

# Independence Charter School-CC

## Minutes from BOT Meeting of Wednesday, October 16, 2019

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

**Time:** 6:00 PM

**Next meeting: Wednesday, November 13, 2019**

### Board Attendees:

Sharon Berney	present	Mehreen Zaman	present	Chuck Calvanese (BSI)
Camilo Dominguez	present			
Jamila Dugan	absent			
Maureen Eagen	present			
Marc Hensley	present	<u><i>Ex-officio</i></u>		
Rachel Hudson	absent	Tanya Ruley Mayo	present	
		Tiia Reinvald	present	
Jamill Jones	present	<u><i>Also Attending</i></u>		
Allison Kelsey	absent	Mike Danyo (Santilli & Thomson)		
Dana Martin	present	Kristen Long (staff)		
Gina Mosley	present	Dave Peterson (staff)		
Rachel Salis Silverman	present	Patricia Prendergast (staff)		
Eleanor Sharpe	present	Jenny Hoedeman-Eiteljorg (staff/parent)		
Virgil Sheppard	phone	Katrina Flener (PTA)		
Jo Tionson Perez	present	Lameika Headen-Jones (parent)		

Who	What
Eagen	Maureen called the meeting to order at 6:06 pm.
Eagen	<p><b>Approval of Minutes:</b> Maureen asked for a motion to approve the August 14, 2019 minutes.</p> <p><b>Motion to Approve: Mehreen Zaman</b> <b>2nd: Gina Mosely</b> <b>Abstain: Camilo Dominguez</b> <b>Action: Passed unanimously (voice vote)</b></p>
Eagen	<p>Maureen asked if there were any public comment.</p> <p>Katrina Flener, PTA President and parent of 4<sup>th</sup> graders, stated that during a recent PTA Officers meeting it was decided, due to successful fundraising, that they are in a great financial position and want to make a one-time donation of \$10,000 to ICS to use to fund an additional non-teaching assistant position to help with recess. They sent an email to their membership and they agreed that this was a good use of the funds. Katrina went on to say that she and the PTA recognize that the logistics of recess during the current construction has created additional stressors for everyone involved and asked if a policy for recess coaches is in place or could be put in place so that the bad behavior of a few students doesn't result in an entire class losing recess. Katrina also suggested that perhaps students school-wide could get up in their classroom and move every couple of hours. In closing, Katrina asked if the Board would consider matching the PTA's donation given the school's current fund balance. Maureen Eagen</p>

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	<p>responded that after meeting with administration, there will be a response to the public comment at the November board meeting.</p>
<p>Ruley-Mayo</p>	<p>CEO Report: Tanya Reported the following:</p> <ul style="list-style-type: none"> <li>• <b>Charter Renewal</b> <ul style="list-style-type: none"> <li>• CSO Site Visit took place on September 24                             <ul style="list-style-type: none"> <li>• Document Review</li> <li>• Classroom Observations</li> </ul> </li> <li>• Follow-up visit Friday, October 18                             <ul style="list-style-type: none"> <li>• Observe Social Studies Classes– Global Citizenship</li> </ul> </li> <li>• Amendment Request to shift to one program submitted October 15</li> <li>• Next Steps                             <ul style="list-style-type: none"> <li>• ICS will receive a close-out letter, we can respond to any findings</li> <li>• CSO will forward a draft charter agreement for review</li> <li>• CSO will make their recommendation to the Board of Education – December 2019</li> </ul> </li> <li>• Preliminary feedback from the CSO has been positive.                             <ul style="list-style-type: none"> <li>• There are a couple of areas for improvement – seven out the eighteen student health files that were reviewed were missing dental records and eight of the twenty-four enrollment files were missing registration statements. We are actively working to obtain these missing documents; however, for the review, either you have them on file at the time of the review or you do not.</li> </ul> </li> <li>• The CSO did not meet with admin team before the document review or classroom visits, but rather did a debrief afterwards where there was some context around what they saw vs. what we explained in our renewal application. Based on the debriefing, the CSO said that they would go back and re-calibrate. We are waiting to get their feedback to see what we may have to respond to.</li> <li>• Overall, it was a very good visit</li> </ul> </li> </ul> <p>Rachel Salis-Silverman asked if the recommendation to the Board of Education in December will include the one-program model proposal. Tanya responded that it should, but she will ask the CSO when they are here on Friday.</p> <ul style="list-style-type: none"> <li>• <b>Construction</b> <ul style="list-style-type: none"> <li>• Awaiting approval from L&amp;I on permitting for the Underpinning                             <ul style="list-style-type: none"> <li>• The apartment building that is adjacent to the former playground area requires structural support</li> <li>• Amended permit review expected by October 18th</li> </ul> </li> <li>• At this moment, the timeline for completion will not be impacted</li> <li>• BSI will move forward with underground plumbing and masonry simultaneously - this will be done with as many trades as possible so that we can meet the August 25 completion date.</li> <li>• Currently exploring alternative facilities for Summer Programs in the event our indoor space is not available during the summer months</li> </ul> </li> </ul> <p>Maureen Eagen asked Chuck Calvanese, from BSI, if the underpinning to support the adjacent apartment building was anticipated before construction. Chuck responded</p>

