

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, August 8, 2018

Board Attendees:

Mike Barsanti	absent	<u>Mehreen Zaman</u>	present	Rachel Hudson (potential BOT)
Camilo Dominguez	present	<i>Ex-officio</i>		Jamill Jones (potential BOT)
Maureen Eagen	present	Kristen Long	present	Allison Kelsey (potential BOT)
Tre Johnson	present			Gina Mosley (potential BOT)
Michelle Lamm	present	<i>Also attending</i>		Tim Spreitzer (potential BOT)
Rosie McNamara	present	Ramzy Andrawos		
Jones		(staff)		
Harry Moseley	present	Patricia Cirone (staff)		
Krista Pfeiffer	absent	Mike Danyo (Santilli & Thomson)		
Rachel Salis	present	Dave Peterson (staff)		
Silverman				
Virgil Sheppard	present	Sharon Berney (potential BOT)		
Jo Tiongson Perez	absent	Jamila Dugan (potential BOT) phone		
John Trieu	absent	Sarah Eisenstein (parent)		
Greg Turlington	present	Katrina Flener (parent)		

Who	What
Turlington	<p>Greg called the meeting to order at 6:10 pm.</p> <p>Greg welcomed the Board nominees and thanked them for their commitment of time, energy, skills, knowledge and resources to help ICS along with their Vision and Mission.</p>
Turlington	<p>Approval of Minutes Greg asked for a motion to approve the May 9, 2018 minutes.</p> <p>Motion to Approve: Michele Lamm 2nd: Mehreen Zaman Abstain: Rosie McNamara Jones Action: Passed unanimously (voice vote)</p> <p>Greg asked for a motion to approve the May 16, 2018 minutes.</p> <p>Motion to Approve: Maureen Eagen 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p> <p>Greg asked for a motion to approve the June 4, 2018 minutes. Motion to Approve: Mehreen Zaman 2nd: Virgil Sheppard Abstain: Camilo Dominguez and Rachel Salis-Silverman Action: Passed unanimously (voice vote)</p>
Turlington	<p>Greg asked if there were any public comments.</p>

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Who	What
	<p>Parent Sarah Eisenstein commented about teachers leaving ICS and asked the Board that while they search for a new CEO, they include discussion on ways to improve retention of ICS teachers.</p> <p>Greg informed the public that Board policy states that the Board does not respond to comments during the meeting, but if follow-up is needed, it will be done later by either a board member or staff member.</p> <p>Parent Katrina Flener inquired about the Health & Wellness policy adopted by the Board in April and wanted to know if the School Health Council has been formed to review and/or revise the current policy. Pr. Kristen stated the wellness policy would be reviewed over the summer and a communication will be sent to parents about forming the School Health Council.</p>
Turlington	<p>Motion to Enter Executive session at 6:20 pm: Harry Mosely – HR Matter 2nd Maureen Eagen Action: Passed unanimously (voice vote)</p> <p>Motion to Enter Open Session at 6:55 pm: Maureen Eagen 2nd Harry Mosely Action: Passed unanimously (voice vote)</p> <p>Staff Bonuses Resolution Be it resolved that the Independence Charter School Board of Trustees hereby approve a one-time bonus for the following employees to be paid in the June 29, 2018 payroll:</p> <p>Odamis Fernandez-Sheinbaum Jenny Hoedeman-Eiteljorg Michelle Coats Tish Cirone Ramzy Andrawos</p> <p>Motion to Approve: Mehreen Zaman 2nd: Tre Johnson Oppose: Harry Moseley Action: Passed (voice vote)</p> <p>Staff Bonus Resolution Be it resolved that the Independence Charter School Board of Trustees hereby approve a one-time bonus for the following employee to be paid in the June 29, 2018 payroll:</p> <p>Kristen Long</p> <p>Motion to Approve: Maureen Eagen 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p>
Long	<p>Interim CEO/Principal Report Kristen reported the following:</p> <ul style="list-style-type: none"> • Was a whirlwind end of the year

