

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, April 10, 2019

Board Attendees:

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

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Eagen	Maureen called the meeting to order at 6:08 pm.
Eagen	Maureen provided several minutes for board members to complete Statement of Financial Interests forms for 2018.
Eagen	<p>Approval of Minutes Maureen asked for approval of the February 13, 2019 minutes. Maureen thanked Krista Pfeiffer for doing the February minutes.</p> <p>Motion to Approve: Sharon Berney 2nd: Krista Pfeiffer Abstain: Jamila Dugan Action: Passed (voice vote)</p>
Eagen	Maureen asked if there were any public comment. There was no public comment.
Ruley-Mayo	<p>CEO's Report: Tanya reported the following:</p> <ul style="list-style-type: none"> • Safety Committee Established - In response to Act 44, which was signed in to law in June 2018 <ul style="list-style-type: none"> ➤ Purpose of committee is to review all of our policies and procedures with regard to drills, active shooter, etc. ➤ Committee will meet as needed on a monthly basis. ➤ Committee will be focusing on expansion of building and modifying our entrances and exits in the coming months. ➤ The formation of this committee is also in response to a Safety and Security survey that was done last October. The committee will be

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	<p>moving through the results of that survey to determine next steps and to give feedback.</p> <ul style="list-style-type: none"> ➤ The committee represents a variety of stakeholders – including teaching and non-teaching staff. Students with IEPs, 504 Plans and limited mobility will all be considered as we move forward. <ul style="list-style-type: none"> • Tr. Kemi is a Fulbright Teacher <ul style="list-style-type: none"> ➤ She will spend two to three weeks this summer in Peru. She will not only learn about her host country, but will learn about Peru’s educational system and culture, will participate in school visits, will meet with educational leaders and attend educational excursions and workshops. ➤ Since 2011, there are approximately 450 cohorts, representing 500 Fulbright teachers – Tr. Kemi is in an elite class. ➤ When she has completed the program, she will debrief about the experience with Pr. Kristen to figure out ways to utilize what she has learned. • Black History Month Presentations in 8th Grade Math Classrooms <ul style="list-style-type: none"> ➤ Visited 8th grade math classes during Black History Month – shared my experiences and it was an opportunity to get enmeshed in the ICS community and to answer questions from the students. • Contractor Meetings/ Contract Renewals <ul style="list-style-type: none"> ➤ Working with Ramzy Andrawos on meeting with all of our contractors ➤ Reviewing our current contracts to learn when they end and which, if any, need to be renegotiated or renewed. • Policy Updates: <ul style="list-style-type: none"> ➤ School Code of Conduct – Need to provide more detail around our due process and consequences for truancy. These updates are a result of last year’s Annual Charter School Evaluation ➤ McKinney Vento – We need to adopt a policy for our homeless students that outlines their rights as students and the services they will receive. • Salus University Vision Van – Students who failed the initial vision screening will receive a more comprehensive exam. Those students will receive two free pairs of glasses – one pair will go home and one pair will stay at school. Goal is for students to receive their glasses before the PSSA testing. <ul style="list-style-type: none"> ➤ March 14th, CC ➤ April 8th, West • Website – Obtaining Proposals <ul style="list-style-type: none"> ➤ Had meetings with two additional vendors to look at redesigning our website. Expect to receive all three proposals very soon. Once received, proposals will be forwarded to the Communication and Development Committee for review. • Silent Auction – April 6, 2019, 6pm to 10pm <p>Maureen Eagen encouraged board members to support and attend the Silent Auction.</p> <p>Maureen asked Tanya what is the range of cost for the website redesign. Tanya stated approximately \$15,000, which also includes creating a branding or style guide and creating templates for all of our print materials and collateral. Tanya also talked to each vendor about figuring out a way to bring the Griffins and the primary ICS logo</p>

