

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday June 12, 2019

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, August 14, 2019

Board Attendees:

Sharon Berney	present	Timothy Spreitzer	absent
Camilo Dominguez	present	Jo Tionson Perez	present
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	absent	Patricia Prendergast	(staff)
Gina Mosley	present	Mike Danyo	(Santilli & Thomson)
Krista Pfeiffer	absent	Kristen Long	(staff)
Rachel Salis	present	Dave Peterson	(staff)
Silverman			
Eleanor Sharpe	absent	Marc Hensley	Board Nominee
Virgil Sheppard	phone	Dana Martin	Parent Nominee

Who	What
Eagen	Maureen called the meeting to order at 6:07pm.
Eagen	<p>Approval of Minutes Maureen asked for a motion to approve the May 8, 2019 minutes Motion to Approve: Rachel Salis-Silverman 2nd: Mehreen Zaman Abstain: Allison Kelsey Action: Passed (voice vote)</p>
Eagen	Maureen asked if there were any public comment. There was no public comment
Ruley-Mayo	<p>CEO Report Tanya reported the following:</p> <ul style="list-style-type: none"> • Successful staff appreciation week – thank you Board and PTA! • Great groundbreaking event - anticipate construction commencing on June 24 <ul style="list-style-type: none"> ○ Special thanks to the Communications and Development Committee, to Jamill Jones for the videographer and still photographer, to Tr. Craig Waxman for his work with the Kindergartners, who were a treat to watch, to Tr. Kelsey Smoker for her work with the 6th graders on their remarks, to Ramzy, Jenny, Tish, Kristen and Lisa who were instrumental in making sure the event went off without a hitch. ○ Thank you to Rachel Salis-Silverman and Jo Tionson Perez for all their work on the event and the media coverage by 6 ABC and the

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	<p style="text-align: center;">Philadelphia Business Journal.</p> <ul style="list-style-type: none"> • 8th Grade Graduation – It was great to see that the ICS graduation focus was all about the students. • Kindergarten Move-up - Was amazing! The format that was chosen this year was a great way for Kindergarten parents to meet and greet and celebrate the next milestone for their children. • Revising Mid & End of Year Evaluation Process/Forms for Non-Teaching Staff <ul style="list-style-type: none"> ○ Leadership team met on Monday to talk through what everyone is using depending on department – operations, special ed., etc. Looking to align what we do and creating consistency across all the various rolls at ICS. More information to come as we work through the process. • Awarded 5-Year 21st CCCLC Grant -Helps to fund after-school program <ul style="list-style-type: none"> ○ Current grant ends at the end of 19-20 school year. ○ We will pick up an additional 50 students in the first year and level back off through years 2 through 5 of the new grant cycle. ○ Will receive approximately \$75,000 in the first year and in years 2 through 5 we will receive \$210,000 each year. ○ ICS is among 65 other grantees across the State • Charter Renewal <ul style="list-style-type: none"> ○ Renewal Site Visit and Document Review scheduled for September 24 • Annual Report due August 1 • Safe School Reporting – Evacuation and Safety Drills due July 31 • Continuing to hold interviews and demo lessons • Tanya is conducting exit interviews with employees who are not returning to ICS. Tanya summarizes the details of the exit interviews, shares it with the leadership team and places a copy in their personnel file. Tanya commented that the exit interviews have been quite illuminating and the trends that she has seen is that folks enjoy working at ICS. Most of the transitions have been around things that are outside the control of the school. Kristen added that one staff member is moving to California, another staff member who was on maternity leave for the part of the year and after returning realized that being a new mother and working is a bit overwhelming. She continued to say that we do not have teachers leaving to go to other charter schools.
Long	<p>Principal's Report: Kristen reported the following:</p> <ul style="list-style-type: none"> • This year started out tumultuously with discussions on the roll-out of the one program model, but our staff culture is strong enough that we were able to work through those bumps and finish strong. • Kristen created an end-of-year slide show which was shown to the staff and shared at the board meeting as a window of our daily happenings from the staff perspective. Some the things captured in the slide show are: <ul style="list-style-type: none"> ○ Massages that Jefferson Hospital sponsored at end of mid-terms ○ Held a staff party with a 60's and 70's theme. Staff dressed up from that era. ○ End of Winter Celebration

