

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, March 11, 2020

Board Attendees:

| | | | | |
|------------------------|---------|--|---------|--|
| Sharon Berney | absent | | | Emma Gray(staff) |
| Camilo Dominguez | present | | | Monica Egen (staff) |
| Jamila Dugan | absent | | | Lameika Headen-Jones (parent) |
| Maureen Eagen | present | | | LaMarr McDaniel (Potential board member) |
| Marc Hensley | present | <i>Ex-officio</i> | | |
| Jamill Jones | present | Tanya Ruley Mayo | present | |
| Allison Kelsey | present | Lance Lukasiak | present | |
| Dana Martin | absent | <i>Also Attending</i> | | |
| Rachel Salis Silverman | absent | Ramzy Andrawos (staff) | | |
| Eleanor Sharpe | absent | Mike Danyo (Santilli & Thomson) | | |
| Virgil Sheppard | phone | Kristen Long (staff) | | |
| Jo Tionson Perez | present | Dave Peterson (staff) | | |
| Gina Toppin | present | Patricia Prendergast (staff) Ingrid Heim (Ingrid Heim, LLC) | | |
| Mehreen Zaman | present | Odamis Fernandez-Sheinbaum (staff) | | |

| Who | What |
|------------|---|
| Eagen | Maureen called the meeting to order at 6:12 pm and asked all members in attendance to complete the Statement of Financial Interests Forms for 2019. |
| Eagen | <p>Approval of Minutes Maureen asked for a motion to approve the December 11, 2019 minutes.</p> <p>Motion to Approve: Allison Kelsey 2nd: Jo Tionson Perez Abstain: Virgil Sheppard Action: Passed (voice vote)</p> |
| Eagen | Maureen asked if there were any public comment. There was no public comment |
| Ruley-Mayo | <p>CEO Report:</p> <ul style="list-style-type: none"> • Charter Renewal: <ul style="list-style-type: none"> • On January 30, the Board of Education approved our 5 year renewal and one-program model • We were asked to submit an updated Educational Plan, which has been done • One last piece, we are currently updating the due process protocol for Student Code of Conduct and will submit upon completion • Expect to have fully executed Charter by the end of the 19-20 school year |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What |
|-----|--|
| | <ul style="list-style-type: none"> • Construction is well underway: <ul style="list-style-type: none"> • December 27, steel was delivered • January 31 to February 4, decks were poured • February 12, block installation begins • Human Resources <ul style="list-style-type: none"> • Letters of Intent distributed, due by Feb. 18 • Employee Handbook updates to address: <ul style="list-style-type: none"> ▪ Exploitative or abusive conduct ▪ Conflicts of interest regarding relationships ▪ Professional code of conduct violations • Equity Training – Phase I kick-off on March 4th <ul style="list-style-type: none"> • Keynote w/ Dr. Howard Stevenson, Constance Clayton Professor of Urban Education, Professor of Africana Studies, and former Chair of the Applied Psychology and Human Development Division in the Graduate School of Education at the University of Pennsylvania • SY 20-21 Lottery held on February 11 <ul style="list-style-type: none"> ○ 3,929 Total Applications <ul style="list-style-type: none"> ▪ 1,154 were Kindergarten <ul style="list-style-type: none"> • 60 Accepted (new families) • 35 Siblings ○ 1st -8th Waiting list <ul style="list-style-type: none"> ▪ 20 Siblings • As point of comparison, the SY -19-20 lottery numbers are included below. This is the first year we participated in Apply Philly Charter. We are one of approximately 80 schools who participated this year. The system allows us to see our data in real time and see applications as they come in. <ul style="list-style-type: none"> ○ SY 19-20: 1,652 Applications (852- Kindergarten) • FY 21 Budget Preparation has started • Development/Communications <ul style="list-style-type: none"> • Annual Appeal raised \$23,563 <ul style="list-style-type: none"> ▪ 45 Donors (up from 24 donors- \$21,111.62) ▪ Largest Donations- \$5k (2) ▪ Average Donation - \$523.62 <p>Tanya introduced Ingrid Heim of Ingrid Heim, LLC to report on the Fundraising Planning Project. Tanya explained that Ingrid has been working with ICS on accessing where ICS has been in its fundraising and development history and working to craft a plan and recommendations for a path forward. Ingrid reported the following:</p> <ul style="list-style-type: none"> • 2020 Fundraising Planning Project Overview <ul style="list-style-type: none"> • Assessment – looked at what is in front of us now and the recent past • Development Planning Goals – have set-up some development planning goals for the Board: <ul style="list-style-type: none"> ○ Mini-Campaign ○ Future Fundraising • Assessment Findings – Opportunities and Challenges <ul style="list-style-type: none"> ➤ Opportunity <ul style="list-style-type: none"> • Leadership is motivated to expand fundraising ➤ Challenge |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What |