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	<p>that it was not anticipated and it wasn't until the excavation started that it was discovered that underpinning may be necessary. BSI had a building inspector take a look and discuss the situation. It was agreed that underpinning was necessary at which time an amendment to the foundation permit was submitted. The contractor who will do the underpinning is ready to start on Monday, October 21 if approval is received by October 18. Chuck went onto say that although there isn't much working taking place at the moment and they have done as much work as they can until they receive the approval, the coordination of the HVAC, the electrical and other aspects of the structure work are underway to rebuild the schedule to make-up for lost time and still meet the August 25 target date. Tanya added that a contingency plan is being worked on in the event the target date is not met.</p> <ul style="list-style-type: none"><li>• <b>Website Redesign</b><ul style="list-style-type: none"><li>• Thank you to the Communication &amp; Development Committee for providing ongoing feedback as we go through the phases of the project</li><li>• Mock-ups are being reviewed</li><li>• Copy is being edited</li><li>• Photoshoot - Leadership Team, Staff, Students &amp; Construction – photos will be edited before they go on the website to make sure the essence of ICS is captured</li><li>• Goal is to be complete by end of October so we can switch from the old site to the new site in November.</li><li>• Received an update today that the translation feature has been imbedded. We will begin testing to insure that our website can be translated into multiple languages</li></ul></li><li>• <b>Fundraising</b><ul style="list-style-type: none"><li>• EITC application approved for FY 19<ul style="list-style-type: none"><li>• EITC runs on a calendar year. Our current approval ends 12/31/19</li><li>• Will reapply for FY20 in January</li></ul></li><li>• Annual Appeal on track for November</li><li>• Reviewing quotes from three firms for development support – to help us strategize around giving in general and reinvigorate our development efforts</li></ul></li><li>• <b>Human Resources</b><ul style="list-style-type: none"><li>• Held 2<sup>nd</sup> Supervisors Training today<ul style="list-style-type: none"><li>• Performance Management<ul style="list-style-type: none"><li>• Mid-Year &amp; EOY Evaluations for Non-instructional Staff</li><li>• Feedback Conversations – having staff walk away feeling more empowered</li></ul></li></ul></li><li>• iSolved Onboarding Module through PayUSA, which is our payroll company<ul style="list-style-type: none"><li>• Onboarding is a feature that we have been paying for, but not using.</li><li>• This feature will help streamline the paperwork process for both new and existing employees</li><li>• Employees will be able to access pay stubs, manage their personal information such as tax deductions, change of address, etc.</li></ul></li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>• Implementation begins October 21</li> <li>• <b>2020-2021 Lottery (as of 10/14/19)</b> <ul style="list-style-type: none"> <li>• 1st year using Apply Philly Charter</li> <li>• Application Window: September 20 – January 27</li> <li>• Lottery drawing to be held February 11, 2020 at 5:00 pm in the school cafeteria</li> <li>• 1725 applications for SY 20-21                             <ul style="list-style-type: none"> <li>• 486 Kindergarten applications</li> <li>• 53 zip codes represented</li> </ul> </li> <li>• Weeks 1 &amp; 2 : 845 and 436 applications respectively</li> <li>• 127 applications for SY 19-20</li> <li>• Tours Scheduled for October, November, &amp; December</li> </ul> </li> </ul> <p>Camilo Dominguez asked how these numbers compare to last year. Jenny Hoedeman-Eiteljorg responded that we had between 800 and 1,000 applications for Kindergarten and had a similar number of applications for all the other grades. At this point in the application window, the Kindergarten applications are lagging, but we have many more applications for the upper grades where there are fewer spots available. Camilo then asked if using Apply Philly Charter will change our demographics. Tanya responded that she does not think so since we have received applications from 53 zip codes.</p>
Long	<p><b>Principal's Report:</b> Kristen reported the following:</p> <ul style="list-style-type: none"> <li>• Improved Multi-tier System of Supports (MTSS)             <ul style="list-style-type: none"> <li>• Working to better streamline the process and use data to ensure that students are receiving the interventions that they need</li> </ul> </li> <li>• Indoor Recess/ Marian Anderson             <ul style="list-style-type: none"> <li>• Many logistics to consider – it is harder on the adults than the students to adjust</li> <li>• A feedback form has been sent to staff asking for their input and suggestions on how the process can be improved</li> <li>• Non-teaching assistants are receiving training on in-door games to play, teachers are taking classes out for walks, the PTA gave second grade students reusable bags that they put books in to take to the park to read</li> <li>• Over the course of a week, some teacher's may lose a half-hour of prep time. To try to accommodate for the lost time, we are devoting one Wednesday a month (two hours) to allow teachers time to catch-up. If they are caught up, they are permitted to work off-site. We're trying to be creative.</li> </ul> </li> <li>• Math Carnival - 10/23 – it's a lot of fun.</li> <li>• Halfway mark for 1st trimester – interims are going out to parents</li> <li>• Peer Teacher Observations, Instructional Coaching, Walkthroughs are taking place</li> <li>• School Musical             <ul style="list-style-type: none"> <li>• A Year with Frog &amp; Toad</li> <li>• 100+ students seeking to participate – lots of interest from the students</li> </ul> </li> <li>• Take Flight 10 Year Anniversary!</li> </ul>