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	<ul style="list-style-type: none"> ○ PTA hosted report card conference luncheon - PTA is always very generous and it is greatly appreciated ○ Ice Cream Social during Teacher Appreciation Week <p>These events are done to recognize the efforts that our staff put into realizing our Vision. Kristen read Vision Statement:</p> <ul style="list-style-type: none"> ○ <i>Independence Charter School will foster equity and excellence in learning by embracing global citizenship, bilingual education, rigorous academics and creative expression through the arts.</i> ○ Because of these efforts, ICS was ranked 9th out of 147 K-8 schools <ul style="list-style-type: none"> ● Held equity training, which will continue and be amped up for next year ● We are continually revamping our science program ● Had the addition of the instructional coach through Philly Plus ● Staff attended Readers and Writers workshop training – sending an immersion teacher for the first time this summer <p>The end-of-year slide show was shown, which also highlighted the math carnival, the Willy Wonka Play, field days, Student Run, field trips, etc., etc.</p>
Danyo	<p>Financial Report: Mike Reported the following:</p> <ul style="list-style-type: none"> ● Revenue continues to be strong - \$83,000 better than budget ● Expenses over budget by \$112,000 – mostly due to special education. Our enrollment is at 145 and, on average, we have been paid for 137. Professional services really driving cost ● Will do budget adjustments for capital purchases to be made this fiscal year for computers for staff and students. ● Will also do budget adjustment for books to be purchased this fiscal year for next year. These purchases were expected. ● Good news – current subsidy rate for this fiscal year not going down - received .57% increase ● Will do budget adjustment to reflect the new subsidy rate, which will increase our revenue by \$184,00 in subsidy ● Also received 19-20 subsidy rates, which can also be adjusted in June of 2020. Regular education - 11% increase; however, special education subsidy rates down 1.6%. District is holding a meeting tomorrow and we should find out why there was a decrease in the special education subsidy. ● Overall, we are \$29,000 over budget, but will still end the year with a surplus even with the capital purchases. ● Food Service running over budget due to the purchase of a new refrigerator and slicer. ● Cash on hand as of April 30, 2019 - \$6,187,840 193 days <p>Sharon Berney asked how we're addressing what Katrina Flener raised at the May board meeting regarding offering healthier meal options. Tanya responded that this is a conversation to have with Lintons around menu planning, which will happen in the fall. There's also a committee that meets monthly, which parents are welcome to attend.</p>
Eagen	<p>Resolutions: April Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby</p>

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	<p>approves disbursements from the month of April, 2019 in the amount of \$510,255.19. Motion to Approve: Allison Kelsey 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: Construction: Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • ICS attorneys are working on finalizing contracts with BSI • Construction is expected to commence on June 24, 2019 • Thanked Communication and Development committee for great groundbreaking ceremony <p>Human Resources Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • Had a busy year • Hiring still going on for next year – Tanya added that we have 10 vacancies, 6 positions are filled and 3 offers are out • Other Human Resource matters to be discussed in executive session <p>Communication and Development Rachel Salis-Silverman reported the following:</p> <ul style="list-style-type: none"> • Great team effort for the planning and execution of the groundbreaking event. • Wonderful kick-off – this is just the beginning of what hopefully will be prosperous both in the way of increasing reputation opportunities as well getting our philanthropic game plan together <ul style="list-style-type: none"> ○ Need to have conversations on what are the possibilities as it relates to the building, construction and execution. After brainstorming on what all the possibilities are, then a separate conversation on how ICS feels comfortable moving forward. Whatever we land on, we have to build a campaign on. ○ Tanya added that she did some homework on the bricks in the school yard and they could possibly be used for the façade of the building. She stated that there is a construction meeting tomorrow and she will bring this up. ○ Tanya also had a conversation with Fairmount Ventures around fundraising needs – categorizing and prioritizing – not just construction, but our annual appeal. Waiting on their proposal, which will help address how we frame it out. ○ Rachel stated that for example, the roof-top playground, as a naming possibility and she reiterated that she wants to brainstorm all the different possibilities and then come together as a Board and decide what we are comfortable moving forward with. <p>Rachel Hudson stated that since there is no board meeting in July, should the board try to come up with a plan tonight as what the Board will decide on at the August board meeting. Rachel Salis-Silverman responded that goal should be that we all come together before August to map out the plan to be discussed during the August board meeting. Jo Tiongson Perez stated that a parallel task to consider is to create list of other fundraising opportunities such as a technology fund, health and wellness, etc. Jo went onto say that it is important to have an institutional branding packet so that when they're approaching institutions, we have talking points.</p>