|-----|--|
| | <ul style="list-style-type: none"> • Limited, inconsistent history of fundraising • No current staff with fundraising responsibilities • Limited experience in fundraising operations ➤ Opportunity <ul style="list-style-type: none"> • ICS community has deep affection for the school and its mission ➤ Challenge <ul style="list-style-type: none"> • Donor types and interests not identified • Constituents not screened for capacity/inclination • Families not engaged beyond graduation ➤ Opportunity <ul style="list-style-type: none"> • Two governing boards—ICS Board of Trustees and Worlds of Opportunity Foundation Board—with enthusiasm for raising money and raising profile ➤ Challenge <ul style="list-style-type: none"> • Differing governance structures; infrequent communication (2-3 x a yr.) • Unestablished responsibilities re: fundraising or giving ➤ Opportunity <ul style="list-style-type: none"> • PTA consistently successful in raising funds for specific projects and programs ➤ Challenge <ul style="list-style-type: none"> • PTA separate from the school and other leadership boards; coordination of communication is work in progress ➤ Opportunity <ul style="list-style-type: none"> • ICS in close and frequent communications with its student families re: important news and events ➤ Challenges <ul style="list-style-type: none"> • Little outreach outside the family community • Fundraising efforts infrequent and inconsistent ➤ Opportunity <ul style="list-style-type: none"> • Building project highly visible to the school community and will significantly enhance campus ➤ Challenge <ul style="list-style-type: none"> • Building moving more quickly than major gifts campaign can take shape ➤ Opportunity <ul style="list-style-type: none"> • Leadership awareness that successful fundraising requires dedicated human and financial resources ➤ Challenges <ul style="list-style-type: none"> • Resources historically not consistently allocated to support and sustain fundraising operation • Development Planning Goals - Moving Forward <ul style="list-style-type: none"> ➤ Marketing & Communications <ul style="list-style-type: none"> • Communicate ICS’s mission in all communications, particularly in development communications. • Expand existing communications, in scope, reach, and media. • Develop robust direct marketing solicitation program. ➤ Individual Giving |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What |
|-----|--|
| | <ul style="list-style-type: none"> • Acquire new donors, retain existing donors, and increase average gift sizes. • Identify compelling and budget-relieving funding priorities. • Establish strategic and achievable fundraising goals. ➤ Constituent Engagement <ul style="list-style-type: none"> • Include donors and prospects in activities that place them inside the school. • Enhance current activities and expand invitation lists. ➤ Stewardship <ul style="list-style-type: none"> • Acknowledge and report on the impact of giving. • Increase and enrich participation through donor recognition. ➤ Volunteer Leadership Engagement <ul style="list-style-type: none"> • Ensure understanding of necessity and objectives of fundraising. • Establish clearly defined expectations and roles. • Establish opportunities and protocols for boards to work together. ➤ Operations & Administration <ul style="list-style-type: none"> • Build (and maintain) clean, current, comprehensible database. • Develop reports for data measurement and forecasting. • Evaluate staff capacity and plan for strategic additions. • Develop protocols and procedures. <p>❖ <i>Terrific goals, but can we accomplish them? Let's find out.