Parent and Family Engagement Policy. When Steve and CEO Tom last spoke, CEO Tom was going to develop the policy based on the Philadelphia School District's policy.</p> <p>Jo Tionson-Perez commented that what is written in the policy is already happening at ICS. Her experience in regards to communication with teachers has been exceptional.</p> <p>Jo then asked what is Title I. Steve Bellizzi stated that Title I is federal funding we receive based on our economically disadvantaged students. There are spending guidelines the government has for the money we receive. Part of the money is to be used for family engagement and we are required to have a Family and Parent Engagement Policy in place.</p> <p>Mike Thomson stated that ICS receives approximately \$777,000 in federal funds.</p> <p>Parent and Family Engagement Policy Be it resolved that the Independence Charter School Board of Trustees hereby approve the school's Parent and Family Engagement Policy as presented.</p> <p>Motion to Approve: Krista Pfeiffer 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p> <p>2017-2018 School Calendar Changes Be it resolved that the Board of Trustees of Independence Charter School hereby agree to the following changes to the 2017-2018 school calendar to ensure enough instructional hours due to snow days:</p> <p>Friday, March 23, 2018 - school day – no report card conferences Beginning Monday, April 9, 2018 – 5 minutes added to the end of day for 7th, 8th and non-bussed 6th grade students until the end of the year Wednesday, May 2, 2018 – full day for 8th grade students Wednesday, May 9, 2018 – full day for 7th grade students</p>

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	<p>Friday, May 25, 2018 – full school day Wednesday, May 30, 2018 - full day for 7th and 8th grade students Thursday June 7, 2018 - full school day Friday June 8, 2018 – 1/2 school day (last day of school)</p> <p>Motion to Approve: Maureen Eagen 2nd: Virgil Sheppard Action: Passed unanimously (voice vote)</p> <p>2018/2019 School Calendar Changes Be it resolved that the Board of Trustees of Independence Charter School hereby agree to the following changes to the 2018-2019 school calendar.</p> <p>Thursday 8/30/18 first day for 1/2 of the Kindergarten students Friday, 8/31/18- School day and first day for 2nd half of Kindergarten students Wednesday, 1/2/2019- Professional Development Day (no school for students) Monday, 3/11/19 – Professional Development Day (no school for students)</p> <p>Motion to Approve: Mehreen Zaman 2nd: Michele Lamm Action: Passed unanimously (voice vote)</p> <p>CEO Resignation Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation of Thomas A. Scheid, CEO effective April 10, 2018.</p> <p>Motion to Approve: Mehreen Zaman 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: CEO Search Committee Mehreen Zaman and Virgil Sheppard reported the following:</p> <ul style="list-style-type: none"> • CEO Search Committee <ul style="list-style-type: none"> ➤ Chairs: <ul style="list-style-type: none"> ○ Virgil Sheppard ○ Mehreen Zaman ➤ Members (as of 4/10/18) <ul style="list-style-type: none"> ○ Harry Moseley ○ Maureen Eagen ○ Krista Pfeiffer ○ Tre Johnson ○ Rachel Salis-Silverman ➤ Will seek input from key stakeholders including ICS families, teachers and Board members throughout the search process ➤ Will update key stakeholders throughout the search process at regular intervals • Interim CEO <ul style="list-style-type: none"> ➤ ICS Leadership Team and Search Committee Chairs agreed for Pr. Kristen to take the roll of Interim CEO through 8/1/18. Depending on

