

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, October 11, 2017

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, November 8, 2017

Board Attendees:

Mike Barsanti	absent	<u>Mehreen Zaman</u>	present
Camilo Dominguez	present	Ex-officio	
Maureen Eagen	present	Tom Scheid	present
Tre Johnson	absent		
Michele Lamm	present	Also attending	
Rosie McNamara	present		
Jones			
Harry Moseley	present	Patricia Cirone (staff)	
Krista Pfeiffer	present	Mike Danyo (Santilli & Thomson)	
Rachel Salis	present	Dave Peterson (staff)	
Silverman		Rachel Hudson	
Virgil Sheppard	present	Katrina Flener (PTA)	
Jo Tiongson Perez	present		
John Trieu	absent		
Greg Turlington	present		

Who	What
Turlington	Greg called the meeting to order at 6:08 pm.
Turlington	<p>Approval of Minutes Greg asked for a motion to approve the minutes from the August 16, 2017 board meeting.</p> <p>Motion to Approve: Maureen Eagen 2nd: Krista Pfeiffer Action: Passed unanimously (voice vote)</p>
Turlington	Greg asked if there were any public comment. No comment
Scheid	<p>CEO Report Before Tom's report, he directed the Board to the first two resolutions on the agenda. He explained that the resignations/non-renewals and additional hires took place after the August board meeting. Mehreen Zaman asked if there were any open positions remaining. Tom responded that all positions have been filled.</p> <p>Resolutions Employee Resignations/Non-renewals Be it resolved that Board of Trustees of Independence Charter School hereby accept the resignations/non-renewals of following staff effective August 31, 2017.</p> <p>Jermaine Tabb – P/T NTA</p> <p>Motion to Approve: Harry Moseley 2nd: Michele Lamm Action: Passed unanimously (voice vote)</p>

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	<p>New Hires Be it resolved that the Independence Charter School Board of Trustees hereby approves the hiring of the following employees at the salaries presented:</p> <p>Charish Anderson – Physical Education (replacement) Maura Donovan – P/T Classroom Assistant (replacement) Katharine Gallacchi – Special Education (new position) Ekimberly Jones – P/T NTA (replacement) Laura Karabell – P/T Classroom Assistant (new position – Achievement Gap) Clara Myers – P/T Classroom Assistant (replacement) Brian Williams – P/T NTA (replacement)</p> <p>Motion to Approve: Mehreen Zaman 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p> <p>CEO Report Continued: Tom reported the following:</p> <ul style="list-style-type: none">• Former Staff Rep., Kerry Routh, reached out to the staff for nominations of a staff board rep for the 2017-2018 year. At this time, no one is able to fulfill the duty.• Middle State Visit<ul style="list-style-type: none">➢ The chair for our visit will be on-site on December 5, 2017 to meet with CEO Tom and Middle States Coordinator Teacher Kerry.➢ Teacher Kerry is meeting with various stakeholder groups to gather information to document and support the final document.➢ Re-accreditation visit from March 11, 2018 to March 14, 2018.➢ Our Middle States process/report and plan stems from the initial accreditation in 2011 and is directly tied to our 5-year Strategic Plan as well as our PDE state plans (one-plan for school improvement).• Great Philly Schools and Philadelphia School Partnership (PSP)<ul style="list-style-type: none">➢ Shortly after the last board meeting, Tom was invited to attend a meeting held by Great Philly Schools and co-hosted by PSP.<ul style="list-style-type: none">○ Common Application and Common Lottery process presentation. The idea around having a common application and common lottery process is to give more access to parents.○ Panel included school leaders from Newark, Trenton and Camden and parents from Boys’ Latin and NJ charter schools.○ Audience was made up of Philadelphia Charter Leaders or their designee.○ CEO Tom to join citywide task force.○ Great Philly Schools is advocating for both ICS CC and ICS West to join the process. Tom reported that he is not yet comfortable with the common application, but did agree to the common timeline.• Board Member Development<ul style="list-style-type: none">➢ Board Member Orientation held on September 19 from 6-8pm➢ CEO Tom met individually with new board members and existing board members (7 meetings completed) <p>Tom stated that we will have to report in the Charter Renewal Application on board</p>

