

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, December 11, 2019

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

**Time:** 6:00 PM

**Next meeting: Wednesday, February 12, 2020**

**Board Attendees:**

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

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 November 13, 2019 minutes</p> <p><b>Motion to Approve: Allison Kelsey</b> <b>2nd: Mehreen Zaman</b> <b>Abstain: M. Eagen, J. Tionson-Perez and D. Martin</b> <b>Action: Passed (voice vote)</b></p>
Eagen	Maureen asked if there were any public comment. There was not public comment.
Ruley-Mayo	<p><b>CEO Report:</b> Tanya reported the following: <b>Response to Staff Report Presented During the November 13, 2019 Board meeting:</b></p> <ul style="list-style-type: none"> <li>• Staff Discussions – More opportunities for staff to meet throughout the year to raise concerns and suggestions               <ul style="list-style-type: none"> <li>○ There are numerous opportunities throughout the school year for staff to raise concerns/suggestions/solutions and to provide feedback to the leadership team. The most frequent of these occasions are our EDW’s where time is set aside for content and/or grade band area and the like meetings</li> </ul> </li> <li>• Extending Staff last day to June 12, 2019</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Leadership shared with staff verbally and in writing that they should reach out if the two days presents a hardship</li> <li>○ These two days are paid days. Teachers are contracted through June 30, 2020 and these days fall within the contractual period.</li> <li>○ The intent to extend the school year was initially communicated at the August in-service</li> <li>● Inclement Weather Days               <ul style="list-style-type: none"> <li>○ Decisions regarding inclement weather days are made based on a series of factors which includes:                   <ul style="list-style-type: none"> <li>▪ Current and forecasted weather conditions</li> <li>▪ Safety of students and staff</li> <li>▪ SEPTA schedules</li> <li>▪ District Transportation Schedules</li> </ul> </li> </ul> </li> <li>● Salary guidance               <ul style="list-style-type: none"> <li>○ A follow-up email was shared with staff outlining how the guidance was developed and how it will be used going forward</li> </ul> </li> <li>● Classroom Assistants               <ul style="list-style-type: none"> <li>○ The BOT is working with the leadership team to ensure staffing needs are being met with respect to our budget. January begins the budget process for the 20-21 school year and needs across the whole school will be re-evaluated during this time.</li> </ul> </li> <li>● Discipline Procedures               <ul style="list-style-type: none"> <li>○ The BOT and the leadership team take very seriously the concern that discipline is inequitable. However, without more information, the BOT cannot have fulsome discussions. We welcome any additional information that can be provided to the BOT or Tiia.</li> </ul> </li> <li>● <b>Charter Renewal</b> <ul style="list-style-type: none"> <li>○ December 5 – CSO recommended 5 year renewal and 1 program model to SDP Board beginning with 2020-21 school with our incoming Kindergarten class</li> <li>○ November 26-December 9 – Charter Agreement Reviewed (will be voted on during tonight’s board meeting)</li> <li>○ CSO Recommendation Report posted to SDP website</li> <li>○ Need to submit an Updated Educational Plan to CSO (Due Date TBD)</li> <li>○ Need to submit an Updated Due Process for Student Code of Conduct (Due Date TBD)</li> <li>○ January 16– SDP holds Student Achievement &amp; Action meeting. The CSO will present in more detail the request and recommendation to renew ICS for a 5 year term and to move forward with the 1 program model</li> <li>○ January 30 – SDP holds meeting for approval of charter school renewals</li> </ul> </li> <li>● <b>Construction</b> <ul style="list-style-type: none"> <li>○ December 5 – Sewer connection made to the street</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ December 9 – Electrical connection made to this building</li> <li>○ December 16 – Expecting slab on grade to be completed</li> <li>○ December 20 – Expecting crane to arrive (offsite by January 10)</li> <li>○ December 27 – Steel delivery expected – this is a critical point in the project.</li> <li>○ Have been keeping Naudain Street neighbors informed along the way</li> <li>● <b>Enrollment Lottery</b> <ul style="list-style-type: none"> <li>○ SY 20-21 - Year-to-date, we have 2,723 Applications (805 - Kindergarten)</li> <li>○ SY 19-20 - Ended last year’s enrollment application season with 1,652 Applications (745- Kindergarten)</li> <li>○ This is the first year we are participating in Apply Phila Charter, which gives us a much larger audience; however, the difference in the number of Kindergarten applications is smaller than anticipated. Application window closes January 26</li> </ul> </li> <li>● <b>Fundraising</b> <ul style="list-style-type: none"> <li>○ Annual Appeal is in full swing!                             <ul style="list-style-type: none"> <li>○ Will run from November 25 to January 3. Currently in our 3<sup>rd</sup> week of the push.</li> <li>○ Another message to go out via email and social media on December 18</li> <li>○ To date, have raised \$14,570 (24 donors)</li> </ul> </li> <li>○ Neyza Cabrera, Food Service Coordinator                             <ul style="list-style-type: none"> <li>○ Received a \$3,437 Grant from No Kid Hungry Competition</li> <li>○ Will be used to promote and increase breakfast participation with Grab &amp; Go Carts</li> </ul> </li> <li>○ Greg Schanne, 7th Grade Science Teacher                             <ul style="list-style-type: none"> <li>○ Finalist in the 2019 Axalta All-Pro Teacher Competition!</li> <li>○ Celebrates outstanding 5th through 12th grade teachers in the region specializing in STEM education</li> <li>○ Awarded \$750 grant from the Need Project sponsored by PECO &amp; the Exelon Foundation to support STEM learning</li> </ul> </li> <li>○ Make Your Mark Campaign                             <ul style="list-style-type: none"> <li>○ Launching in the New Year! We have talked a lot about the new construction project – doing brick pavers. We’re looking to launch a similar type of initiative around our new addition project.</li> </ul> </li> </ul> </li> </ul>
Long	<p><b>Principal's Report</b>            Kristen reported the following:</p> <ul style="list-style-type: none"> <li>● November 20 was Red Shirt Day – Homelessness Awareness Day. Can goods were collected and given to Family Forward, which focuses on keeping families together as they transition back into permanent housing. Family Forward was very impressed with the amount of food collected and stated that it will get them through the winter. Part of our Global Citizenship curriculum is to make a positive change in our world and this was the focus for November.</li> </ul>