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	<p>the progress of the search, another Interim CEO may be named after 8/1/18.</p> <ul style="list-style-type: none"> ➤ Duties will be delegated among Leadership Team/ICS staff as needed/based on areas of expertise. ➤ Will seek Board member advice as needed <p>Rosie McNamara Jones asked if we still had access to Tom. Greg responded that Tom has been cooperating and has assured the Executive Committee that he will help-out in any way that he can.</p> <p>Camilo Dominguez asked if any of the projects are going to have to be postponed. Greg stated that we have full ability to move ahead with the bond refinance and the projects connected to the refinance. There are no concerns on moving forward.</p> <p>Greg asked if there were any more comments or concerns. Jo Tionson-Perez commented that the public comment about communication with parents and the timeliness of the posting of the minutes, that she and Rosie could work on sending something out to the families. Krista Pfeiffer stated that since the minutes cannot be posted until Board approved, Tom would do a board summary. Kristen will provide a summary of the board meeting and Jo and Rosie will lend support.</p> <p>Interim CEO Be it resolved that the Independence Charter School Board of Trustees hereby appoint Kristen Long as the Interim CEO effective April 11, 2018.</p> <p>Motion to Approve: Maureen Eagen 2nd: Virgil Sheppard Action: Passed unanimously (voice vote)</p> <p>Search Committee Report Continued:</p> <ul style="list-style-type: none"> • Search Firm <ul style="list-style-type: none"> ➤ The firm that is selected will be connected to the local and regional community. ➤ Have contacted/interviewed a number of firms ➤ Have the candidates narrowed down ➤ Goal is to have a very active and efficient search ➤ Goal is to engage firm week of 4/16 • Proposed Responsibilities of CEO <ul style="list-style-type: none"> ➤ Strategic Planning: <ul style="list-style-type: none"> ○ Strategic plan that translates into an annual operating plan with clear/achievable goals ➤ Academic Performance: <ul style="list-style-type: none"> ○ Supports Principal to improve student performance ○ Uses data to develop a plan for the ongoing improvement of student achievement and to ensure that there are no gaps in student achievement among subgroups ○ Ensures the use of a wide array of assessments that, together, reflect the educational philosophy of ICS as well as prepare

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	<p style="text-align: center;">students to excel on standardized measures</p> <ul style="list-style-type: none"> ➤ School Operations: <ul style="list-style-type: none"> ○ Assures effective use of resources, a safe environment and an attractive option for students and families ○ Coordinates the strategic use of external grants to promote positive student outcomes and organizational effectiveness ○ Ensures compliance with all reporting requirements, both local and state wide ➤ Fundraising: <ul style="list-style-type: none"> ○ Develops and execute an annual fundraising strategy ➤ Finance: <ul style="list-style-type: none"> ○ Works with the Board to create operating and capital budgets on an annual basis ○ Assures adequacy of internal controls, production of financial statements and responses to audits ➤ Human Resources: <ul style="list-style-type: none"> ○ Oversees the recruitment, hiring, orientation and development of ICS staff ○ Addresses staff concerns and responds with student-focused/school-focused solutions ➤ Culture: <ul style="list-style-type: none"> ○ Models expected behaviors for students and staff ○ Fosters a climate of excellence, community, courage, growth and equity ➤ Board Relationships: <ul style="list-style-type: none"> ○ Keeps the Board informed of significant issues and events ➤ External Relationships: <ul style="list-style-type: none"> ○ Maintains and fosters positive and open lines of communication with ICS families, community leaders, the School District of Philadelphia, state and national charter schools, local business leaders, as well as local and state legislators. • Proposed Attributes of our Next CEO <ul style="list-style-type: none"> ➤ Agile, energetic and inspiring leader and communicator ➤ Enthusiastically aligned with ICS’s mission ➤ Passionate about education and a commitment to serving children ➤ Fosters a climate of excellence, community, courage, growth and equity ➤ Has significant history working with diverse racial, ethnic and socioeconomic populations ➤ Sharp business acumen and a track record of fundraising success ➤ Background in management, budgeting, strategic planning, and leadership ➤ Bring vision and determination to lead a new school model and a building expansion ➤ Highest standards of integrity and a strong moral and ethical character ➤ Approachable and accessible ➤ Exceptional public speaking and writing abilities ➤ Capable of thinking clearly and staying focused under pressure ➤ Oversees a rigorous student assessment program aligned to state learning standards and assessments

