

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, November 14, 2018

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, December 12, 2018

Board Attendees:

Sharon Berney	absent	Timothy Spreitzer	present
Camilo Dominguez	present	Jo Tionson Perez	absent
Jamila Dugan	absent	Mehreen Zaman	present
Maureen Eagen	present		
Rachel Hudson	present	<i>Ex-officio</i>	
Jamill Jones	present	Tanya Ruley-Mayo	present
Allison Kelsey	present	<i>Also Attending</i>	
Michele Lamm	absent	Ramzy Andrawos (staff)	
Harry Moseley	present	Patricia Cirone (staff)	
Gina Mosley	present	Mike Danyo (Santilli & Thomson)	
Krista Pfeiffer	present	Kristen Long	
Rachel Salis Silverman	present	Dave Peterson (staff)	
Eleanor Sharpe	absent		
Virgil Sheppard	absent		

Who	What
Eagen	Maureen called the meeting to order at 6:02 pm.
Eagen	<p>Approval of Minutes Maureen asked for a motion to approve the October 10, 2018 minutes.</p> <p>Motion to Approve: Tim Spreitzer 2nd: Allison Kelsey Abstain: Rachel Salis Silverman Passed unanimously (voice vote)</p>
Eagen	Maureen asked if there were any public comment. There was no public comment.
Long	<p>Principal's Report: Kristen reported the following: There is a resolution to approve our 2019-2022 Comprehensive Plan. It was sent to the Board last week for review and has been posted on our website for 28 days for public review.</p> <ul style="list-style-type: none"> • Comprehensive Plan (CP): What is it? <ul style="list-style-type: none"> ➤ The Comprehensive Planning (CP) process contains six sections. ➤ Those sections are Profile, Core Foundations, Assurances, Needs Assessment, Action Planning and Plan Submission. ➤ CP is a continuous process used to ensure that all students are achieving at high levels. ➤ All LEAs can create better environments so that more students are successful. Continuous planning of Local Educational Agencies is

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	<p>essential to providing increased student performance and quality results.</p> <ul style="list-style-type: none"> ➤ We used our Middle States Accreditation (MSA) as it is based on self-assessment, continuous improvement and setting goals for the coming years. The MSA is a much more extensive process. ➤ Much of the information that we report to the PDE is the same. It is just done in multiple ways. <ul style="list-style-type: none"> ○ Profile Section contains our: <ul style="list-style-type: none"> ▪ Demographics, mission, vision, values, Board of Trustees, Governance and Management ○ Core Foundations looks at: <ul style="list-style-type: none"> ▪ Self-Assessment: Standards (are they aligned across grades), Curriculum, Instruction, Responsiveness to Student Needs, Recruitment, Methods & Measures, Data Informed Instruction, Safe & Supportive Schools (Diagnostic, Intervention and referral services, Health and Safety, Food Service Program, Student Conduct, Community & Parent Engagement, Fiscal Solvency, Professional Education, Induction). <p>The foundation of the Comp Plan an update of what was submitted in the 2015 Comp Plan.</p> <ul style="list-style-type: none"> ○ Assurances – This section is to confirm that we are complying with the Standards and providing evidence by uploading various policies. <ul style="list-style-type: none"> ▪ Need Assessments – This section is for highlighting accomplishments, identifying challenges and setting goals. The goals that we set are: <ul style="list-style-type: none"> ▪ Decrease the achievement gap by 3% per year for Historically Underperforming Students in all subjects on the PSSA ▪ Achievement in the all students category of the PSSA Mathematics will increase by 2.2% per year ▪ Achievement in the all students category of the PSSA English Language Arts will increase by 1.5% per year <p>These goals are based on the State’s requirements.</p> <p>Maureen Eagen commented that Sharon Berney stated that there was a misspelling on page 16 and Kristen’s title should be updated. Maureen then asked how are we doing in terms of achieving what we intended to do in the last Comp Plan to this Comp Plan. Kristen responded that it is hard to measure because each year the goals are updated on the Comp Plan with the Annual Report based on the changing requirements of the PDE. We are, however, making progress.</p> <ul style="list-style-type: none"> • ALICE (alert, lockdown, inform, counter and evacuate) Update <p>Kristen had reported on the ALICE training during the September board meeting and reminded the Board that at that time there was a debate about much of the training we should do at ICS. Her biggest reservation at that time was being the school who was leading the charge and is the full training actually necessary. We are now being told that it is needed so we have moved forward. We held the training in August for staff,</p>