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Who	What
	<ul style="list-style-type: none"> ➤ Combination of closing out year and preparing for new year ➤ Both graduations went well - Kindergarten and 8th grade ➤ Held a staff BBQ and a staff reflection professional development ➤ Staff morale is high • Hiring for 2018/2019 <ul style="list-style-type: none"> ➤ Have two teaching positions open – the retention rate is the same as in past years, but will continue to do everything we can to retain our teachers. • Curriculum Writing <ul style="list-style-type: none"> ➤ Over the summer, a lot of curriculum planning takes place. ➤ One Program Model – Equity and Excellence Committee will be meeting over the summer. Parent and teacher feedback sessions will be scheduled as progress is made. • Pr. Kristen will attend the Teachers' College at Columbia University this summer <ul style="list-style-type: none"> ➤ Reimagining Education – Teaching and Learning in Racially Diverse Schools <ul style="list-style-type: none"> ○ Course Description: Racial Literacy, Culturally Relevant Pedagogy, Culturally Sustaining Leadership and Politics of School Integration
Danyo	<p>Financial Report: Mike reported the following:</p> <ul style="list-style-type: none"> • We are caught up with PSD and are currently being paid for 128 special education students – this is the highest the enrollment has ever been. • Revenue is \$85,000 better than budgeted. • Currently \$60,000 over budget in special education department. With the additional special education students, comes additional cost of services and the on-going trend of approved private schools. • Overall expenses are running approximately \$70,000 over budget – we are now approximately \$15,000 better than budgeted and are still projecting a \$238,000 surplus. • Cash on hand is \$6,271,919 – 213 days of as of 4/30/18 • Our IDEA invoice has recently been paid from the PSD • Federal Funds for 18-19 were released. We budgeted flat, but there was an increase. • PSD Subsidy rates have not yet been released – Mike will inform Finance Committee when they are released. • General Fund Revenue over expenses current - \$657,022 under projected budget by \$14,889. • Food Service Fund Expense over revenue current \$(15,975) over projected budget by \$20,393. <p>April 2018 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of April 2018 in the amount of \$375,249.34</p> <p>Motion to Approve: Harry Moseley 2nd: Maureen Eagen Action: Passed unanimously (voice vote)</p>
Turlington	Resolutions

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Who	What
	<p>Mike Danyo explained that Linton's is the vendor that provides food service for the students' breakfast and lunch program at ICS. The contract is good for five years, but is reviewed every year. Linton's has been with ICS for many years and staff and students are happy with services provided. There are no additional cost with the one-year contract renewal.</p> <p>Camillo asked why ICS is over budget in the Food Service account. Mike explained that participation is down from last year, but are projecting to either break even or have a small surplus by the end of the year.</p> <p>Linton's Managed Services Be it resolved that the Board of Trustees of Independence Charter School hereby approve the renewal of the food service contract with Linton's Managed Services for the 2018-19 school year.</p> <p>Motion to Approve: Mehreen Zaman 2nd: Rosie McNamara Jones Action: Passed unanimously (voice vote)</p>
Zaman	<p>Committee Reports: Search Committee</p> <ul style="list-style-type: none"> • CEO job posting went live two weeks ago • Have had excellent results – as of yesterday, have received 55 applications • On Ramps Search Firm – is doing all the vetting of candidates - two initial screens <ul style="list-style-type: none"> ➢ 60-minute first round interviews, reviewing the applicants' resumes and ensuring their alignment with our mission. ➢ 60-minute second round interviews, questions are focused on the core competencies and behavioral interview questions. ➢ Slate of candidates who make it past the second round, will be sent to Mehreen and Virgil. Ideally 3-4 candidates at one time. • Search Committee Members Mehreen, Virgil and Maureen will then conduct 60-minute first round interviews - focus will be on our needs and what s/he will bring to ICS <ul style="list-style-type: none"> ➢ Interviews will take place by video conference (unless person is local). ➢ Estimated number of interviews 7-10 ➢ On Ramps will provide scorecards, interview guide, etc. ➢ Candidates who make it past this round will then meet with Search Committee Members Krista, Greg, and Rachel – with Harry and Tre joining if possible will conduct 60-minute second round interviews, same focus with different Search Committee members. ➢ Mehreen and/or Virgil will sit in and facilitate these interviews. ➢ Interviews will take place by video conference (unless person is local) ➢ Estimated numbers of interviews: 5-8 ➢ Mehreen, Virgil and Maureen will provide their thoughts on the candidates to Krista Greg, Rachel, Harry and Tre ➢ On Ramps will provide scorecards, interview guide, etc. • Finalist to visit ICS <ul style="list-style-type: none"> ➢ Full day interviews including <ul style="list-style-type: none"> ○ Thought exercise – Search Committee and Board

