

# Independence Charter School-CC

## Minutes from BOT Meeting of Wednesday August 14, 2019

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

**Time:** 6:00 PM

**Next meeting: Wednesday, October 16, 2019**

### Board Attendees:

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

Who	What
Eagen	Maureen called the meeting to order at 6:05pm.
Eagen	Maureen thanked Krista Pfeiffer and Harry Moseley for their prior service to the Board.  She noted that Mehreen was taking notes for the meeting and that between she, the recording, herself and Tanya, notes would be created.
Eagen	<b>Approval of Minutes</b> Maureen asked for a motion to approve the June 12, 2019 minutes  <b>Motion to Approve: Allison Kelsey</b> <b>2nd: Gina Mosley</b> <b>Abstain: Marc Hensley, Michele Lamm</b> <b>Action: Passed (voice vote)</b>
Eagen	Maureen asked if there were any public comment. There was no public comment
Ruley-Mayo	<b>CEO Report</b> Tanya reported the following: Although school was closed over the summer, there was a lot of activity. The things they have been working on are: <ul style="list-style-type: none"> <li>• Charter Renewal <ul style="list-style-type: none"> <li>○ The first section was submitted on 8/1, the second portion is due on 8/30. Relevant attachments are being uploaded to EPI.</li> <li>○ They are preparing for the CSO visit in September. The CSO will spend</li> </ul> </li> </ul>