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	<p>development over the last five years. In addition to board retreats and board member orientations, we may also want to explore outside opportunities such as conferences and conventions.</p> <ul style="list-style-type: none"> • ICS Leadership Team <ul style="list-style-type: none"> ➤ Weekly meetings on-going ➤ Leadership team member evaluations completed by CEO Tom and appropriate actions taken. ➤ For the last four years, Tom has used the State’s evaluation system, the Danielson Model, for Pr. Kristen’s evaluation. The Danielson Model is also used for teachers, but with different rubrics. • ICS PTA 2017-2018 <ul style="list-style-type: none"> ➤ Officers’ Meetings Scheduled Monthly ➤ PTA held first meeting on Wednesday September 27 ➤ PTA Fall Festival – Saturday October 21 from 11 am to 2 pm at ICS ➤ 2017-2018 PTA Officers <ul style="list-style-type: none"> ○ President Amy Urban Romaine ○ Vice President Katrina Flener ○ Treasurer Dennis Egan ○ Secretary Ashley Tobin • School Reform Commission (SRC) - 25 seat request <ul style="list-style-type: none"> ➤ The School District of Philadelphia’s Charter Office officially recommended to the SRC ICS’ 25-seat increase for the 2017-2018 school year. ➤ To date, no action from the SRC • Audit 2017 ICS and ICS West <ul style="list-style-type: none"> ➤ School records (student and staff) portion of the audit was completed on Monday October 2 for both schools ➤ Thank you to Tish, Jenny, Dave, Odamis, Ramzy, Cody, Neyza, Jody, and West staff Julio, Tracey, Samantha and Fatimah ➤ Due to the organization and preparation of the files, the audit was completed for both schools in one day • Global Citizenship in Action <ul style="list-style-type: none"> ➤ ICS and ICS West collected first aid items for one-week September 25-29 to aid Disaster Relief in Texas, Puerto Rico, and Mexico ➤ CEO Tom, Teacher Ramzy and Teacher Johan dropped off items at a central location on October 5 and 6 • ICS West <ul style="list-style-type: none"> ➤ Renovations are ongoing ➤ Vetri Food Program has started ➤ Tr. Cody attended Philly K-8 School Fair on October 7 ➤ K-4 - 400 students enrolled ➤ PTA is up and running ➤ ICS West was awarded the 21st Century Grant totaling \$600,000 for three years. • Upcoming <ul style="list-style-type: none"> ➤ CEO Tom will represent ICS at Mayor Kenney’s and the City’s Chief Education Officer Otis Hackney’s event for Charter School Leaders on Monday, October 16 at 9:30am at City Hall. Any questions or concerns the Board would like passed along, please let Tom know.

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	<p>➤ CEO Tom will join 60 other Superintendents and CEO's in the Pennsylvania Superintendents' Academy as a member of the 2017-19 cohort in Harrisburg on October 29-31</p> <p>Rachel Salis-Silverman asked if there was an agenda explaining why the Mayor's Office and the City's Education office are bringing everyone together. Tom stated that they meet regularly with school leaders and this meeting is specifically for Charter School Leaders. The meetings are in a Town Hall forum.</p> <p>Tom reported that Pr. Kristen is attending a professional development event this evening and he would be presenting the Principal's Report in her absence.</p> <p>Principal's Report:</p> <ul style="list-style-type: none"> • The theme for this school year as presented to the staff on August 21, 2017: Together We Can Make This a Year to Eclipse All Others and We believe that all children and staff members can be successful in a safe, nurturing, and respectful environment • Growth Mindset <ul style="list-style-type: none"> ➤ Abilities can be developed ➤ Failure is an important part of learning ➤ See yourself as fluid, a work in progress ➤ The Power of Believing that You Can Improve • Recognize your fellow ICS employees with Sunshine by highlighting their moments of challenge, dark, or triumph. Employees are passing to each other a stuffed sunshine toy to show appreciation and/or to offer encouragement. <ul style="list-style-type: none"> ➤ Highlight? "I'm giving you sunshine because you gave me sunshine when you...." ➤ Brightening? "I'm giving you sunshine today." • Beginning of the Year Highlights <ul style="list-style-type: none"> ➤ Tonight and throughout the next few months, Pr. Kristen is attending the "Diversity, Equity, and Inclusiveness" Series offered through a partnership between the Racial Empowerment Collaborative (REC) at Penn and Teach for America. At least 3 teachers are also attending: Tr. Gaja, Tr. Shavon, and Tr. Charish ➤ New structure of administrative team is going very well (Dean Naki, AP Odamis) ➤ October Professional Development Day: Trauma Informed Instruction Training for new staff ➤ Math Carnival – October 25 for middle school students <p>Mehreen Zaman asked Tom for an update on the start of the new school year – if there are any challenges. Tom replied that other than the drop off and pick up of students, which has always been a challenge; everything is going very well.</p> <p>Jo Tionson-Perez asked that without the approval of the additional 25 seats, is the bond refinancing on hold since it was contingent on the SRC approval of the additional seats. Harry Moseley replied that the idea is not to stop with the refinancing, but to look at what our financing options are if we do not get the additional seats. Mehreen Zaman asked if the additional 25 seats really make a difference. Mike Danyo replied</p>

