

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, May 8, 2019

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

**Time:** 6:00 PM

**Next meeting: Wednesday, June 12, 2019**

**Board Attendees:**

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

Who	What
Eagen	Maureen called the meeting to order at 6:01 pm.
Eagen	<p><b>Approval of Minutes</b>                      Maureen asked for a motion to approve the April 10, 2019 minutes  <b>Motion to Approve: Timothy Spreitzer</b>  <b>2<sup>nd</sup>: Sharon Berney</b>  <b>Abstain: R. Salis-Silverman, J. Jones</b>  <b>Action: Passed (voice vote)</b></p> <p>Maureen asked for a motion to approve the April 30, 2019 minutes  <b>Motion to Approve: Sharon Berney</b>  <b>2<sup>nd</sup>: Timothy Spreitzer</b>  <b>Abstain: R. Salis-Silverman, J. Jones, G. Mosley</b>  <b>Action: Passed (voice vote)</b></p>
Eagen	<p>Maureen asked if there were any public comment.                      Parent, Katrina Flener, asked if the health council has been established or is it something that will happen. Tanya Ruley-Mayo responded that it will happen. Katrina then stated that with the new addition, which includes a new cafeteria that we think about the kitchen design so that more natural, healthier options are offered. She continued to say that the kitchen design is critical for preparing and delivering healthier food options. She would like to see ICS partner with healthier food organizations and is willing to work with the school to help make this possible.</p>
Ruley-Mayo	<p>CEO Report:                      Tanya Reported the following:</p>

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	<ul style="list-style-type: none"> <li>• Kindergarten enrollment held on May 4 and May 11</li> <li>• Attended job fair at Franklin Towne Charter on May 7               <ul style="list-style-type: none"> <li>➤ Took note of how other schools are presenting themselves and how ICS shows up to those events – what materials we come prepared with</li> <li>➤ There were not a lot candidates that came through, but was interesting to see who was out there this time of year. The candidates were mostly recent graduates or about to graduate. Thinking about the timing of events and the ones we attend will be critical as we move forward.</li> </ul> </li> <li>• Teacher/Staff Appreciation Week – May 6-May 10               <ul style="list-style-type: none"> <li>➤ We will be observing May 13- May 17 due to a number of staff on trips this week.</li> </ul> </li> <li>• New Addition               <ul style="list-style-type: none"> <li>➤ Working to finalize contract (final costs) – met last week to review feedback that was received from parents and teachers. We are incorporating the feedback into the final plans.</li> <li>➤ Working on Groundbreaking Ceremony                   <ul style="list-style-type: none"> <li>○ June 6, 9:30 am refreshments, 10:00 am ceremony</li> </ul> </li> </ul> </li> <li>• Charter Renewal Process Begins – Timeline               <ul style="list-style-type: none"> <li>➤ Attended Charter School Office (CSO) Renewal Kick-off meeting on May 6</li> <li>➤ Because of ICS’ past performance, ICS is eligible for the Round 1 renewal process. Only four schools selected to be in Round 1</li> <li>➤ Respond to Kick-off Survey by May 7</li> <li>➤ CSO will attend June board meeting</li> <li>➤ CSO to interview ICS board members in June</li> <li>➤ Renewal Letter of Intent due May 30</li> <li>➤ Renewal Engagement Conversation with CSO by June 14</li> <li>➤ CSO to survey ICS on site visit dates in September by June 14</li> <li>➤ Confirm financial review and enrollment audit date by June 14</li> <li>➤ Submit Renewal Application due August 30</li> <li>➤ CSO to observe classrooms – September</li> <li>➤ Modification Request for a One Program Model due July 15</li> <li>➤ The renewal application has been streamlined – entire application cannot be more than 30 pages</li> <li>➤ Charter School Office will make a recommendation to the SDP Board in November</li> <li>➤ Recommendation for Round 2 schools will be in February</li> </ul> </li> </ul> <p>Maureen Eagen stated that she received a letter from the CSO regarding the request to meet with the Board. They want to meet before the end of the school year and not during a regular board meeting. The meeting will take approximately an hour. Maureen proposed holding the meeting prior to the June 12 board meeting at 4:30. Maureen will send an email with background information on the school’s standardized scores, the ACE Report and with alternate dates for the meeting. She also stated that not everyone has to attend, but a majority of members would have to participate.</p>