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	<p>1-2 days on site.</p> <ul style="list-style-type: none"> <li>• Finalizing Mid-Year/End-of-Year Feedback Forms               <ul style="list-style-type: none"> <li>○ This item was discussed previously. Tanya and the Leadership Team are updating midyear and end of year feedback forms for noninstructional staff. They are at the point where they will be finalizing those forms.</li> </ul> </li> <li>• Conducted Supervisor Training               <ul style="list-style-type: none"> <li>○ The training was led by Molly Farley, the HR consultant who has been working with ICS.</li> <li>○ Tanya reported that the training went well.</li> <li>○ Kristen noted it was the first supervisor training she has had in at least the last 5 years</li> <li>○ Attendees included staff with direct supports including Kristen, Odamis, Ramzy, Dave, Jody, Naki, Adrian and Kerry.</li> <li>○ Kristen noted that it was good to have a variety of leadership positions there.</li> <li>○ Some attendees had never had a training like this, so this was good for them. And it was a good refresher for those who may have attended a similar training in the past.</li> <li>○ The training included: an overview of common do/don'ts and summaries of key legislation. The training also highlighted areas to continue to work on like, having difficult conversations</li> <li>○ They will have a follow-up training.</li> <li>○ People walked away thinking that things were going well but there are places where we can improve.</li> <li>○ It was a good way to kick off the school year.</li> <li>○ They plan to rollout a similar training to staff. The first part will take place during teacher in-service next week. During this training they will do a general review of the handbook. They plan on conducting similar trainings throughout the year.</li> <li>○ Staff training will be conducted by Leadership Team</li> </ul> </li> <li>• Website               <ul style="list-style-type: none"> <li>○ The first step in updating the website is the wireframe which is the organization of the information that needs to be included on the site.</li> <li>○ Feedback on the wireframe has been provided by the Board and Leadership Team</li> <li>○ The next step in the process, which has been moving in tandem, is creating the copy for the site.</li> <li>○ We have a lot of artifacts, currently on the website and in other places, but this update gives us the opportunity to define how we present who ICS is internally and externally.</li> <li>○ The griffin will be integrated into the website</li> <li>○ The other piece that needs to be determined is how to incorporate social media platforms. The team is saving that as a last step because we have to decide what we will use social media for and with what frequency. This process is underway.</li> </ul> </li> <li>• Construction               <ul style="list-style-type: none"> <li>○ Everyone can look outside and see that construction has started</li> <li>○ Construction has paused because of rain</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ There is a construction meeting tomorrow to finalize final pricing. Two key line items are more expensive than originally expected; electrical and plumbing. The price increases were due to changes in code. Tanya stated that they are trying to minimize the price increases.</li> <li>● Summer Submissions               <ul style="list-style-type: none"> <li>○ The annual charter report was submitted on 8/1</li> <li>○ Title I application for continued funding has also been submitted</li> </ul> </li> </ul>
Long	<p><b>Principal's Report:</b> Kristen reported the following:</p> <ul style="list-style-type: none"> <li>● ICS had over 120 students in the building over the summer for Springboard and other programs. There was a lot of activity</li> <li>● English teachers from the Dominican Republic visited ICS. They are enrolled in a program through Drexel. The teachers talked to students and had a roundtable discussion with teachers</li> <li>● Curriculum Planning/Writing               <ul style="list-style-type: none"> <li>○ K-8 Language Arts vertical alignment</li> <li>○ Revised 3<sup>rd</sup> -5<sup>th</sup> Grade Science</li> <li>○ Consulted with West on their new Spanish program. Maestra Doris and Odamis have been very involved with this.</li> <li>○ Piloting new curriculum for 4<sup>th</sup> &amp; 5<sup>th</sup> Grade Math. Teacher Kerry is leading this.                   <ul style="list-style-type: none"> <li>▪ The new curriculum is called Envision. It is more teacher and student friendly. It is hands on and problem solving focused.</li> <li>▪ Envision has a good intervention piece and parents will be able to use it.</li> </ul> </li> <li>○ Revamped Social Studies, including alignment with Global Citizenship standards, social justice</li> <li>○ Introducing Need in Deed to 7<sup>th</sup> and 8<sup>th</sup> grades. This is a service running program. Working with the vendor to create the program</li> <li>○ Purchased books (Spanish and English) to update classroom libraries. The teachers focused on finding diverse books and books that reluctant readers will want to read.</li> <li>○ Modified recess, school-wide expectations, and arrival and dismissal due to construction</li> </ul> </li> <li>● Hosted Kindergarten Ice Cream Socials. They were held in 2 sessions in the cafeteria.</li> <li>● Hiring for part-time positions (except for NTAs and Classroom Assistants) is going very well.</li> <li>● On-boarding new staff</li> </ul>
Danyo	<p><b>Financial Report:</b> Mike Reported the following:</p> <ul style="list-style-type: none"> <li>● Final subsidy rate for this fiscal year is 0.57% increase</li> <li>● Subsidy rates for next year. Overall will be 11% higher for regular education and 1.6% increase for special ed.</li> <li>● They are currently working on closing the books for this year. The preliminary numbers show \$800 thousand, but bills are still coming in so that number will be adjusted.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Mike explained that there is a new director and staff at the District for special education.</li> <li>• We have not seen the PD63 which is the calculation of how they got to those numbers.</li> </ul> <p>Jo asked is there is an opportunity to look at new food service providers. Mike explained that there is a 5 year contract in place, but that it must be renewed each year. Jo stated that there are health and quality concerns from parents and students. Mike said that with other clients, parents will typically tell the administration what the issues are and they will address them with the vendor.</p> <p>Jo asked if considering a new vendor would be time/work intensive. Mike explained that the contract is set for this year. He stated that the next review is in March</p> <p>Sharon suggested that she and Jo collect feedback and provide it to the Food Services Committee. Tanya also suggested that the school get feedback directly from the students. She informed Sharon and Jo that in order to get involved with the conversations, they should contact the Food Services Committee.</p> <p>Ramzy followed up by stating that Linton's (the current food service vendor) will do whatever ICS wants, but ICS must determine how much it is willing to invest.</p>
Eagen	<p><b>Resolutions:</b></p> <p><b>May Disbursements</b> Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of May 2019 in the amount of \$354,345.75.</p> <p><b>Motion to Approve: Rachel Hudson</b> <b>2nd: Allison Kelsey</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>June Disbursements</b> Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of June 2019 in the amount of \$497,704.60.</p> <p><b>Motion to Approve: Michele Lamm</b> <b>2nd: Rachel Salis-Silverman</b> <b>Action: Passed unanimously (voice vote)</b></p>
	<p><b>Committee Reports:</b></p> <p><b>Construction:</b> Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> <li>• Tim Spreitzer resigned from the Board. He will be missed. He was very involved in the Construction Committee. If we still need a Construction Committee, Maureen stated that she will reach out to Eleanor to see if she would be willing to head the Committee if needed.</li> <li>• Due to the recent weather, the construction is 5 days behind schedule.</li> </ul> <p>Rachel S. raised the question of naming/recognition opportunities for new the construction. The question is focused on what we are able to do, and what the Board thinks is appropriate to do. The result of the discussion was that a joint Communications and Construction Committee meeting would occur and recommendations would be made to the Board for 1) what is possible and 2) what</p>