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	<p>but have not yet rolled it out to the students. During the January PD, we will teach staff how to do the drills with the students. We will also inform parents of what the drills will look like. The following has been done since the last time Kristen reported to the Board about the training:</p> <ul style="list-style-type: none"> ➤ Had a Building Assessment with the police department – for the most part, our building is very safe. We haven’t received the full report, but one thing that was pointed out, was that the ground floor windows do not have cages. ➤ In the event of a long lockdown, ALICE recommends placing grab buckets in all classroom which include toilet (bucket to be used), shower curtain, food, water, toilet paper, hand sanitizer, wipes, a tool to break a window and possibly a bucket of projectiles to throw at the intruder. Ramzy is in the process of purchasing the items ➤ Also working on a reunification spot (hopefully Marian Anderson) • ACT 44 – is a new Act which addresses Safety and Security in schools. Act 44 <ul style="list-style-type: none"> ➤ Mandates the appointment of School Safety and Security Coordinators Ramzy has been appointed the School Safety and Security Coordinator ➤ Creates the School Safety & Security Committee within PCCD (Pennsylvania Commission On Crime and Delinquency) ➤ Establishes mandatory school safety training for all school employees ➤ Establishes the Safe2Say Program in the Attorney General’s Office. ➤ Ramzy attended a two-day ACT 44 Safety and Security Conference last week. The conference reviewed all the new policies we have to implement and trainings that we are required to do. ➤ There are rolling deadlines for implementation. We have met all deadlines to date. • Equity and Excellence Update <ul style="list-style-type: none"> ➤ We met in October with the Charter School Office (CSO) ➤ We have met every deadline the CSO has set, but the resolution to amend our charter did not make the PSD’s November agenda ➤ Maureen Eagen reached out to our attorney, Michael Frattone, to ask what our next steps are. He recommended that we <ul style="list-style-type: none"> ○ Consistently follow up with the CSO office ○ Reach out to School Board members ○ Send letters to the Board of Education members – the committee is working on a letter to send to the members ○ Speak at the December meeting – Kristen and Maureen have signed up to speak ➤ If our charter amendment gets on the PSD’s December agenda, we will be able to implement the new program next year. <p>Krista Pfeiffer asked other than delaying the one-program model a year, are there any other implications if it is not approved. Kristen stated that for her it would be the momentum and going through the process of informing everyone again would be burdensome.</p> <ul style="list-style-type: none"> • Future Ready PA Index <ul style="list-style-type: none"> ➤ Tomorrow the Future Ready PA Index will be released to the public This is the new school report card at the State Level – it is the new measure of schools

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	<ul style="list-style-type: none"> ➤ A 90-second informational video on the Future Ready PA Index was shown to the Board <p>Kristen explained that instead of having one single score it's a dashboard.</p> <ul style="list-style-type: none"> ➤ The dashboard approach to school reporting (from the PDE website): <ul style="list-style-type: none"> ○ Increases emphasis on student growth measures, which incentivizes a focus on all learners and is less sensitive to demographic variables. ○ Measures English language acquisition among ELL students, not simply performance on a test of grade level ELA standards. ○ Incentivizes career awareness instruction beginning at the elementary level. ○ Addresses the issue of unequal weighting of content areas in the current SPP. ○ Provides indicators of student success after graduation. ○ Increases the emphasis on student access to course offerings such as AP, IB, college credit, and CTE programs of study. ○ Allows LEAs to include locally-selected reading assessments (Grade 3) and math assessments (Grade 7) as additional snapshots of student progress. ○ Incentivizes schools to offer career pathways that culminate with high value, industry recognized credentials. <ul style="list-style-type: none"> • SPR - The School District of Philadelphia's SY2017-2018 School Progress Reports <ul style="list-style-type: none"> ➤ The District is still working on the School Progress Reports ➤ We have received the first batch of "preview this data." There wasn't much data and the next batch of data to be released in December. <p>Resolution Comprehensive Plan - 7/1/2019 - 6/30/2022 Be it resolved that the Independence Charter School Board of Trustees hereby approves the 2019-2022 Comprehensive Plan to be submitted to the Pennsylvania Department of Education as presented.</p> <p>Motion to Approve: Mehreen Zaman 2nd: Timothy Spreitzer Action: Passed unanimously (voice vote)</p>
Danyo	<p>Financial Report: Mike Reported the following</p> <ul style="list-style-type: none"> • Revenue in District Subsidy and Federal Programs carryover from 17-18 are a little more than \$300,000 better than budgeted. • Expenditures are over budget a little more than \$160,000. Majority of expenses are in regular instruction and special education. • Overall, we are approximately \$154,000 better than budgeted. • In October, will do budget adjustments to clean up variances. • Cash on hand is \$5,799,071 - 196 days of cash as of 9/30/18. • Still waiting for Title I Funds and the Health and Lease subsidies to come in. We should get about 200 days of cash in.