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	<ul style="list-style-type: none"> <li>• On November 20, several staff members attended the ACTFL Convention &amp; World Language Expo in Washington, DC. They met Señor Wooly, which they were very excited about.</li> <li>• On December 6, the 5th &amp; 6th Grade Mixer was held. This is always a very fun event and 81% of the 5<sup>th</sup> &amp; 6<sup>th</sup> graders attended.</li> <li>• On December 6, the annual Jonathon Briggs Memorial Basketball Game was held. Jonathan was an alum of ICS. Approximately four years ago, he passed suddenly while attending Carver. Ever since his passing, Carver holds a basketball game in his memory. They invite ICS students to play in the game, awards are given out and it is a very nice way to honor Jonathan.</li> <li>• Pajama Day fundraiser was also held on December 6 and ICS raised \$723.96 for CHOP</li> <li>• On December 11, the Dancing Classrooms Culminating Event was held.             <ul style="list-style-type: none"> <li>• ICS was the first school in the City to request non-gender pairing for ballroom dancing</li> <li>• ICS received Gold in Semi-Finals, now to the Final Round!!!</li> </ul> </li> <li>• On December 12, Jefferson University is sponsoring 10-minute massages for our teachers</li> <li>• Report card conferences will be held on December 13</li> <li>• Staff holiday party is also scheduled for December 13</li> <li>• On December 14, students will be participating in the Lego Robotics competition led by AP Odamis</li> <li>• ClassH-Room taping on December 14 – this is a local Fox Network show where students compete against their teachers. Will let the Board know when it airs.</li> </ul>
Danyo	<p><b>Financial Report:</b> Mike Reported the following:</p> <ul style="list-style-type: none"> <li>• Cash remains strong</li> <li>• Receivables have grown –up to \$120,000</li> <li>• Accounts payables a little higher – about \$200,000 – due to some large purchases and legal settlements</li> <li>• Overall revenue is up \$127,000 - \$100,000 of it is related to carryover of Title I Federal Funds from the previous year and \$6,000 of it is related to the District subsidy</li> <li>• Over budget in expenses, but will do budget adjustments and we should level out</li> <li>• Subbing expenses are up, but there is money budgeted in salaries to cover this</li> <li>• Food service has a small deficit – this was projected</li> <li>• Cash on hand is \$6,700,189 – 193 days as of 10/31/19</li> <li>• Audit will be completed on time – Audit Committee to convene in January</li> </ul> <p><b>October Disbursements</b> Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of October, 2019 in the amount of \$545,547.49.</p> <p><b>Motion to Approve: Allison Kelsey</b> <b>2nd: Mehreen Zaman</b> <b>Action: Passed unanimously (voice vote)</b></p>