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	<p>Sharon Berney asked if there is any risk of not being renewed. Tanya replied not that she is aware of. Tanya continued to say that ICS has had solid academic performance over the last Charter term, has been good financial stewards and so all of the things that the CSO would typically flag a school for non-renewal are not issues for ICS. The biggest issue for us to discuss with the CSO is a shift to a one-program model as this is a material change from the original Charter. However, by shifting to a one-program model, we are increasing the level of second language acquisition not reducing the level of second language acquisition. In our initial conversations with CSO, they were concerned with our ability to maintain the level of diversity with our student body. Since ICS' lottery is citywide, it is in our favor to maintain our diversity and we are well positioned to have this conversation with the CSO. At our last round of discussions with CSO, they acknowledged that moving to a one-program model would be an easier conversation as part of the renewal because they would be considering all of our years of performance as opposed to something in isolation. Kristen added that ICS being selected to participate in Round 1 is very good and shows CSO's willingness to work with us on our one-program model.</p>
Long	<p>Principal's Report: Kristen reported the following:</p> <ul style="list-style-type: none"> <li>• Conducting Demo lessons and interviews as we prepare for next year</li> <li>• Holding final evaluations meetings with teachers and staff</li> <li>• We had 22 students and 6 staff members participate in Broad Street Run this week – this is more than ever before.</li> <li>• Field days are planned for May 22, May 29 and June 3</li> <li>• As Tanya mentioned, we are celebrating Teacher Appreciation Week next week because we have our overnight trips to Camp Onas and Heifer Global Village this week. First half of 7<sup>th</sup> grade returned from Heifer yesterday, 5<sup>th</sup> grade left for Camp Onas today and the second half of 7<sup>th</sup> grade leave for Heifer Global Village tomorrow.</li> </ul> <p>Tanya then mentioned that there are three policies that were updated that the Board received for review. Two are a result of feedback received from previous ACE reports - School Code of Conduct Due Process and Truancy Policy Consequence. The other policy is McKinney Vento, which relates to the steps we take for students who are experiencing homelessness. These policy updates will be voted on during the June board meeting. Maureen Eagen added that the Governance Committee has reviewed and approved the policies.</p> <p>Jo Tiongson-Perez asked why the school has to file a citation against the parent of a habitually truant child. Tanya responded that it is the last step of many steps in trying to get that child to come to school and we are required to do so by State law.</p> <p>Maureen reminded the Board of Mehreen Zaman's email for donations to provide an ice cream truck on 5/17 for Teacher Appreciation Week.</p>
Danyo	<p><b>Financial Report:</b> Mike Reported the following:</p> <ul style="list-style-type: none"> <li>• Revenue \$74,000 better than budgeted</li> <li>• Expenses are \$85,000 over budget – primarily related to special education and psychology services</li> </ul>

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	<ul style="list-style-type: none"> <li>• This month we should learn what the final subsidy rate is for this year</li> <li>• Overall, we're \$11,000 over budget, but we still have a decent surplus, which he and Tanya have been meeting about. They would like to make some capital improvements, purchase computers for teachers and furniture.</li> <li>• Books for next year are being ordered now – a budget adjustment will be required</li> <li>• Overall, doing well financially – there are no major concerns</li> <li>• Check to EBA Advisors is for medical reimbursements for employees. This is expected to go down next year with the switch to Personal Choice</li> <li>• Cash on hand as of 3/31/19 is \$6,171,513 – 192 days of cash</li> <li>• Food Service Revenue over expenses current (\$21,772) over projected budget by \$4,784</li> </ul> <p>Sharon Berney asked if the word about DonorsChoose.org could get out to the teachers. Tanya replied that Dave Peterson has gotten ICS set-up on DonorsChoose.org.</p> <p><b>Resolution:</b>  <b>March Disbursements</b>            Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of March, 2019 in the amount of \$340,030.10.</p> <p><b>Motion to Approve: Gina Mosely</b>  <b>2nd: Timothy Spreitzer</b>  <b>Action: Passed unanimously (voice vote)</b></p>
	<p><b>Committee Reports:</b></p> <p><b>Construction</b> – Tim Spreitzer stated that Tanya covered most of the construction updates and he added the following:</p> <ul style="list-style-type: none"> <li>• Construction project is on time and on budget</li> <li>• Moving towards the June 6 groundbreaking ceremony</li> </ul> <p><b>Governance</b> – Rachel Hudson and Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> <li>• Still a few board members who need to complete the Act 55 training</li> <li>• Currently have two candidates for the board. Interviews scheduled for May 15. Rachel will send an email for anyone who can participate in the interviews.</li> <li>• Jo Tionson-Perez will be nominated as regular board member during the June board meeting</li> </ul> <p>Maureen asked if there was any update on the parent rep for next year. Jo stated that she has sent an email to parents encouraging them to sit on the board. She asked other board members to send an email to any parents they may know encouraging them to nominate themselves. The deadline for parents to apply has been extended to May 15. Amy Romaine, the PTA President, has also sent a reminder out to the parents about the parent seat.</p> <p>Rachel Hudson asked if incoming kindergarten parents are eligible. Tanya</p>