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	<ul style="list-style-type: none"> • Need three volunteers for the Audit Committee to meet with auditors in early December. Finance Committee Chair cannot be on committee. Audit Committee can pick date and place. The auditors will make themselves available. No surprises expected in the audit. <p>September Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of September 2018 in the amount of \$325,462.81.</p> <p>Motion to Approve: Allison Kelsey 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: Finance Committee Harry Moseley reported on the Bond Refinancing:</p> <ul style="list-style-type: none"> • Goal was to present term sheet and vote on resolution for Bond Refinancing through Sunflower Bank tonight. The Bank had server issues and was not able to generate the document. Harry highlighted the terms • A Special Board Meeting will be held to pass the resolution. • Goal is to close on loan by the end of year. • The Ratio down to 1.0 from 1.5 • 10 year interest rate is 4.55% • Acceptance fee of .5% • Cash on hand must be 150 days • Primary treasury relationship with Sunflower Bank • Standard additional debt test for projects at the current site. Bank approval needed for projects at an alternate site • When term sheet is available, Harry will send to the Board for review. <p>Communications & Development Committee/Construction Sub-Committee Report on Facility Renovation and Expansion. Maureen Eagen reported that a town hall meeting with parents was held on November 5. Several board members as well as representatives from the architecture firm Blackney Hayes, representatives from BSI Construction and Peter Gonzales were in attendance. The information provided was well received by the parents. Maureen went on to say that the architectural plans as well a virtual tour of the addition are on the ICS website. Another town hall meeting for ICS neighbors is scheduled for December 6 at 5:00 pm. Anyone who would like to attend is welcomed to do so. The committee also plans to speak at the Center City Residents' Association (CCRA) meeting on December 18 to review the project.</p> <p>Tim Spreitzer reported the following:</p> <ul style="list-style-type: none"> • Committee/sub-committee has been meeting/communicating once a week since the last board meeting • Had 17 folks attend the November 5 town hall meeting. Pleased with the turn out given the weather that night.

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	<ul style="list-style-type: none"> • During the meeting, we covered how we got to this point, what the next steps are, shared renderings and timelines and how the community can help. • Formed a volunteer committee for the members of the community to give input on items such as the gym design, different finishes, etc. We want this to be a collaborative process with members of the community. Thirteen of the seventeen attendees signed up for the committee. • We posted all materials on the ICS website and set up an account for members of the community to sign up to receive updates via email on the project. • Next steps, as Maureen mentioned, we are inviting ICS' neighbors to ICS for a town hall meeting on December 6 to share our plans, renderings and timelines. We hope to get their support for our plans. • We are scheduled to go before the Center City Residents' Association (CCRA) on December 18 to share plans and answer questions. The CCRA is a key stakeholder in the zoning process. • A zoning board hearing will be held in January. • Plan to start construction in the summer of 2019. <p>Governance Committee: Maureen Eagen stated that she, Rachel Hudson and Jamill Jones are on the Governance Committee and that Rachel will report on Act 55 – Board Training. Based on the information received, the training can be done online. Rachel reported the following</p> <ul style="list-style-type: none"> • Act 55, which was passed in 2017 states that beginning in the 2018-2019 school year, first year school board directors and charter school trustees will be required to complete a training program. • We are getting clarification for members who are not in the first year of their term. • The training is a series of webinars. Upon completion, a certificate will be issued by the Board and kept on file at the school. • Rachel will send out more information once she confirms a few more details. <p>Maureen asked everyone to review the board contact list included in their packet to make sure that each member is on a committee and that the information listed is accurate. Maureen also stated that a copy of the revised Board Covenant is included in the board packet. The only revision is the addition of Financial Responsibilities. She asked for each board member to review it, sign it and return it to either her or Rachel at the December board meeting.</p> <p>HR Committee: Mehreen Zaman reported the following</p> <ul style="list-style-type: none"> • CEO Tanya started yesterday. • Mehreen has worked to create an onboard plan for Tanya with tangible outcomes. • Mehreen will meet with Tanya on Friday to review and then will distribute to board. • Will roll out a plan for Tanya to meet with all committee chairs <p>Mehreen stated that she sent all the members the link to the webinar she participated in</p>