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Who	What
	<ul style="list-style-type: none"> ○ School tour ○ Meetings with Leadership Team ○ Meetings with key staff ○ Meet with community ➤ These interviews will take place in person with On-Ramps or Mehreen/Virgil facilitating ➤ Estimated number of interviews: 3-4 ● Candidates will meet with parents after the first couple of rounds with the Board. ● Community updates were sent out the first week of May and the first week of June. Updates were in both English and Spanish. Updates will continue over the summer.
Moseley	<p>Construction/Bond Financing Harry reported the following:</p> <ul style="list-style-type: none"> ● Our Underwriter at George K. Baum & Company recently resigned. The change does not affect the financing, but it does affect the timing in terms of construction. ● The timing of bond process assumes certain things going on with construction. ● Construction meeting was held last week on finalizing the plans. Options to add two or four more classrooms was presented. Blackney Hayes will draw up plans. ● Ground soil near the playground will be tested this weekend. The results of the test will determine how much dirt we may have to move and how soon we can begin construction. Once we know this, then we can begin to plan the timing of the bond financing. ● Working in our favor is that we are going with the alternative placement of the building and there will be less water disturbance. Therefore, we will not need approval. <p>Rachel Salis-Silverman asked about community outreach – immediate neighbors in particular. Ramzy Andrawos responded that he would be reaching out to Center City neighborhood Civic Association, South St. Business Association, City Council and Democratic 30th Ward Leaders.</p> <p>Rachel suggested we plan a larger community-wide communications strategy to engage neighbors and households near the school and within the neighborhood and eventually host a town hall.</p> <p>Rachel asked if there is a written plan that lists what the design is, what the community outreach plan is, etc. Harry responded that once we have results on the dirt, this would solidify the timing in terms of the construction. Greg stated that at this point, everything depends on the results of the dirt. Once the results come in, we will have a better of idea of the timeline.</p> <p>A discussion then followed on providing philanthropic opportunities.</p> <p>Michele Lamm asked how the plan is being rolled out to the current families and incoming families. Kristen responded that she has sent a FAQ to the community and this will continue.</p>
Zaman	HR Committee:

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Who	What
	<p>Mehreen reported the following:</p> <ul style="list-style-type: none"> • Only have two teacher positions to be filled • Offer of Employment Letters to returning employees have been issued, signed and returned <p>Kristen stated that the 7th employee to be hired at ICS is retiring – ICS’ first retiree. Kristen went onto say that most of the employees listed in the resolution are part-time employees. Three of the teachers are either moving to a different state or city and two teachers are going to the PSD.</p> <p>Greg Turlington read the following resolution:</p> <p>Employee Resignations/Non-renewals/Retirement Be it resolved that Board of Trustees of Independence Charter School hereby accept the resignations/non-renewals/retirement of following staff effective June 30, 2018.</p> <p>Steve Bellizzi – MS Grade Social Studies Teacher Hugo De Lao – Recess Coach Laura Karabell – Classroom Assistant Barbara Kay – 5th Grade Math and Science Teacher Kaley Lankford –Immersion Social Studies and Immersion SLA Teacher Yumila Marisi – Classroom Assistant Lydia Mendez – Classroom Assistant Shavon Norris - Dance and Movement Teacher Corey O’Neill – 8th Grade Social Studies Teacher Kareemia Pridgen – Non-Teaching Assistant Yineth Romero – 3rd Grade Immersion Teacher Harry Taggart – Non-Teaching Assistant Joseph Tayoun-Drumming Teacher Katherine Walters – 2nd Grade Teacher</p> <p>Motion to Approve: Mehreen Zaman 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p> <p>Mehreen explained that the prior ICS Center City employee contract was a ten-page document that contained a lot of information that was superfluous. It has been replaced with a one-page offer of employment letter, which provides the main terms of the employee/employer relationship. All of the language that was covered in the 10-page contract is either covered in the employment offer letter or covered in the employee handbook.</p> <p>Greg Turlington read the following resolution:</p> <p>Replacement of Employee Contract with Employment Offer Letter Be it resolved, by authority of the Board of Trustees of the Independence Charter School, that all actions previously taken by or in the name of Independence Charter School in connection with the replacement of the employee contract with the offer of employment letter, through and including the present date, be, and hereby are,</p>