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	<p>Before moving onto the committee reports, Maureen Eagen said that she sent an email out to the Board members about an article that appeared on WHYI regarding schools required to test water for lead. The focus was on charter schools in particular. This legislation was passed in 2017, but charter schools were not made aware of the requirement. ICS was named as having the test conducted after being contacted by the media. Once ICS became aware of the requirement, the testing was done (test came back negative) and the results have been posted on the website, which is also required.</p> <p><b>Committee Reports</b> Human Resources - Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"><li>• Not a lot to report. In general, things are moving along.</li><li>• Having discussions on updating employee handbook - goal to have done before contracts go out.</li><li>• Have had discussions about salary adjustments – Administration team did a good job</li></ul> <p>Mehreen then explained to the Board the Keystone Application. She stated that any staff member who has worked one school year or more at ICS as a full-time employee, or the equivalent; and has received satisfactory end-of-year evaluation ratings for at least one year, and has contributed to the development of ICS in ways that are not included in the relevant job description, such as volunteering to serve on committees, demonstrating leadership, working on special projects, etc. are permitted to apply. If they are granted the status, their children are granted admission to ICS.</p> <p><b>Resolutions:</b></p> <p><b>Employee Resignation</b> Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation of Jaclyn Sliwinski, Records Specialist, at ICS West effective December 4, 2019.</p> <p><b>Motion to Approve: Marc Hensley</b> <b>2nd: Allison Kelsey</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>New Hires</b> Be it resolved that the Independence Charter School Board of Trustees hereby approve the hiring of the following effective as listed.</p> <p>Latoya Fulks, P/T NTA. Effective 11/18/19 Khalif Herbin, P/T Intervention Assistant, Effective 11/28/19 Tara Leonard, MS Special Ed Teacher, Effective 1/6/2020 America Martinez, P/T Immersion Assistant, Effective 11/25/2019 Keyona Schaener, P/T Enhanced Assistant, Effective 11/25/2019</p> <p><b>Motion to Approve: Mehreen Zaman</b> <b>2nd: Eleanor Sharpe</b> <b>Action: Passed unanimously (voice vote)</b></p>

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	<p><b>Approval of Keystone Staff Application</b>            Be it resolved that the Board of Trustees of Independence Charter School hereby approves the Keystone Staff Applications of Ariane Burke and Lilah Gosman.</p> <p><b>Motion to Approve: Sharon Berney</b>  <b>2nd: Allison Kelsey</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Committee Reports Continued</b>            Communications &amp; Development – Jo Tionsgon-Perez reported the following:</p> <ul style="list-style-type: none"> <li>• As Tanya mentioned, the Annual Appeal has kicked-off. This is something we do every fall.</li> <li>• Last year, we added an email and social media push. We were a little late kicking off the Annual Appeal last year, but this year, we started on Giving Tuesday.</li> <li>• Also continuing to work on the Capital Campaign - the building expansion is really an exciting springboard to organize and legitimize our framework. For example, we could use Academic Excellence, Health &amp; Wellness and Global Citizenship as ways to build naming opportunities and donor recognition in each of these three causes. We are just beginning to build the structural framework.</li> <li>• Tanya added that the committee is working with development consultant, Ingrid Heim. Ingrid and Tanya have been doing a lot of fact finding on the history of giving at ICS in terms of what has worked and what hasn't worked. Ingrid will be reaching out board members to get feedback and input to help develop a plan and a path to move forward. Ingrid has sat in on one of our construction meetings and asked about the possible naming opportunities and the limitations of the naming opportunities. We're getting clearer around what the opportunities are.</li> </ul> <p>Sharon Berney asked about the timing of the Annual Appeal and Capital Campaign in terms of families who may have given a significant amount to the Annual Appeal and then find out about the Capital Campaign and would have wanted to donate to the Capital Campaign. How do you address that?</p> <p>Tanya responded that there isn't a way to address that, but one of things we're looking at for the Capital Campaign is having a tiered approach so that there is a low, medium and high opportunity for folks to be involved. We're looking at having a very tangible something – not just a donation, but the donor actually receiving a thing, like a brick paver, a mosaic tile, etc. The plan for the Capital Campaign is to go outside of ICS. ICS has not stewarded many of the relationships that it has had over time. So, part of our work is bringing recognition to ICS and a lot work has to go into the process. Sharon then asked if the Capital Campaign will exclude families. Tanya responded, no. Jo added that a lot of structural things still have to happen before we launch the Capital Campaign and we did not want to comprise the Annual Appeal while working out the details of the Capital Campaign. With the tiered approach, the first group of donors would be families for example, purchasing a brick paver and then soliciting institutions and corporations for naming opportunities.</p>