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	<ul style="list-style-type: none"> <li>• Teachers have been chosen for the different trips and the students have applied. In the next few weeks, the teams will be formed and students will notified of who will be going.</li> <li>• Students Run gearing up for Philadelphia Marathon</li> </ul>
Reinvald	<p><b>Staff Report</b></p> <p>Tiia reported the following:</p> <ul style="list-style-type: none"> <li>• Math Carnival coming up and Tr. Rich needs volunteers and baked goods</li> <li>• Two first grade teachers wanted to share that they attended a workshop at Teachers' College and had a very positive experience</li> <li>• The 5th grade poetry reading was a smashing success. Many parents came and the students had a wonderful time reading their poetry</li> <li>• Two staff members said they have seen an improvement and upward trend in administrative support over the past three years</li> <li>• Teachers requested that the insurance broker provide an explanation on the reimbursement checks. Tanya has already addressed this with the broker.</li> <li>• Staff has requested a regular construction update – Tanya is doing this</li> <li>• Two teachers expressed concerns about the current discipline situation. They feel that the consequences are inequitable – discipline is more lenient for repeat offenders than students who do not consistently misbehave. They are unhappy that students are being turned away from Reflection Room and that there is not enough staff in the hall to monitor bathrooms. The leadership team is addressing these concerns.</li> <li>• Received two emails from teachers stating that they are stressed about the loss of prep time due to walking to and from Marian Anderson. At the time of the emails, the teachers were not aware of the plan to give teachers two hours of additional prep time one Wednesday a month.</li> <li>• One teacher said that there are too many new initiatives that teachers are tasked with, when they are already struggling to meet the administrative deadlines in place.</li> <li>• Three teachers asked for clarity from the board on a couple concerns:             <ul style="list-style-type: none"> <li>• Spent a lot resources on Trauma Informed Training two years ago and math education last year. What are your priorities looking forward to move ICS to a more globally-minded, anti-racist, equitable-based learning? Tiia clarified that the teachers are looking for global citizenship to be implemented centrally and through and through.</li> </ul> </li> </ul> <p>Kristen responded that the last Trauma Informed Training was held in January and Tanya is currently looking at equity consultants/firms to continue the staff training. Sharon Berney stated that it sounds like they may have observed something happen and are questioning what is being done to make sure this doesn't happen. Tanya added that she, Kristen and Tiia met about the feedback received to get a sense of are there things that can be immediately addressed. Tanya continued to say that since we are able to get candid feedback through Tiia, as the staff rep, this allows us to do our job even better and Tanya is excited about being able to engage in creating a dialog with the staff. Tanya went onto say that the items that have been brought up will be addressed at next Wednesday's staff meeting.</p> <p>Jo Tionson Perez commented that as a parent she is extremely impressed with how global citizenship is infused in the curriculum and she is happy to hear that teachers feel that there is room is for refining.</p>