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	<p>October. <i>Administration Board Member Relationships Tips and Tools for Preserving the Positive, Rehabilitating the Negative and Preventing Total Collapse.</i> She encourages everyone to look at it as it has many good tips for board members</p>
Eagen	<p>Resolutions:</p> <p>Kristen explained that getting subs is always a challenge and these are additional vendors who offer substitute services.</p> <p>Charter School Substitute Teacher Network Be it resolved that the Independence Charter School Board of Trustees hereby agrees to contract with Charter School Substitute Teacher Network for substitute teacher services for a per diem rate of \$215.04 effective November 15, 2018 through June 30, 2019.</p> <p>Motion to Approve: Allison Kelsey 2nd: Rachel Salis-Silverman Action: Passed unanimously (voice vote)</p> <p>Charter School Services, LLC Be it resolved that the Independence Charter School Board of Trustees hereby agrees to contract with Charter School Services, LLC for substitute teacher services for a per diem rate of \$160.00 effective November 15, 2018 through June 30, 2019.</p> <p>Motion to Approve: Krista Pfeiffer 2nd: Rachel Salis-Silverman Action: Passed unanimously (voice vote)</p> <p>Employee Terminations Be it resolved that the Board of Trustees of Independence Charter School hereby accept the termination of the following staff effective November 9, 2018.</p> <p>Lamone Fox – Climate Coach Ekimberly Jones – Full-time Non-Teaching Assistant</p> <p>Motion to Approve: Mehreen Zaman 2nd: Allison Kelsey Action: Passed unanimously (voice vote)</p> <p>Staff Bonus Be it resolved that the Board of Trustees of Independence Charter School hereby agree to pay a holiday bonus to ICS staff Full-time employees will receive a holiday bonus of \$150 and part-time staff will receive \$75.</p> <p>Motion to Approve: Allison Kelsey 2nd: Camilo Dominguez Action: Passed unanimously (voice vote)</p>

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	<p>Electronic Signature BE IT RESOLVED, by authority of the Board of Trustee of the Independence Charter School, and it is hereby resolved by authority of the same, that Tanya Ruley-Mayo, who is the Chief Executive Officer of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and</p> <p>BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Board of Trustees of Independence Charter School to comply with the terms of said contract; and</p> <p>BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and</p> <p>BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and</p> <p>BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.</p> <p>ATTEST</p> <p>_____</p> <p>President/Chair or Vice-President/Chair Treasurer/Secretary</p> <p>_____</p> <p>Print/type name and title Print/type name and title</p> <p>I, _____, Secretary, of _____. Do certify that the</p>

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	<p>foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the _____, held the ____ day of _____, 20__.</p> <p>Dated: _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p>Print/type name and title</p> <p>Motion to Approve: Tim Spreitzer 2nd: Krista Pfeiffer Action: Passed unanimously (voice vote)</p>
Eagen	<p>Adjournment Motion to Adjourn: Mehreen Zaman 2nd: Timothy Spreitzer Action: Passed unanimously (voice vote) Maureen adjourned the meeting at 6:56 pm</p>

Respectfully submitted by: Patricia Cirone