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	<p>stated that she will make sure that information is available for new parents who will be here on Saturday registering their students.</p> <p><b>HR</b> – Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"><li>• She and Tanya are also working on encouraging the staff to nominate a staff representative to sit on the Board next year</li><li>• Have officially kicked off the review process for Tanya. The HR Committee will be getting feedback from staff, which will help to establish goals for next year. The HR Committee will also be getting feedback from board members. Camilo, Gina and Virgil will be reaching out to some of the board members over the next two weeks. If you are not contacted and would like to provide feedback, please feel free to reach out to Mehreen. The outcome of the review will be discussed at the June board meeting.</li></ul> <p><b>Communication &amp; Development</b> – Rachel Salis-Silverman reported the following:</p> <ul style="list-style-type: none"><li>• The groundbreaking is to be held on June 6 at 9:30 am in school yard</li><li>• It is imperative that ICS expand their network and build new relationships with new people and new corporations. Rachel asked each board member to review their contacts and think about anyone who might have an interest in getting involved with ICS and extend an invitation to the groundbreaking.</li><li>• The goal is to get the electronic invite out by Friday</li><li>• Please send contact information on the excel spreadsheet that was provided to Tish or send Tanya email addresses. After the invitation is sent, board members to follow-up personally. Please have invite list to Tanya by the end of the day tomorrow.</li><li>• Also underway is the Public Relations Strategy<ul style="list-style-type: none"><li>➤ Press release – Who is ICS, what is the groundbreaking all about and how it is going to be transformational for our students</li><li>➤ Want this messaging to be nailed down because it is going to be everywhere – on the website, social media, etc.</li><li>➤ Promotional materials need to be created – program handout, press kit, etc.</li><li>➤ Will be broadcasting on Facebook Live and have the video linked back to the website</li><li>➤ Will be following up with a parent to be the photographer at groundbreaking</li><li>➤ Invitations will be sent to whole student body encouraging them to watch on Facebook Live</li><li>➤ Have also been talking about the website. Tanya has received some proposals, which we are working through.</li></ul></li></ul> <p><b>ICS West</b> – Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"><li>• West is actively searching for a CEO and they have also posted the</li></ul>

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	<p>Principal position two weeks ago – they have some strong candidates applying</p> <ul style="list-style-type: none"> <li>• Mehreen reminded the board to post the CEO position on their social media</li> <li>• Next week Mehreen will ask everyone to post the Principal position on their social media</li> <li>• Mehreen and Jamila are involved with CEO search and will have more updates by the next board meeting if not sooner.</li> <li>• Jamila participated in a first round interview last Wednesday, will be participating in another first round interview this Friday and a second round interview next week.</li> </ul>
Eagen	<p><b>Resolution:</b></p> <p><b>Employee Resignations</b>            Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignations of the following employees effective June 30, 2019.</p> <p>Jose (Luis) Barrios – 3rd Grade Immersion            Alexander Billotte – MS Special Education            Jenny Hoedeman-Eiteljorg – Director of Information Management            Kelsey Smoker – MS ELA</p> <p><b>Motion to Approve: Timothy Spreitzer</b>  <b>2nd: Michele Lamm</b>  <b>Abstain: Sharon Berney</b>  <b>Action: Passed (voice vote)</b></p>
	<p><b>Adjournment</b>  <b>Motion to Adjourn: Krista Pfeiffer</b>  <b>2nd: Timothy Spreitzer</b>  <b>Action: Passed unanimously (voice vote)</b>  <b>Maureen adjourned the meeting at 7:05 pm</b></p>

Respectfully submitted by: Patricia Prendergast