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Long	<p>together depending what we are using it for.</p> <p>Principal's Report: Kristen reported the following</p> <ul style="list-style-type: none"> • Teacher Evaluation Meetings – final evaluations taking place over the next couple of months • SY19-20 hiring season has started – currently only have two definite openings; however, this always changes before the start of school next year. <ul style="list-style-type: none"> ➢ MS Special Education Teacher – very difficult position to fill ➢ Elementary Teacher • School Play - Willy Wonka was a great success! <ul style="list-style-type: none"> ➢ 92 students participated • Professional Development Day on March 11 (showed board members PD schedule slide) <ul style="list-style-type: none"> ➢ Equity Training for all staff 9:00 am – 12:00 noon. This was the seventh training. ➢ Teachers’ choice workshops 1:00 pm – 3:10 pm • Second Trimester Closed, report card conferences will be held on March 22 • Faculty Wellness Activities – to help get over the winter doldrums <ul style="list-style-type: none"> ➢ On March 6, Jefferson University came to ICS and provided ten to fifteen minute massages for staff ➢ Held a staycation day today – some staff members really got in the spirit by wearing Hawaiian shirts. Team building games were played, Kristen performed a stand-up comedy act. • Career Days <ul style="list-style-type: none"> ➢ Middle School March 15 ➢ Lower School March 27 • Safe2Say – Student Training on March 21 • Take Flight Trips – April 8 to April 16 <ul style="list-style-type: none"> ➢ Colombia ➢ Ecuador ➢ Guatemala
Danyo	<p>Financial Report: Mike Reported the following</p> <ul style="list-style-type: none"> • Books – budget adjustment required • Computers – budget adjustment required • Special Education Professional Services and Psychological Services – cost continues to increase. Nothing to be concerned about as cost are offset by additional revenue coming in with increased special education population. • General Fund Revenue over expenses current - \$616,973 under projected budget by \$21,621 • Food Service Revenue over expenses current - \$(21,772) over projected budget by \$4,784 • Cash is \$6,038,244 – 188 days of cash on hand as of 1/31/19 • Federal Funds adjustment – small increase, no budgetary impact <p>January Disbursements</p>

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	<p>Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of January, 2019 in the amount of \$508,781.77.</p> <p>Motion to Approve: Allison Kelsey 2nd: Timothy Spreitzer Action: Passed unanimously (voice vote)</p> <p>Maureen Eagen stated that there is not a proposed 2019-2020 budget yet. Mike responded that he and Tanya have met several times and are working on some outstanding items. They will present a proposed budget to the finance committee for review and discussion prior to the April board meeting.</p> <p>Mehreen Zaman asked if consideration for kitchen equipment will be included in next year’s budget. Mike explained that the food service company provides their own equipment and if their contract is not renewed, we would pay them for the equipment with no interest or penalty at that time. Mike stated that some money has been budgeted for other things such as dumpsters and furniture for the new addition.</p>
	<p>Committee Reports: Construction: Tim Spreitzer reported the following:</p> <ul style="list-style-type: none"> • Timeline remains on schedule. We have all required permits at this time in place. • Working group meets regularly with architects, design team and professional staff on a biweekly basis. • Are now deeply in the design phase of the project – the architects are building out the design which will guide the construction process. We’re at the point in the process where additional input from our stakeholders is needed on specific elements within the design. An email has been sent to all stakeholders inviting them to a meeting on Monday, April 1 from 6:00 pm to 7:00 pm at ICS. • The meeting will focus on two items – one, the design of the playground and two, the design elements and choices within the addition. <p>Krista Pfeiffer asked if students are invited to attend. Tim responded that parents, stakeholders and others in the school community were invited, but not students. Krista suggested to let students have input around the design of the playground. Tim responded that another meeting can be scheduled to gather input from students. Jamila Dugan suggested getting input from the special education teachers for ideas that may be beneficial to special education students.</p> <p>HR Committee: Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • HR is moving right along. <ul style="list-style-type: none"> ➤ Working on revising employee handbook. ➤ Looking to hire a HR consultant to develop a comprehensive salary scale, by doing a study of comparable schools. Consultant will also help us to modernize and to set-up ISolved HR software, which we already have in place, but have not utilized.