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	<ul style="list-style-type: none"> ➤ Understands how to use academic data to inform and improve instruction and student outcomes ➤ Holds a master’s degree or higher in Education, Business Administration, or a related field or may have commensurate leadership experience <p>The CEO job description will be created by the search firm, which will be sent out to the Board for input before it is posted. In the near future, a public meeting will be held for parents and staff.</p> <p>Maureen Eagen asked if the next CEO would have the same responsibilities as Tom for ICS West. Greg responded that those responsibilities are contractual and we would make sure we continue to meet those needs. Whether the new CEO is directly doing things or delegating those responsibilities, we will work through. However, we will continue to meet those obligations.</p> <p>Jo Tiongson-Perez asked when the public meeting might be held. Mehreen responded that it could be as soon as the end of the month. She added that they want the search firm to be involved and it will depend on their availability. Ashley Tobin offered the dates of May 4 and May 16. The PTA will be holding a Mexican Family Dinner on May 4 for parents and May 16 is the last PTA meeting. Mehreen will try to coordinate the meeting for one of those dates.</p> <p>Greg thanked Mehreen and Virgil for their work, time, effort and consideration.</p> <p>Finance Committee Harry Moseley reported the following: With Tom’s departure, his responsibilities for the Bond Issuance and Construction have been re-assigned.</p> <ul style="list-style-type: none"> • Bond process kicked-off. <ul style="list-style-type: none"> ➤ Finance Special Services Task – led by Finance Committee supported by Tom. Will now be supported by Santilli & Thomson ➤ Building & Construction was led by Tom and supported by Ramzy. Will now be led by Ramzy supported by Finance Committee. ➤ Community Outreach to: City Council Rep, Review Board, Ward Leader, ICS neighbors the ICS community, etc. – was led by Tom. Greg, Harry and to some extent Kristen will take on this role. • Timeline <ul style="list-style-type: none"> ➤ Two big dates – May 21 and June 13 <ul style="list-style-type: none"> ○ May 21 – Pitch the Bond ○ June 13 – Lock in the Financing – 18 months to complete construction • What is Happening Now <ul style="list-style-type: none"> ➤ Lawyers are preparing the documents ➤ Pitch Book is being prepared ➤ Looking at Architects ➤ Interviewing Construction Managers ➤ Doing Environmental Report ➤ Getting an Appraisal • More Committees to be Formed

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	<ul style="list-style-type: none"> ➤ Construction Committee <ul style="list-style-type: none"> ○ Will look at official plans ○ Will look at materials that are being selected ○ Will Work closely with Finance Committee ○ Communication Committee to be formed out of Construction Committee. • Action Plans <ul style="list-style-type: none"> ➤ Housing students during construction, if necessary <ul style="list-style-type: none"> ○ Looking at other buildings ○ Bringing trailers in ○ All options being fully vetted to ensure contingency plans are in place ➤ New CEO to Manage School Under Construction <ul style="list-style-type: none"> ○ Legal documents already in place ○ Financing already in place ○ Architects and Construction Manager already in place ○ New CEO to be supported by Finance and Construction Committees during construction ➤ Keeping Parents Informed <ul style="list-style-type: none"> ○ Interim CEO/Principal will roll out plans beginning with the April 18 PTA Meeting, followed by a timeline of updates related to construction schedule and its impact on day-to-day school operations. ○ Jo Tionson-Perez will work with Jenny Hoedeman-Eiteljorg with communicating updates through the Family Newsletter <p>In the event of an overrun, Greg stated that there would have to be a resolution for use of the fund balance. The resolution would have to be passed before May 21.</p> <p>Governance Committee Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • Have four potential board candidates for the 2018/2019 year • Will spend two days near the end of the month interviewing candidates and giving tours of the building – will need help from fellow board members. • Maureen will send out a google doc with potential dates for interviews and tours. She will share resumes of the candidates at that time. • Interviews to take place in CEO office
Turlington	<p>Adjournment Motion to Adjourn: Krista Pfeiffer 2nd: Harry Moseley Action: Passed unanimously (voice vote) Greg adjourned the meeting at 8:08 pm</p>

Respectfully submitted by: Patricia Cirone