</i></p> <ul style="list-style-type: none"> • Mini-Campaign <ul style="list-style-type: none"> ➤ Goals: Building the Foundation for Long-Term Success <ul style="list-style-type: none"> • Increase general awareness of fundraising needs and priorities. • Identify current constituent types and establish fundraising strategies for each. • Develop boards/volunteer awareness of and participation in fundraising efforts. • Establish collaborative, coordinated fundraising with PTA. • Generate faculty/staff interest and participation in fundraising. • Formalize and enhance communications and appeals schedule. • Measure outcomes and identify strategies for long-term efforts. ➤ Participation and Recognition Focus <ul style="list-style-type: none"> • Events and Activities <ul style="list-style-type: none"> • PTA Event – launching mini-campaign at the PTA Event – will have two campaign related stations set-up. One will be for the Time Capsule. Have received permission and have identified a location for the Time Capsule to be installed in the new building to be opened in 2051, on the 50th anniversary of ICS. • Beam Signing – will be painted white and every class sign. Will also be on display for the PTA Event. • Mural Unveiling – will be hosting a couple of events around the new mural for the cafeteria. • Welcome event – host an event in the fall showcasing all that's been done as well as acknowledging donors. |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|--|---|------------------------------------|----------------------|---------|-------------------|---------------------------|-------------------------------|---|--|-------------------------------------|-----|-----------------|-----------------------|----------------------|-------------------------|--------------|------------------|--|--------------------------------|---|-------|---------------------------|-----------------------|----------------------------|--------------------------|---------------------|------------------------|------------------------|---------------------------|-------|---------------------------------|--------------------------|--------------------|--------------------------|
| | <p style="text-align: center;">Enhanced & Increased Communication</p> <ul style="list-style-type: none"> • Website enhancements • Case for supporting ICS • Informational publications • Additional annual solicitations <p style="text-align: center;">Cafeteria Wall Mural</p> <ul style="list-style-type: none"> • Low-dollar participation • Lasting impact • Very visible – 45 feet! • Parent-created, just for ICS. Parents Gina Triplett and Matt Curtius have offered to gift ICS another mural for the cafeteria. Families will have the opportunity to have their name added to the mural for a donation. <p style="text-align: center;">Potential Naming Opportunities – for larger donor gifts</p> <ul style="list-style-type: none"> • Gymnasium • Rooftop Playground • Classrooms • Gift acceptance policies will need to be created • Important that larger donors are tied to the mission <p style="text-align: center;">Mini Campaign Timeline for 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 40%; text-align: left;">Building/Campaign Milestone</th> <th style="width: 45%; text-align: left;">Action/Appeal</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="vertical-align: top;">Dec/Jan</td> <td>Campaign Planning</td> <td>Annual Fund CY End Appeal</td> </tr> <tr> <td>Finalize Mural/Naming Op Plan</td> <td>Begin Identifying Individual Giving Prospects</td> </tr> <tr> <td>Identify Other Naming Ops Soft/Internal Campaign Launch</td> <td>Begin Developing Solicitation Plans</td> </tr> <tr> <td rowspan="3" style="vertical-align: top;">Feb</td> <td>2/29: PTA Event</td> <td>Board Campaign Appeal</td> </tr> <tr> <td>Hard Campaign Launch</td> <td>Vendors Campaign Appeal</td> </tr> <tr> <td>Beam Signing</td> <td>PTA Event Appeal</td> </tr> <tr> <td></td> <td>Time Capsule Messages Gathered</td> <td>Major Gift Prospects Identified/Solicited (ongoing)</td> </tr> <tr> <td rowspan="4" style="vertical-align: top;">March</td> <td>Time Capsule Installation</td> <td>General Appeal - Mail</td> </tr> <tr> <td>Beam Signing Install Event</td> <td>General Appeal - Email 1</td> </tr> <tr> <td>Friendraiser Event?