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	<p>their recommendation is.</p> <p>Tanya explained that the 133 existing pavers cannot be used as is because the names are on the wrong side of the paver (wide side, not short side).</p> <p><b>Human Resources</b></p> <p>Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"><li>• The goals for the HR Committee for SY 2019-2020 are:<ul style="list-style-type: none"><li>○ Finalize salary scale for staff and determine how/if it can be implemented. It was implemented for new hires so that these employees will be in line with the scale from the beginning. HR would like to explore if we can bring the teachers who are below up to level.</li></ul></li></ul> <p>Maureen asked how many teachers this would impact. Mehreen explained that 25% are below the salary scale, but the discrepancies range from 1%-22% below the scale. Tanya and Mike confirmed that to bring all of these individual up to scale, the cost would be approximately \$200k (salary alone) and about \$250k including benefits. However, Mehreen explained that HR needs to determine what impact these changes would have long term, i.e. 5 year projections. Mehreen also stated that HR is considering what to do with staff that are above the scale (because of their years of services). She explained that they are considering whether additional income would be included in salary as a type of bonus.</p> <ul style="list-style-type: none"><li>○ Work on a teacher pipeline focused on Spanish speaking teachers. Mehreen explained that Tanya has already started cultivating these relationships</li><li>○ Develop wellness initiatives for staff</li></ul> <p>Sharon asked what we currently do for staff wellness. Tanya explained that we have previously worked with Jefferson University, and have built items into Wednesday professional development. She explained how dedicated the staff is and that we want to formalize ways to honor that.</p> <p>Sharon also stated that there is a concern about the staff perception about how the ICS financials work. She asked if there is an awareness of how to learn about it. She suggested that we get creative and look at what other schools do. Tanya suggested bringing in benefits providers to explain ways to access the resources people have but may not know about, and that you could possibly pair that with something fun (i.e. smoothie demo). Another suggestion was bringing in a representative from our bank to talk to staff about planning for retirement, basic financial 101. Ramzy stated that we used to do that, and it is something we can do again.</p> <ul style="list-style-type: none"><li>○ Continue equity training from last school year which will focus on interactions with both students and between staff. The trainings will focus on substantive outcomes that can be achieved.</li></ul> <p><b>Resolutions:</b></p> <p><b>Employee Resignations/Non-Renewals</b></p> <p>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>

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	<p>Marilys Coratolo – MS Science                      Evangeline Smith – Classroom Assistant</p> <p><b>Motion to Approve: Mehreen Zaman</b>  <b>2nd: Michele Lamm</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>New Hires for 2019/2020</b>                      Be it resolved that Board of Trustees of Independence Charter School hereby accept the hiring of following staff effective August 12, 2019 as presented                      Samantha Abrams – MS ELA                      SaMya Bennefield – Kindergarten Enhanced                      Tanisha Bezue – MS Social Studies                      Ana Flores – 4th grade Immersion                      Tierra Fowler –MS Social Studies Immersion                      Lilah Gosman – P/T Intervention Teacher                      Justin Harris – P/T NTA                      Alyssa Heller – P/T NTA                      Ranique Johnson – Classroom Assistant                      Mabel Lee – MS Spanish                      Olivia LeVach – MS Special Ed.                      Natalie Nassib - Enrollment Coordinator                      Kaitlyn Palmer - Elementary Special Education                      Sereyvibol (Kevin) So – MS Science                      Jaimie Washington – P/T NTA</p> <p><b>Motion to Approve: Rachel Hudson</b>  <b>2nd: Sharon Berney</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>BAYADA Staffing</b>                      Be it resolved that the Independence Charter School Board of Trustees hereby approves a one-year contract with BAYADA Staffing effective September 1, 2019 for Nursing Services for a rate of \$ 50.10/hour.</p> <p><b>Motion to Approve: Allison Kelsey</b>  <b>2nd: Michele Lamm</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Communication and Development</b>                      Jo provided goals prior to the meeting and discussed them:</p> <ul style="list-style-type: none"> <li>• Institutional Branding                             <ul style="list-style-type: none"> <li>• Unifying ICS’ brand identity across print and online communications: print collateral, website, email, social platforms. This includes reassessing how all materials reflect the ICS brand and logo</li> <li>• Website redesign in partnership with Rowhouse and Octo Design</li> <li>• Communications: Create an ICS press kit (online and print) consisting of streamlined history and milestones (print: in the form of a fact sheet),</li> </ul> </li> </ul>