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Danyo	<p><b>Financial Report:</b>            Mike Reported the following</p> <ul style="list-style-type: none"> <li>• Revenue is \$70,000 better than budgeted</li> <li>• Expenditures are over budget by about \$27,000 - this is due to some salary changes and a couple of things that happened over the summer. This is nothing to be concerned about. Over the year, this will wash out with savings elsewhere</li> <li>• Right on track as to where we should be at this point</li> <li>• There are three checks to Independence Blue Cross on the cover page – this is the new insurance carrier. Paid July and August bill in July and September’s bill in August</li> <li>• Received subsidy numbers in October and we’re very close to our targeted budgeted number for special education</li> <li>• Audit is moving along</li> <li>• Cash on hand as of 8/31/19 is \$6,623,892 – 190 days</li> </ul> <p>Maureen asked Mike to explain the lease reimbursement program. Mike explained that since we lease the building from Worlds, we are eligible for a lease reimbursement from the State. The State takes a market ratio of Philadelphia, which is about 75% and we receive approximately \$160 per elementary student and \$220 per middle school student. This is roughly a little more than \$100,000, which equals about one month of rent.</p>
Eagen	<p><b>Resolutions:</b></p> <p><b>July Disbursements</b>            Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of July, 2019 in the amount of \$335,376.38.</p> <p><b>Motion to Approve: Mehreen Zaman</b>  <b>2nd: Dana Martin</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>August Disbursements</b>            Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of August, 2019 in the amount of \$333,883.25.</p> <p><b>Motion to Approve: Gina Mosely</b>  <b>2nd: Marc Hensley</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Lease Reimbursement Application</b>            Be it resolved that the Board of Trustees of Independence Charter School hereby agree to have the Controller apply to the Commonwealth for the 2018-2019 Lease Reimbursement.</p> <p><b>Motion to Approve: Sharon Berney</b>  <b>2nd: Maureen Eagen</b>  <b>Action: Passed unanimously (voice vote)</b></p>
	<p><b>Committee Reports:</b></p> <ul style="list-style-type: none"> <li>• Human Resources</li> </ul>

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	<ul style="list-style-type: none"> <li>• Mehreen Zaman stated that the HR Committee would report in executive session tonight</li> </ul> <p><b>Resolutions:</b>  <b>Employee Resignations/Non-Renewals</b>            Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignations/non-renewals of the following employees effective as listed.</p> <p>Loriann Agosto - Classroom Assistant, effective 8/29/19            Alyssa Bigbee – Dance and Movement Teacher, effective 8/14/19            Rakeem Coleman – Intervention Assistant, effective 9/9/19            Leonard Okoth – NTA, effective 8/26/19            Takina Mason –NTA, effective 8/19/19            Tali Mattox – NTA, effective 9/18/19</p> <p><b>Motion to Approve: Rachel Salis-Silverman</b>  <b>2nd: Sharon Berney</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 as listed.</p> <p>Jessica Conda – Long-term Sub Dance and Movement, (August-December) effective 8/19/19.            Allysha Epps - Classroom Assistant, effective 8/26/19            Teneema Tibbs - NTA, effective 9/10/19            Darline Williams - NTA, effective 8/27/2019</p> <p><b>Motion to Approve: Eleanor Sharpe</b>  <b>2nd: Mehreen Zaman</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Committee Reports Continued</b>            Communications &amp; Development - Rachel Salis Silverman reported the following:</p> <ul style="list-style-type: none"> <li>• Tanya has been providing feedback on the website and, this year, when the Annual Appeal goes out, the website will be live and donations can accepted through the website</li> <li>• Tanya has contracted with Kindful who will manage the back end to accept and keep track of the donations, which will give us historical data that we can use in the future</li> </ul> <p>Maureen reminded the Board that part of their service is to donate to the school and the Annual Appeal is a good opportunity to do so.</p> <p>Maureen then stated that board member Michele Lamm has resigned from the Board. Michele was instrumental on the Communication &amp; Development Committee. She worked very hard on the EITC application and Maureen wanted to publically thank her for her service.</p>