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	<p>that ICS could receive an additional \$250,000 with no additional cost.</p> <p>Virgil Sheppard asked is there a precedent for receiving retroactive payments. Tom stated that ICS West currently has 400 students enrolled, but are only being paid for 300. They will receive retroactive payment (probably in November) for these students because the enrollment is within their Charter. Mike Danyo commented that the State Supreme Court ruled against Discovery Charter stating the SD did not have to pay for students above the Charter's enrollment cap. This does not mean that the District will not pay the better charter schools for the additional enrollment, but they do not have to pay.</p> <p>Greg commented that there has been a discussion among a small group about speaking at the SRC meeting.</p>
Danyo	<p>Financial Report: Mike reported the following:</p> <ul style="list-style-type: none"> • District is paying at a higher rate than budgeted - \$55,000 better than budgeted. • Special Education Professional Services – invoices from prior year received after accounts payable cut off. These will be covered by positive surpluses in other lines. • Tutoring Benefit – 21st Century benefits over budget. General Fund will cover difference. • Conference budget is completely spent. There is money in other Professional Services for Professional Development and we received more Title I and Title II money than budgeted. Title II money is to be used exclusively for Professional Development. • Building Salaries – summer help. Funds budgeted in administration for additional summer help. • Central Technology Supplies – budget line completely spent. Will re-class funds from Central Technology Equipment budget. • Cash is \$6,187,002 - 214 days of cash on hand. • No State Budget – State is running out of cash. We have not yet received notification if the State is going to stop making payments to districts and charters. We receive approximately 90% of our subsidy from the SD. Once the District stops receiving State funding, they will stop funding charters. This should not affect ICS because of the strong cash balance. However, this may be an issue for ICS West. They may not be able to cover year zero's management fee of approximately \$83,000 owed to ICS until the State budget is passed. • 21st Century Funds – June to August invoices outstanding - \$77,000 • Due to Philadelphia School District – Transportation chargeback taken in September for 2016-2017 for students attending approved private schools – approximately \$31,000 • General Fund Revenue over expenses current - \$488,949 under projected budget by \$85,258. <p>Mehreen Zaman asked if a meeting should be held with the staff to review the budget so that they have a better understanding. Tom responded that he holds "State of the School" meetings with staff on a quarterly basis. The budget is reviewed during these meetings.</p>

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	<p>July 2017 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of July 2017 in the amount of \$332,132.82</p> <p>Motion to Approve: Harry Moseley 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p> <p>August 2017 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of August 2017 in the amount of \$354,981.06.</p> <p>Motion to Approve: Harry Moseley 2nd: Maureen Eagen Action: Passed unanimously (voice vote)</p> <p>Bond discussion tabled to November board meeting.</p>
	<p>Committee Reports: Communication & Development Committee Rosie McNamara Jones reported the following on Development:</p> <ul style="list-style-type: none">• Committee members are Rachel Salis Silverman, Co-Chair, Rosie McNamara-Jones, Co-chair, Jo Tiongson-Perez, Michele Lamm and Mike Barsanti.• Committee will meet the first Thursday of each month.• Committee met last week and outlined both long and short-term goals for the year.• Short-term goals include:<ul style="list-style-type: none">➢ Put together basic development practices➢ Set-up an EITC so that we can accept corporate checks➢ Having options for donors to be able to donate stock➢ Tracking data and gift giving➢ Goal for the fall fundraiser is \$50,000. The focus will be Take Flight as well as the other signature trips of the school.➢ Will work to obtain Chromebooks for entire school – possibly through corporate sponsors.• Long-term goals include<ul style="list-style-type: none">➢ Use this year to set-up plans around capital campaign fundraising if we need to and want to for expansion of the building. <p>Rachel Salis-Silverman added that if a decision is made to have a capital campaign that there typically is a private phase of the campaign until 80 to 90 percent of the fundraising goal is met and then the campaign would go public. Rachel went on to say that the reason this is one of the committee's goals this year is so that once the decision is made we are in a better place to launch the capital campaign.</p> <p>Rachel Salis-Silverman reported the following on Communications:</p> <ul style="list-style-type: none">• Based on last year's Communication Audit, the next steps are to review and refine the ICS branding and positioning.• Focus on improving website to increase the fundraising message.• With no fundraising or communication professional on staff, we may need to look