</td> <td>Social Media (ongoing)</td> </tr> <tr> <td>Time Capsule Completed</td> <td>In-School Promo (ongoing)</td> </tr> <tr> <td rowspan="2" style="vertical-align: top;">April</td> <td>Mural/Naming Op Design Unveiled</td> <td>General Appeal - Email 2</td> </tr> <tr> <td>Friendraiser Event</td> <td>General Appeal - Email 3</td> </tr> </tbody> </table> | | Building/Campaign Milestone | Action/Appeal | Dec/Jan | Campaign Planning | Annual Fund CY End Appeal | Finalize Mural/Naming Op Plan | Begin Identifying Individual Giving Prospects | Identify Other Naming Ops Soft/Internal Campaign Launch | Begin Developing Solicitation Plans | Feb | 2/29: PTA Event | Board Campaign Appeal | Hard Campaign Launch | Vendors Campaign Appeal | Beam Signing | PTA Event Appeal | | Time Capsule Messages Gathered | Major Gift Prospects Identified/Solicited (ongoing) | March | Time Capsule Installation | General Appeal - Mail | Beam Signing Install Event | General Appeal - Email 1 | Friendraiser Event? | Social Media (ongoing) | Time Capsule Completed | In-School Promo (ongoing) | April | Mural/Naming Op Design Unveiled | General Appeal - Email 2 | Friendraiser Event | General Appeal - Email 3 |
| | Building/Campaign Milestone | Action/Appeal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec/Jan | Campaign Planning | Annual Fund CY End Appeal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finalize Mural/Naming Op Plan | Begin Identifying Individual Giving Prospects | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Identify Other Naming Ops Soft/Internal Campaign Launch | Begin Developing Solicitation Plans | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb | 2/29: PTA Event | Board Campaign Appeal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Hard Campaign Launch | Vendors Campaign Appeal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Beam Signing | PTA Event Appeal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Time Capsule Messages Gathered | Major Gift Prospects Identified/Solicited (ongoing) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| March | Time Capsule Installation | General Appeal - Mail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Beam Signing Install Event | General Appeal - Email 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Friendraiser Event? | Social Media (ongoing) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Time Capsule Completed | In-School Promo (ongoing) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April | Mural/Naming Op Design Unveiled | General Appeal - Email 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Friendraiser Event | General Appeal - Email 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|--|--------------------|--------------------|--------------------|-----------|-----------|---------|----------------|--------------------|--------------------|--------------------|-------------|--------------------|--------------------|--------------------|--------------------|----------|----------------|----------------|--------------------|--------------------|---------|----------------|----------------|----------------|----------------|
| | <ul style="list-style-type: none"> • Participate in Mini-Campaign activities – mural, beam signing, time capsule • Participate in Annual Appeal (100% board participation matters!) • Event attendance and promotion • Event support/leadership – host friend-raisers, engage sponsors • Make new connections and introductions • Engage, recruit and onboard new board members <p>Tanya will send full report to the Board.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Long | <p>Principal's Report Kristen and AP Odamis reviewed the School Progress Report (SPR), which was just released:</p> <ul style="list-style-type: none"> • SPR Report – What is the School Progress Report? <ul style="list-style-type: none"> • The School Progress Report (SPR) is a tool, produced by The School District of Philadelphia every year. It provides information on how schools are doing in four domains – Academic Achievement, Progress, School Climate and Safety, and College and Career Readiness (N/A to K-8). • Schools can earn scores from 0-100%. Based on their overall score, schools are assigned to one of the following four categories: Intervene (0-24%), Watch (25-49%), Reinforce (50-74%), Model (75%-100%). • The Overall score is assigned to schools by a weighted average of Achievement (30%), Progress (40%), and Climate (30%). • ICS' progress over of the last 4 years – we're pretty stable. <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>2015-2016</th> <th>2016-2017</th> <th>2017-2018</th> <th>2018-2019</th> </tr> </thead> <tbody> <tr> <td>Overall</td> <td>Model (76%)</td> <td>Reinforce (63%)</td> <td>Reinforce (71%)</td> <td>Reinforce (69%)</td> </tr> <tr> <td>Achievement</td> <td>Reinforce (56%)</td> <td>Reinforce (55%)</td> <td>Reinforce (56%)</td> <td>Reinforce (56%)</td> </tr> <tr> <td>Progress</td> <td>Model (79%)</td> <td>Watch (47%)</td> <td>Reinforce (63%)</td> <td>Reinforce (61%)</td> </tr> <tr> <td>Climate</td> <td>Model (91%)</td> <td>Model (92%)</td> <td>Model (96%)</td> <td>Model (93%)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • SPR Highlights for ICS <ul style="list-style-type: none"> • Model for Reading at Grade Level K-2 • Model for ELA, Math, and Science in percent of Advanced Students | | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | Overall | Model (76%) | Reinforce (63%) | Reinforce (71%) | Reinforce (69%) | Achievement | Reinforce (56%) | Reinforce (55%) | Reinforce (56%) | Reinforce (56%) | Progress | Model (79%) | Watch (47%) | Reinforce (63%) | Reinforce (61%) | Climate | Model (91%) | Model (92%) | Model (96%) | Model (93%) |
| | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | | | | | | | | | | | | | | | | | | | | | | |
| Overall | Model (76%) | Reinforce (63%) | Reinforce (71%) | Reinforce (69%) | | | | | | | | | | | | | | | | | | | | | | |
| Achievement | Reinforce (56%) | Reinforce (55%) | Reinforce (56%) | Reinforce (56%) | | | | | | | | | | | | | | | | | | | | | | |
| Progress | Model (79%) | Watch (47%) | Reinforce (63%) | Reinforce (61%) | | | | | | | | | | | | | | | | | | | | | | |
| Climate | Model (91%) | Model (92%) | Model (96%) | Model (93%) | | | | | | | | | | | | | | | | | | | | | | |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What |
|-----|---|
| | <ul style="list-style-type: none"> • Model for Average Growth Index (AGI) for Math and 8th Grade Science • Model for Attendance, 74% of students attending 95% or more days • Model for year to year retention of students • Model for in school suspensions • Model for Parent survey: 87% positive comments and 73% completion rate • Increase in % of Proficient & Advanced in 8th Science (from 48% to 61%) • Increase in AGI of 8th Science (from Intervene to Model) • Increase in AGI for lowest-performing 33% of students ELA (Intervene to Reinforce) • Next steps – Math <ul style="list-style-type: none"> • Continued support to students in 3rd, 4th, 5th, and 6th grade • Introduction of new core Math Curriculum in 4th and 5th grade (enVision) • Continued development on PA Core Standards • Math instructional coach • Hired a Bilingual Math Intervention Assistant to better support students in the Immersion Program • Focus Math Intervention curriculum for 4th grade • Summer Math Academy for incoming 6th and 7th • Next Steps ELA <ul style="list-style-type: none"> • Continued academic support in ELA for K-6th grade • Fountas and Pinnell Leveled Literacy Intervention in 2nd to 5th grade • Wilson Foundations for K-1st grade • Wilson Learning System for select 2nd-4th graders • 21st CCLC greater focus on literacy • Text Dependent Analysis (TDA) Practice from beginning of year • Early Literacy Intervention for Preschool • Springboard Summer Literacy Academy • Readers/Writers workshop adoption and K-8 ELA vertical alignment • Next Steps Science <ul style="list-style-type: none"> • Increased support for K-5 Science teachers • On-going: <ul style="list-style-type: none"> • Improved alignment in curriculum for K-8 Science • Science department lead • Identified areas of growth as a result of PSSA anchor review • Multi-Tiered System of Supports (MTSS) <p>This is a response to instruction and intervention that uses data to address short-term and long-term needs of students and curriculum. It is a combination of quality classroom instruction and interventions.</p> <ul style="list-style-type: none"> • Created a team to monitor the MTSS process which includes Assistant Principal, Supervisor of Specialized Services, Instructional Coach, and ESL Coordinator • Weekly meeting to analyze data, implement interventions and regularly evaluate progress of the students |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What |
|-------|--|
| | <ul style="list-style-type: none"> • Identification of new intervention curriculums • Provide consistent training to Intervention Teachers <p>Mehreen Zaman asked if the switch to the one-program model would impact the supports. Kristen responded that there will be no supports or resources pulled from any students.</p> |