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	<p>Rachel responded that the Committee has been working to hire a firm for updating the website and collateral material. Rowhouse has been selected for the website and Octo Design has been selected for the branding collateral/print material. The two firms will work together to marry the website and collateral material.</p> <p>Governance Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • Board will vote on Jo Tiongson Perez’s board nomination • Maureen reminded everyone to complete the Act 55 board training by the end of June. Rachel Hudson will follow-up with board members • Maureen will be following up with board members in regards to committees they will be on for the 19-20 year • Meeting with Charter School Office on Monday went very well • May hold board retreat in September <p>ICS West Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • Charter School Office is recommending and the Philadelphia School District Board is voting tomorrow on their 5-year charter renewal. • CEO is hired – Sean Gallagher • Interviewing for several open positions • West Management Agreement was set to expire at the end of June. ICS CC and ICS West have agreed to extend the current agreement until September 30, 2019. <p>Resolution ICS West Management Agreement Extension Be it resolved that the Board of Trustees of Independence Charter School hereby agree to extend the Management Agreement between Independence Charter and Independence Charter School West to September 30, 2019 effective June 12, 2019.</p> <p>Motion to Approve: Allison Kelsey 2nd: Camilo Dominguez Action: Passed unanimously (voice vote)</p> <p>Resolutions Maureen reminded the Board that the updated policies were distributed to the Board prior to the May board meeting and again prior to the June meeting for their review. Tanya added that the School Code of Conduct Due Process Policy and Truancy Policy are being updated due to feedback received in the 17-18 ACE report and that the McKinney Vento is a new policy that covers how the school will respond to students experiencing homelessness.</p> <p>School Policies Be it resolved that the Independence Charter School Board of Trustees hereby approves the following policies as presented.</p> <p>School Code of Conduct Due Process Truancy Policy Consequence McKinney Vento</p>

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	<p>Motion to Approve: Mehreen Zaman 2nd: Jo Tionson Perez Action: Passed unanimously (voice vote)</p> <p>Maureen informed the Board that the Bullying and Cyber Bullying policy, which was included in their board packets is for their review and it will be voted on at during August board meeting.</p> <p>As Mike Danyo had reported, there are resolutions to purchase Chromebooks and carts for students and laptops for staff.</p> <p>Student Chromebooks and Vivacity Carts Be it resolved that the Independence Charter School Board of Trustees hereby approves the purchase of 160 student Chromebooks not to exceed \$49,280 and three Vivacity carts not to exceed \$1,197, which is already approved surplus spending.</p> <p>Motion to Approve: Allison Kelsey 2nd: Rachel Hudson Action: Passed unanimously (voice vote)</p> <p>Staff Laptops Be it resolved that the Independence Charter School Board of Trustees hereby approves the purchase of 75 Lenovo laptops for staff not to exceed \$44,885, which is already approved surplus spending.</p> <p>Motion to Approve: Allison Kelsey 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p> <p>Playworks Contract Be it resolved that the Independence Charter School Board of Trustees hereby agree to contract with Playworks for the 2019-2020 school year. Cost not to exceed \$20,000.</p> <p>Motion to Approve: Sharon Berney 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p> <p>Employee Resignations/Non-Renewals Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignations/non-renewals of the following employees effective June 30, 2019.</p> <p>Francesca Borin – 4th grade Immersion MaiAda Carpano – MS Social Studies Ranee Dowling – Classroom Assistant Amira Dublin – Non-teaching Assistant Biannca Garrett – Special Ed Assistant Lilah Gosman – Elementary Special Ed Teacher Matthew Knox – MS ELA Teacher Clara Myers – Classroom Assistant</p>