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	<p>outside for help with some of this work.</p> <ul style="list-style-type: none"> • Create brochure/handout to be used for multiple purposes. <p>Rosie McNamara Jones added that the Committee has asked the Finance Committee about the policy on accepting stock donations.</p> <p>Greg Turlington thanked Rosie and Rachel for heading up the Development and Communications Committee and stated that the Board looks forward to having a more defined fundraising program at ICS. Greg went on to say that there has been collaboration between the Finance Committee and Development Committee particularly in the area of accepting stock donations. Harry Moseley added that he did some research and found a policy that covers a broad scope of donations and best practices. He will work to incorporate this into the Gift Solicitation and Acceptance Policy that is already in place. Once it is complete, he will present it to the Board.</p> <p>HR Committee</p> <p>Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> ➤ Committee has drafted a sabbatical policy for instructional staff who have been working at ICS for 10 or more years. ➤ Idea behind policy is to offer an additional benefit to long-term teachers by allowing them to take a one-year sabbatical. ➤ Eligibility Requirements are: <ol style="list-style-type: none"> 1. Be a member of the full-time instructional staff at the time of application; 2. Have been employed full-time by ICS for ten (10) years at the time her/his sabbatical will begin. This means that the applicant must have been offered ten (10) Employment Agreements and must have accepted those Employment Agreements in writing; 3. Have proficient or distinguished performance based on her/his final evaluations for the prior six years of her/his employment; 4. Submit a detailed plan for the proposed sabbatical year (“sabbatical plan”). The sabbatical plan must detail how the sabbatical will enhance the applicant’s professional development in a manner that aligns with the global mission of ICS; and 5. Commit to returning to ICS in a full-time capacity for the school year immediately following the sabbatical. • Applications must be submitted to Chief Executive Officer (CEO) no later than January 1 of the year preceding the anticipated sabbatical. After review of the application, CEO will present application to the Board with his/her recommendation. • The Board will approve or deny all complete and properly submitted applications by April 1 of the year preceding the requested sabbatical. Approval of an Application for Sabbatical is entirely at the Board’s discretion. • An applicant who has been granted a one-year sabbatical from ICS will not receive an Employment Agreement for the school year during which she/he will be on sabbatical. During the sabbatical, the employee will be completely unaffiliated with ICS. • If an applicant decides that she/he will not return to ICS for the school year immediately following a sabbatical, she/he must notify ICS in writing by

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	<p>January 1 of the sabbatical year.</p> <ul style="list-style-type: none"> An applicant who is granted a sabbatical will receive a full-time Employment Agreement for the same or an equivalent position at ICS for the year immediately following her/his sabbatical. <p><i>The above is an overview of the Sabbatical Policy. The Sabbatical Policy and Sabbatical Application in its entirety are on file in the CEO's office.</i></p> <p>A brief discussion followed presentation of Sabbatical Policy.</p> <p>Sabbatical Policy Be it resolved that the Independence Charter School Board of Trustees hereby approve the Sabbatical Policy as presented.</p> <p>Motion to Approve: Krista Pfeiffer 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p>
Scheid	<p>Language Task Force Update: In Kristen's absence Tom reported the following on her behalf:</p> <ul style="list-style-type: none"> Currently ICS offers two programs by parental choice. At the conclusion of the last Task Force meeting, it was agreed to recommend to the Board at the October Board meeting that ICS move to a one-program model in school year 2019/2020 for incoming Kindergarten students. If the Board agrees with recommendation, the Board would vote on a program change at the November board meeting. Students currently enrolled would remain in the two-program model. Task Force recognizes that learning a second language is an important component of the Independence Charter School curriculum. At this time, Task Force does not know what the program model will look like. If the Board votes yes on Task Force recommendation, Phase II will begin, which will look at other programs around the country. As more information becomes available, it will be distributed. If you are interested in being a part of Phase II, please email Pr. Kristen. <p>Mehreen Zaman asked if we are moving away from both programs and, if so, how would the second language be offered. Tom answered yes to the first part of the question and went on to say we do not yet know what the new model will look like. He continued to explain that Kindergarten students currently in the Immersion program receive 80 to 90 percent of instruction in Spanish. We are not sure yet if this would remain or if instruction would be 50 percent in Spanish or 50 percent in English, or 60/40. We do not know yet which subjects would be taught in Spanish, or would student/teachers change classes. We do not know yet what the new model will look like, but it would be one program. Harry Mosely asked if Spanish would be a stand-alone class. Tom replied no, because that would not be true to what a second language-learning model would be. The goal is to have a more holistic program.</p> <p>Michele Lamm asked what is the percentage of families applying to the two different programs. Did this play a role in deciding to go to a one-program model? Tom stated</p>