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	<p>financial/philanthropic information, news coverage, and media assets available for download (online)</p> <ul style="list-style-type: none"> <li>• Securing EITC for fundraising efforts- it has been submitted.</li> </ul> <ul style="list-style-type: none"> <li>• Capital Building Campaign: Phase 1 This initial phase of ICS' capital campaign will focus on strategizing naming opportunities for leadership and major gifts that would expand the school's educational programs and initiatives (e.g. Arts and culture, technology, STEM). This phase will also consist of building a stakeholder list of alumni, including external individuals and organizations who have the potential to support ICS' fundraising goals. (For example, a "friendraiser" event hosted by two board members of Worlds of Opportunity would be a fundraising initiative potentially executed in phase 2 of the capital campaign.)</li> </ul> <p>There was discussion about the use of student photos on social platforms. Tanya informed the Board that we get permission from parents before posting pictures on social media.</p> <p>There was a conversation about the capital campaign.</p> <ul style="list-style-type: none"> <li>• Strategizing giving opportunities</li> <li>• Will there be tiers for donors?</li> <li>• Companies may donate by aligning to an area based on their industry/mission, individuals donate based on a cause</li> <li>• A need was expressed to reestablishing relationships with companies that donated previously as well as utilizing the alumni base</li> <li>• Tanya noted that Kindful is in place- and all existing families have been entered</li> </ul> <p>Sharon asked what the next steps would be. The Communications Committee stated that:</p> <ul style="list-style-type: none"> <li>• We should wait until we have finalized resources to share before approaching donors</li> <li>• We need to build relationships and cultivate those relationships in the meantime</li> <li>• We also need to determine what our asks are in the immediate and over time</li> <li>• Tanya noted that a lot of time spent researching prospects</li> </ul> <p>Rachel raised hiring a staff member to oversee this effort. Tanya raised that a firm could also do this (for example Fairmount Ventures). Discussion ensued. It was determined it is something that could be considered in the future.</p> <p>Sharon asked if we should be working off a timeline. Michele said she would do research to see what the key dates would be for company donations. Jo noted that the infrastructure items will have a timeline and then fundraising efforts will flow from when that is done. The most vital items are:</p> <ol style="list-style-type: none"> <li>1. Developing a timeline for infrastructure, and</li> <li>2. Establishing a monetary goal</li> </ol> <p>Rachel reported that <i>The Philadelphia Inquirer</i> contacted ICS following the story about</p>

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	<p>the expansion. She expressed an interest in doing a story about the ICS, where it started and where it is going and the one program model. She interviewed Kristen and will be interviewing Tanya and the rest of the Leadership Team as well as getting a tour of ICS. Rachel said that, ideally, the reporter will also come to ICS to get photos of students as well as interview current families and alumni. She anticipates it will be a positive story.</p> <p><b>Governance</b> Rachel Hudson reported the following:</p> <ul style="list-style-type: none"><li>• Act 55. All new Board members and Board members in the first year of their second terms must complete the training. This means that Dana and Marc need to complete the training. Mehreen and Rachel SS may be covered because they completed the training last year, but Rachel H. will confirm.</li></ul> <p><b>ICS West</b> Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"><li>• West hired a CEO, principal and promoted internally for AP</li><li>• We continue to work with them on revising the Management Agreement</li><li>• Under the current Management Agreement, we have to approve any changes to their bylaws. Under their current bylaws their Board is capped at 9 and they would like to expand to a maximum of 13.</li><li>• Ramzy is managing their construction</li></ul> <p><b>West Bylaws</b> Be it resolved that Board of Trustees of Independence Charter School hereby approves the resolution of the Board of Trustees of Independence Charter School West amending their bylaws to increase the numbers of Board members to no fewer than 5 and no more than 13 voting members.</p> <p><b>Motion to Approve: Maureen Eagen</b> <b>2nd: Mehreen Zaman</b> <b>Action: Passed unanimously (voice vote)</b></p> <p>Maureen reiterated that the works happens in the Committee meetings and asked that each Committee meets monthly and reports at each Board meeting.</p> <p><b>Bullying and Cyber Bullying Policy</b> Be it resolved that the Independence Charter School Board of Trustees hereby approves the Bullying and Cyber Bullying Policy as presented.</p> <p><b>Motion to Approve: Mehreen Zaman</b> <b>2nd: Jo Tiongson Perez</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Board Member Resignation</b> Be it resolved that the Board of Trustees of Independence Charter School hereby accept the resignation of Board Member Tim Spreitzer effective June 13, 2019.</p> <p><b>Motion to Approve: Michele Lamm</b> <b>2nd: Sharon Berney</b></p>

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	<b>Action: Passed unanimously (voice vote)</b>  Maureen reminded the Board that the Board meeting in October will be on 10/16 because of holiday on 10/9.
Eagen	<b>Adjournment</b> <b>Motion to Adjourn: Marc Hensley</b> <b>2<sup>nd</sup>: Rachel Hudson</b> <b>Action: Passed unanimously (voice vote)</b> <b>Maureen adjourned the meeting at 7:32pm</b>

Respectfully submitted by: Mehreen Zaman