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	<ul style="list-style-type: none"> ➤ Tanya has priced out a couple of options and M-F Consultants comes highly recommended and have agreed to provide up to 300 hours of work as opposed to a long-term contract. ➤ A resolution is on the agenda to contract with MF Consultants. ➤ The HR Committee will be doing a review of Tanya’s performance before the end of the year as well as renegotiating other contracts that end June 30, 2019. <p>Resolution: M-F Consultants Agreement Be it resolved that the Independence Charter School Board of Trustees hereby agrees to contract with M-F Consulting for Human Resources support at a rate of \$100/hour for a total amount not to exceed \$30,000 effective March 18, 2019.</p> <p>Motion to Approve: Krista Pfeiffer 2nd: Timothy Spreitzer Action: Passed unanimously (voice vote)</p> <p>Communication and Development Committee Allison Kelsey reported the following:</p> <ul style="list-style-type: none"> • Committee will be meeting soon. • Tanya stated that when she and Maureen Eagen attended the Worlds’ board meeting, Eric Cramer had mentioned that he would support a fundraising event. Tanya recently had a telephone conversation with Eric and he has offered to host an event at either his home or office. He needs about four to six weeks of lead time. We could pitch to him what we wanted to do and what we wanted to focus on. • We need to come up with a proposal and send it to him to move forward. • Maureen Eagen suggested that we fold the event into the groundbreaking. <p>Governance: In Rachel Hudson’s absence, Maureen Eagen reported:</p> <ul style="list-style-type: none"> • Act 55 Board Training <ul style="list-style-type: none"> ➤ Must be completed by all new board members ➤ Rachel is experiencing problems sending emails to the board Listserv. She will place board training materials in the Dropbox. Please complete training by April board meeting. • Board Candidates <ul style="list-style-type: none"> ➤ Committee will begin looking at new candidates for the 19-20 Board. ➤ Jo Tiongson-Perez is interested in becoming a full-time member. ➤ Current board members are encouraged to send recommendations to the Committee. ➤ Need members with experience in finance. ➤ Intent is to have resumes to review during the May board meeting and vote during the June meeting. ➤ Thanked board member Harry Moseley for his work on the closing of the loan for expansion project. <p>Krista Pfeiffer asked how many members, besides herself, are rolling off the Board. Maureen responded that Harry Moseley will be ending his service at the end of the school year, Jo Tiongson-Perez is coming off as parent rep, but is interested in becoming a non-</p>

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	<p>parent member and she will looking at members who are entering their second three-year term.</p> <p>Update on ICS West (ICSW): Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • Working with ICSW Board on their search for a new CEO. <ul style="list-style-type: none"> ➤ Deciding on whether to hire a search firm or to hire a consultant. ➤ Goal is to have CEO position posted by the end of March. ➤ A search committee has been formed. ICS CC board members were invited to be on the committee. Virgil Sheppard and Jamila Dugan have both expressed an interest. ➤ Mehreen has shared ICS CC’s CEO search information with ICSW and she will keep ICS CC Board updated on the progress of the search. • Management Agreement <ul style="list-style-type: none"> ➤ The negotiations of the management agreement have been temporarily put on hold due to CEO changes. • Mehreen has been attending ICS West board meetings. <ul style="list-style-type: none"> ➤ They have an amazing amount of community engagement. There are always many parents in attendance. ➤ The instructional coach has stepped up and taken on a lot of the Principal responsibilities. ➤ Rich Trzaska has been hired as the Interim CEO. ➤ All paperwork for the charter renewal has been submitted. <p>Maureen Eagen asked when they will know if the charter is renewed. Mike Danyo responded all charter schools should know by the end of April or the beginning of May. Discussion on charter renewal process followed.</p> <p>Jamila Dugan asked if the thought is to just have a CEO at ICS West and not a Principal. Mehreen responded that the former CEO was both the CEO and Principal. The Board is very certain that they now want to have both a CEO and Principal. The new CEO will participate in the principal search. The Board would also like to hire an Assistant Principal and it is very likely they will conduct a search for both positions at the same time.</p> <p>Jamila asked in connection with the management agreement, what the plan for supporting ICS West and their mission so that they thrive. Mehreen explained that there is a committee of board members and staff to discuss tackling the issues and what is feasible for them. The first priority is to ensure that the students receive the best education even it means changing the model. Mehreen will invite Jamila to the next meet management agreement meeting.</p> <p>A discussion followed on strategies to best support ICS West.</p>
Eagen	<p>Maureen stated that during February board meeting, she had handed out a copy of the Worlds of Opportunity by-laws and explained that when she attended Worlds’ last board meeting it was suggested that a member of the ICS Executive Board attend the Worlds’ board meetings. In order to do so, a change to their by-laws is necessary. The ICS board has the authority to make changes to the Worlds of Opportunity Board’s by-</p>