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	<p>Ishamdy Ramos-Lizardi – MS Social Studies Immersion Angela Reyes – Classroom Assistant Aretha Smart – Special Ed Assistant Sharon Toomer – Non-teaching Assistant Diana Yeo – Classroom Assistant</p> <p>Motion to Approve: Rachel Hudson 2nd: Rachel Salis-Silverman Action: Passed unanimously (voice vote)</p> <p>Maureen stated that Harry Moseley, Board Treasurer, had indicated that he wanted to resign from the Board of Trustees.</p> <p>Board Treasurer Resignation Be it resolved that the Board of Trustees of Independence Charter School hereby accept the resignation of ICS Board Treasurer, Harry Moseley effective June 12, 2019.</p> <p>Motion to Approve: Allison Kelsey 2nd: Jamill Jones Action: Passed unanimously (voice vote)</p> <p>Approval of ICS Board Member Be it resolved that Board of Trustees of Independence Charter School hereby accept the nomination and appointment of Marc Hensley to fill the seat vacated by Harry Moseley. Mr. Hensley will serve as a Trustee of Independence Charter School in accordance with the Bylaws of Independence Charter School effective July 1, 2019 to June 30, 2021.</p> <p>Motion to Approve: Rachel Salis-Silverman 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p> <p>Approval of ICS Board Member Be it resolved that Board of Trustees of Independence Charter School hereby accept the nomination and appointment of Jo Tionson-Perez to the Board of Trustees of Independence Charter School to serve as a Trustee of Independence Charter School in accordance with the Bylaws of Independence Charter School effective July 1, 2019; term ends June 30, 2022.</p> <p>Motion to Approve: Allison Kelsey 2nd: Jamill Jones Abstain: Jo Tionson-Perez Action: Passed (voice vote)</p> <p>Re-election of Board Member Be it resolved that the Board of Trustees of Independence Charter School hereby re-elects Rachel Salis-Silverman and Mehreen Zaman to a second three-year term as a member of the Board of Trustees; term ends June 30, 2022.</p>

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	<p>Motion to Approve: Jo Tionson-Perez 2nd: Sharon Berney Abstain: Rachel Salis-Silverman, Mehreen Zaman Action: Passed (voice vote)</p> <p>Approval of Executive Board Slate Be it resolved that the Independence Charter School Board of Trustees hereby accept the Executive Board Slate: Maureen Eagen, President - President for the 2019-2020 school year; term ends 2021, Mehreen Zaman, Vice President - VP for the 2019-2020 school year; term ends 2022, Marc Hensley, Treasurer - Treasurer for 2019-2020; term ends 2021 and Virgil Sheppard, Secretary - Secretary for 2019-2020; term ends 2020.</p> <p>Motion to Approve: Rachel Hudson 2nd: Jo Tionson-Perez Abstain: M. Eagen, M. Zaman, V. Sheppard Action: Passed (voice vote)</p> <p>Maureen Eagen swore in the new members including new parent rep Dana Martin.</p> <p><i>I do solemnly swear or affirm that I will support obey and defend the Constitution of the United States, the Constitution of this Commonwealth , abide by the By-laws of the Board of Trustees Independence Charter School- Center City and that I will discharge the duties of my office as a Board member with fidelity.</i></p>
Eagen	<p>Executive Session Motion to Enter into Executive Session for Policy and HR Matters: Mehreen Zaman 2nd: Rachel Salis-Silverman Action: Passed unanimously (voice vote) Entered Executive Session at 7:15 pm</p> <p>Motion to Exit Executive Session: Allison Kelsey 2nd: Rachel Hudson Action: Passed unanimously (voice vote) Exited Executive Session at 8:27 pm</p> <p>Approval of CEO, Principal and Director of Operations Employment Contracts: Be it resolved that Board of Trustees of Independence Charter School hereby accept the terms of the of the CEO, Principal and Director of Operations 2019 employment contracts as discussed in the June 12, 2019 Executive Session.</p> <p>Motion to Approve: Mehreen Zaman 2nd: Camilo Dominguez Action: Passed unanimously (voice vote)</p>
Eagen	Adjournment

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	Motion to Adjourn: Mehreen Zaman 2nd: Camilo Dominguez Action: Passed unanimously (voice vote) Maureen adjourned the meeting at 8:27 pm

Respectfully submitted by: Patricia Prendergast