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	<p>that the applications to each program were reviewed, but the decision came down to the equity issue, which is very clear in the PowerPoint handout given to the Board. We are a public school and must offer a quality program to all students. ICS has done a great job over the years delivering a quality program to all the students, but when you look at the division of programs within the school, there is an equity issue.</p> <p>Krista Pfeiffer reviewed the PowerPoint handout with Board and pointed out the equity differences:</p> <ul style="list-style-type: none">➤ Equal number of below basic students entering the two programs in the beginning of Kindergarten➤ There are more advanced students entering the Immersion Program than the Enhanced Program – why?➤ By the end 1st grade, there is only one student that is below basic in the Immersion Program as compared to eight students in the Enhanced Program.➤ Students in the Immersion Program are excelling, but we are not seeing that same growth in the Enhanced Program. <p>A question was asked if there is a divide in rigor between the two programs. Tom responded that the programs are equally rigorous. Krista added that the divide is more apparent in the socio-economic status of the students. There are more economically disadvantaged students enrolled in the Enhanced Program than the Immersion Program. This is an immediate disparity in how the classes are divided. Parents opt for which program they want, but there are so many unknown factors behind how the decisions are made – do they not know about the program, do they not understand it; is there a better chance of getting in to one program over the other? However, the division between the two programs has been very consistent over the years. Krista went on to say that, the one known factor to improve academic outcome for students is desegregation. Tom noted that the sibling policy that is currently in place has created a continuation of the divide. Krista stated that Jenny Hoedeman-Eiteljorg, who manages the lottery process, confirmed that ICS receives more applications for the Enhanced Program, which means there is a better chance of being selected by applying to the Immersion Program. If we take away one program, we are providing equal opportunity for anybody who applies. Krista continued that she is not concerned about losing applicants if ICS goes to a one-program model due to the strong applicant history and ICS would be offering an opportunity for more students. Greg Turlington raised a concern on the level of Spanish being offered in the one-program model possibly discouraging economically disadvantaged families from applying creating a school that is less diverse. Harry Moseley replied that he does not think this would be a big factor. Because if we look at Boys’ Latin Charter School, which has a student body that is 98 percent economically disadvantaged and they are not learning Latin until middle and high school. Rachel Salis-Silverman added that it would be important to handle the communication piece very carefully to ease concerns of both prospective families and current families.</p> <p>Mehreen Zaman asked the Task Force to send the Board the literature they reviewed supporting a one-program model. Maureen Eagen asked if a meeting is going to be held for the parents. Tom responded that message that needs to go out to the families at this time is that there is no program change for the 2018-2019 year and the only potential change would be for the 2019-2020 incoming Kindergarten class.</p>

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Turlington	Motion to Enter Executive Session to discuss HR matters: Harry Moseley 2nd: Maureen Eagen Action: Passed unanimously (voice vote) Entered Executive Session at 7:46 pm Motion to End Executive Session: Harry Moseley 2nd Maureen Eagen Action: Passed unanimously (voice vote) Executive Session ended at 8:05 pm
Turlington	Adjournment Motion to Adjourn: Harry Moseley 2nd: Maureen Eagen Action: Passed unanimously (voice vote) Greg adjourned the meeting at 8:05 pm

Respectfully submitted by: Patricia Cirone