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	<p>laws. The proposed change was given to each board member during the March 13, 2019 board meeting, and if agreed on, the ICS Board will vote on the change during the April 10, 2019 board meeting.</p> <p>Maureen went onto say that currently the Worlds’ board has five members and their by-laws allow for six members. The ICS Board has the authority and responsibility to vote on board members for Worlds. ICS board member Krista Pfeiffer is coming off of the ICS Board and has expressed an interest in joining the Worlds’ Board. Her appointment to the Worlds’ Board will also be voted on during the April board meeting.</p> <p>Maureen stated that she and possibly Jo Tionson-Perez will be attending the Philadelphia Charter School of Excellence board network luncheon next week. All board members are welcome to attend.</p>
Eagen	<p>Resolutions:</p> <p>Maureen stated that during the February board meeting the 2019-2020 calendar resolution was tabled for more discussion around school holidays. Tanya reported that based on the last discussion, she did a review of the 2019-2020 calendar and looked at an interfaith calendar for 2019 (a slide of interfaith calendar showing all religious holidays celebrated was shown) just to see where holidays would fall. With regards to this year and because of where the Christian holidays fall, as well as some of the other holidays mentioned, the holidays actually overlap in the timeframe of December. Another factor taken in to account, was our testing windows. Given this, we are proposing to move forward with the 2019-2020 calendar as is. However, we are already thinking about the 2020-2021 calendar and consideration of all the various faiths represented in our community.</p> <p>Maureen asked if there were any questions. Sharon Berney asked if anyone was familiar with the Muslim holidays. Tanya pointed Sharon to the slide where all of the Muslim holidays were highlighted. There are quite a few Muslim holidays.</p> <p>Sharon then asked about the length of the winter break in December of 2019. Tanya explained that because of how the winter holidays fall, it made more sense to extend the winter break rather than to bring staff and students in for one day at the beginning or end of the break. It also allows for a professional development day before students return. Sharon also asked if the Monday holidays listed are Federal holidays. Tanya replied that they are. Sharon then commented it would be helpful to have time prior to passing a resolution to think about it and to respond by email in advance of the board meeting. Sharon felt that since there were not any changes to the calendar since the last board meeting and the calendar was not included in the materials emailed to the Board prior to the March meeting, she was being forced to pass the calendar resolution. Mehreen Zaman reminded Sharon that board members may vote “no” on any resolution they may not agree with.</p> <p>2019-2020 School Calendar Be it resolved that the Board of Trustees of Independence Charter School hereby approves the 2019-2020 school calendar.</p> <p>Motion to Approve: Tim Spreitzer</p>

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	<p>2nd: Mehreen Zaman Abstain: none No vote: Sharon Berney Action: Passed (voice vote)</p> <p>Before passing the New Hire resolution, Tanya explained that we have a teacher who is out on family leave and we needed to hire a long-term sub and for the part-time recess coach position and the Behavior Specialist position, both of these positions have been vacant for a period of time. Krista Pfeiffer stated that several years ago a Behavior Specialist was hired and is now the Dean. She asked if the Dean’s responsibilities are the same as the Behavior Specialist. Kristen explained that how the position is now being defined is different from several years ago so that we were able to attract the right candidates.</p> <p>New Hires Be it resolved that the Board of Trustees of Independence Charter School hereby approves the hiring of the following employees at the salaries presented.</p> <p>Alicia Williams Long-term substitute - for Keriann May Taysia Snead – Part-time Recess Coach (1/2 replacement for Ekimberly Jones) Zahara Hamlin – Behavior Specialist</p> <p>Motion to Approve: Allison Kelsey 2nd: Krista Pfeiffer Action: Passed unanimously (voice vote)</p> <p>Before passing the Standard Digital resolution, Tanya explained that our current contract with Standard Digital expired in January. Ramzy Andrawos put out a RFP and Standard Digital came in with the best rates and are decreasing our monthly expenditures by \$1,200 from the previous agreement.</p> <p>Standard Digital Be it resolved that the Board of Trustees of Independence Charter School hereby agrees to contract with Standard Digital for the leasing of six (6) Sharp Copiers for 36 months for \$1,939.82 per month.</p> <p>Motion to Approve: Jamill Jones 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p>
Eagen	<p>Adjournment Motion to Adjourn: Mehreen Zaman 2nd: Tim Spreitzer Action: Passed unanimously (voice vote) Maureen adjourned the meeting at 7:25 pm</p>

Respectfully submitted by: Patricia Prendergast