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	<p><b>Governance</b> Maureen Eagen reported the following:</p> <ul style="list-style-type: none"><li>• Maureen reminded the Board members to submit resumes to the Governance Committee for the open board positions.</li><li>• Have a particular interest in candidates with a finance background</li><li>• Maureen attended a Continuing Legal Education Course hosted by the Philadelphia Bar Association titled <i>Nuts &amp; Bolts of Nonprofit Board Service</i>. The handout from the course has been placed in the board drop box.</li></ul> <p><b>Independence Charter School West</b> Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"><li>• We have a final Amended and Restated Academic and Support Services Agreement.</li><li>• The differences are not that great – made some services that we provide to ICS West more reasonable and manageable for ICS CC employees.</li><li>• Providing more academic support – we have more experience with a bilingual program.</li><li>• The management fee we receive is going down.</li><li>• Some of our employees who work at ICS West will become ICS West employees</li><li>• It’s not a true management, but more of a branding. It’s more about providing services for a growing school.</li></ul> <p><b>Resolution:</b> <b>ICS CC and ICSW Amended and Restated Academic and Support Services Agreement</b> Be it resolved that the Independence Charter School Board of Trustees hereby approves the amended and Restated Academic and Support Services Agreement between Independence Charter School and Independence Charter School West effective July 1, 2019 through June 30, 2024.</p> <p><b>Motion to Approve: Marc Hensley</b> <b>2nd: Eleanor Sharpe</b> <b>Action: Passed unanimously (voice vote)</b></p> <p>Maureen publically thanked Mehreen for all her hard work on the new agreement. Mehreen had spearheaded this project for well over a year.</p> <p>Before passing the E-Rate Online resolution, Tanya explained that E-Rate On-line is a firm specializing in the comprehensive application filing, reimbursement tracking and reporting services for schools and libraries that participate in the E-rate federal reimbursement program. She further explained that the FCC's E-rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund, E-rate provides discounts for telecommunications, internet access and internal connections to eligible schools and libraries based on their poverty level.</p>

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	<p>Resolution:  <b>E-Rate On-line Contract Renewal</b>            Be it resolved that the Independence Charter School Board of Trustees hereby agrees to renew with E-Rate Online for USF E-Rate Filing Services for an annual cost of \$3,000. The terms of the contract are January 1, 2020 to December 31, 2020.</p> <p><b>Motion to Approve: Eleanor Sharpe</b>  <b>2nd: Dana Martin</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Charter Renewal</b> – Maureen stated that Christina Grant, Chief of the Charter School Office stated that the process went really smoothly because of Tanya. Mehreen mentioned that ICS was one of only four schools that were eligible to participate in the first round of charter renewals, which allows for the CSO to focus more attention on charter schools that aren't as viable in the spring. Maureen also thanked Pr. Kristen for her work on the one-program model. Tanya added that the whole admin team was all hands on deck during this process.</p> <p><b>Charter Renewal Agreement</b>            Be it resolved that the Independence Charter School Board of Trustees hereby accepts the Charter Renewal Agreement between Independence Charter School and the Philadelphia School District effective July 1, 2020 through June 30, 2024.</p> <p><b>Motion to Approve: Mehreen Zaman</b>  <b>2nd: Sharon Berney</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Staff Report:</b>            Tiia Reinvald stated there is no staff report this month.</p>
Eagen	<p><b>Adjournment</b>  <b>Motion to Adjourn: Allison Kelsey</b>  <b>2nd: Eleanor Sharpe</b>  <b>Action: Passed unanimously (voice vote)</b>  <b>Maureen adjourned the meeting at 7:10 pm</b></p>

Respectfully submitted by: Patricia Prendergast