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Who	What
	<p><b>Board Member Resignation</b>            Be it resolved that the Board of Trustees of Independence Charter School hereby accept the resignation of ICS Board member Michele Lamm effective September 24, 2019.</p> <p><b>Motion to Accept: Marc Hensley</b>  <b>2nd: Eleanor Sharpe</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Governance Committee</b>            Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> <li>• Rachel Hudson just notified Maureen that she will be resigning from the Board due to family matters.</li> <li>• With Rachel's departure, there is only Maureen and Jamill Jones on the Governance Committee. More members are needed on the governance as the process to recruit more board member has to start now. Anyone interested, please let Maureen know.</li> </ul> <p><b>Update on ICS West</b>            Mehreen Zaman reported the following</p> <ul style="list-style-type: none"> <li>• ICS West is doing well and is off to a good start for the 19-20 school year</li> <li>• A full leadership team is now in place</li> <li>• To date, all open staff positions have been filled</li> <li>• Enrollment up to grade 6 this year</li> <li>• A lot collaborating on Spanish program</li> </ul> <p>Mehreen then stated that the management agreement with ICS West is still being worked on and a resolution to extend the current management agreement to December 31, 2019 needs to be voted on.</p> <p><b>ICS West Management Agreement Extension</b>            Be it resolved that the Board of Trustees of Independence Charter School hereby agree to extend the Management Agreement between Independence Charter School and Independence Charter School West to December 31, 2019.</p> <p><b>Motion to Approve: Marc Hensley</b>  <b>2nd: Maureen Eagen</b>  <b>Action: Passed unanimously (voice vote)</b></p>
Eagen	<p><b>Resolutions Continue</b>            Maureen asked Tanya for background information on the settlement agreement resolution. Tanya explained that there is a student whose family disagreed on how special education services were delivered. After working with our attorney, it was agreed that it was responsive to do a settlement in the amount of \$65,000 - \$22,000 for legal fees and \$44,000 in trust for educational services.</p> <p><b>Special Education Settlement Agreement</b>            Be it resolved that the Independence Charter School Board of Trustees hereby approves the compensatory education settlement agreement in the amount of \$65,000 for P. S., a student with special education needs.</p>



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	<p><b>Motion to Approve: Dana Martin</b>  <b>2nd: Mehreen Zaman</b>  <b>Action: Passed unanimously (voice vote)</b>                      Before passing the resolution to change the 2019-2020 school calendar, Tanya and Kristen both explained that having the teachers' last day be two days after the students', allows more time for teachers to finish up end of year activities. The teachers were notified during the August in-service of a possible calendar change. Any teacher who may have already made vacation or travel plans, based on the original calendar, administration will work with them.</p> <p><b>2019-2020 School Calendar Change</b>                      Be it resolved that the Board of Trustees of Independence Charter School hereby agree to change the last day for staff to June 12, 2020 from June 10, 2020.</p> <p><b>Motion to Approve: Gina Mosely</b>  <b>2nd: Mehreen Rachel-Salis-Silverman</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p>Tanya explained that the Supportive Service Contract resolutions is for contractors that we use who are fee for service with the exception of the Playworks contract.</p> <p><b>Supportive Service Contracts</b>                      Be it resolved that the Board of Trustees of Independence Charter School hereby approve the renewal of the substitute service contract with JETS for the 2019-20 school year.</p> <p>Be it resolved that the Board of Trustees of Independence Charter School hereby approve the renewal of the recess support contract with Playworks in the amount of \$20,000 for the 2019-20 school year.</p> <p>Be it resolved that the Board of Trustees of Independence Charter School hereby approve the renewal of the PCA and substitute services contract with Delta T for the 2019-20 school year.</p> <p>Be it resolved that the Board of Trustees of Independence Charter School hereby approve the renewal of the substitute service contract with Staffing Plus for the 2019-20 school year.</p> <p>Be it resolved that the Board of Trustees of Independence Charter School hereby approve the renewal of the substitute service contract with Charter School Services, LLC for the 2019-20 school year.</p> <p><b>Motion to Approve: Rachel Salis-Silverman</b>  <b>2nd: Mehreen Eleanor Sharpe</b>  <b>Action: Passed unanimously (voice vote)</b></p>
Eagen	<p><b>Executive Session</b>  <b>Motion to Enter into Executive Session for HR Matters: Maureen Eagen</b>  <b>2nd: Mehreen Zaman</b>  <b>Action: Passed unanimously (voice vote)</b></p>

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	<p><b>Entered Executive Session at 7:40 pm</b></p> <p><b>Motion to Exit Executive Session: Gina Mosely</b> <b>2nd: Eleanor Sharpe</b> <b>Action: Passed unanimously (voice vote)</b> <b>Exited Executive Session at 8:10 pm</b></p> <p><b>Compensation Adjustments for 2019-2020</b> The ICS board of trustees hereby approves a compensation change for the teaching staff as presented effective October 28, 2019.</p> <p><b>Motion to Approve: Mehreen Zaman</b> <b>2nd: Eleanor Sharpe</b> <b>Action: Passed unanimously (voice vote)</b></p>
Eagen	<p><b>Adjournment</b> <b>Motion to Adjourn: Marc Hensley</b> <b>2nd: Eleanor Sharpe</b> <b>Action: Passed unanimously (voice vote)</b> <b>Maureen adjourned the meeting at 8:15 pm</b></p>

Respectfully submitted by: Patricia Prendergast