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Who	What
	<p>authorized, ratified, confirmed, adopted and approved in all respects, whether or not previously authorized or approved by the Board of Trustees.</p> <p>Motion to Approve: Harry Moseley 2nd: Virgil Sheppard Action: Passed unanimously (voice vote)</p>
Turlington	<p>Resolutions</p> <p>Ramzy Andrawos explained that Delta-T is one of the agencies ICS uses during the course of the school year for substitutes.</p> <p>Delta -T Be it resolved that the Independence Charter School Board of Trustees hereby approve a renewal contract effective June 1, 2018 for substitute and support services.</p> <p>Motion to Approve: Mehreen Zaman 2nd: Tre Johnson Action: Passed unanimously (voice vote)</p> <p>Kristen explained that our current nurse through GHR has been with ICS for two years and is amazing. She stated that the nurse goes beyond her required duties, including traveling with children on field trips and volunteering to help out whenever possible. Maureen asked would she return. Kristen stated that it is not guaranteed, but Ramzy has reached out to GHR and it is very likely she will return.</p> <p>General Healthcare Resources, LLC. Be it resolved that the Independence Charter School Board of Trustees hereby approve a one-year contract renewal with General Healthcare Resources, LLC effective July 1, 2018 for Nursing Services at a rate of \$43/hour.</p> <p>Motion to Approve: Maureen Eagen 2nd: Rosie McNamara-Jones Action: Passed unanimously (voice vote)</p> <p>Mehreen Zaman stated that even though board member Tre Johnson is rolling off the Board he has agreed to continue to serve as an advisor to the CEO Search Committee.</p>
Eagen	<p>Governance Committee Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • The PTA elected Jamil Jones to the Board Parent Seat and will be sworn in with the newly elected board members • Had an amazing pool of candidates who wanted to the join the ICS Board • Board member terms are three-year terms with an option for another three-year term. If the members opt to extend their terms, they must be re-elected. Harry Moseley and Maureen Eagen have opted to extend their terms. <p>Greg Turlington read the following resolutions:</p> <p>Re-election of Board Members Be it resolved that the Board of Trustees of Independence Charter School hereby re-</p>

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, June 13, 2018

Who	What
	<p>elect Harry Moseley and Maureen Eagen to their second three-year term as members of the Board of Trustees. Motion to Approve: Mehreen Zaman 2nd: Michele Lamm Abstain: Maureen Eagen and Harry Moseley Action: Passed unanimously (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: Greg Turlington, President - President for the 2018-2019 school year; term ends 2020, Maureen Eagen, Vice President - VP for the 2018-2019 school year; term ends 2021, Harry Moseley, Treasurer - Treasurer for 2018-2019; term ends 2021 and Krista Pfeiffer, Secretary - Secretary for 2018-2019; term ends 2019.</p> <p>Motion to Approve: Rachel Salis Silverman 2nd: Camilo Dominguez Abstain: G. Turlington, M. Eagen and Harry Moseley. K. Pfeiffer absent Action: Passed unanimously (voice vote)</p> <p>Approval of ICS Board Members Be it resolved that Board of Trustees of Independence Charter School hereby accept the nomination and appointment of Sharon Berney, Jamila Dugan, Rachel Hudson, Allison Kelsey, Gina Mosely, Eleanor Sharpe and Timothy Spreitzer 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, 2018.</p> <p>Motion to Approve: Virgil Sheppard 2nd: Maureen Eagen Action: Passed unanimously (voice vote)</p> <p>Maureen Eagen swore in the new members. Eleanor Sharpe was not in attendance and would be sworn in during the August 8, 2018.</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> <p>Maureen reported that Board members Mike Barsanti, Tre Johnson, Rosie McNamara-Jones and John Trieu are rolling off the Board. Two members were in attendance and were presented with departing gifts.</p>
Turlington	<p>Adjournment Motion to Adjourn: Maureen Eagen 2nd: Harry Moseley Action: Passed unanimously (voice vote) Greg adjourned the meeting at 7:52 pm</p>

Respectfully submitted by: Patricia Cirone