| Danyo | <p>Financial Report: Mike reported the following:</p> <ul style="list-style-type: none"> • New projected surplus \$585,249 • Currently under projected budget by \$25,000 • We have additional savings under Professional Services in the budget that we're not recognizing in the event more services are needed. The special education population rose from 135 to 150 and a need for more Personal Care Assistants (PCAs), etc. may be needed. • Overall expenses are \$100,000 under budget • Down to 150 days of cash on hand \$5,429,397 as of 12/31/2019. This does meet our new covenant • The check for \$1 million dollars to Worlds – this is our rent, which is prepaid for the year. • A lot of checks are written in November - this is not unusual for most school. • The checks for Springboard and By the Numbers are a one-time charge for the year. • Food services doing better than budgeted. Still projecting a loss. • Lease subsidy was received in December. • Audit committee met with St. Clair, CPAs before the Board Retreat in January. <ul style="list-style-type: none"> ➢ Highlights <ul style="list-style-type: none"> • Clean audit - no findings. • Revenue increased 1.6; fund balance was reduced by 1.4. • Cash increased by \$129,000. • Audit was sent to District and bond holders on time. • All board members received a copy. <p>Resolutions: November Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of November 2019 in the amount of \$1,694,581.91.</p> <p>Motion to Approve: Marc Hensley 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p> <p>December Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of December 2019 in the amount of \$341,695.02.</p> <p>Motion to Approve: Camilo Dominguez 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p> |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What |
|-----|---|
| | <p>June 30, 2019 Audit Be it resolved that the Board of Trustees of Independence Charter School hereby accepts the June 30, 2019 audit conducted by St. Clair’s CPAs, LLC as presented.</p> <p>Motion to Approve: Allison Kelsey 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p> |
| | <p>Committee Reports: Staff Report: There was no staff report this month</p> <p>HR: Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • Working on finalizing the Employee Handbook • Thanked everyone who attended board retreat in January • One of the takeaways from the retreat was to become more forward looking instead of reactive especially in HR. In general, to plan better for the year. Working to create a calendar for the year. • Mehreen asked if anyone had feedback on the retreat and the presenter they would like to share, to please send it to her. <p>Communication and Development: Jo Tiongson-Perez reported the following:</p> <ul style="list-style-type: none"> • The Committee has met and reviewed a more comprehensive plan with Ingrid and are very happy with her work. • Having someone come in from the outside has been very helpful. • Tanya added that we have drafts of promotional/marketing material. There will be more to show. • Maureen mentioned that policies for naming opportunities need be established. <p>Governance: Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • Maureen, Gina, Jamila Jamill and Eleanor are actively looking for new board members • Currently have resumes of two prospects • Committee would like to set-up a pipeline as a resource to go to for potential candidates. Eleanor had reached out to Leadership Philadelphia, unfortunately we missed the deadline for this year, but will sign-up for next year. Also, the Philadelphia Bar Association does a program with young lawyers who can come on as board members. Maureen will be applying to participate this year. ICS will have to be approved by the Philadelphia Bar Association. • Governance Committee will be interviewing and will be making recommendations to the Board for a vote at the June board meeting. • Hoping to get members with a background in finance. <p>Maureen let the Board know that Michele Lamm sent a thank you note to the Board for the parting gift the Board gave to her for her service on the Board.</p> |

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 12, 2020

| Who | What |
|-------|---|
| | <p>ICS West Update: Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • West is doing excellent • The big news currently is that ICS West has purchased their building • Their SPR scores are not where they want them to be, but they are working to put additional supports in place. |
| Eagen | <p>Resolutions: 2020-2021 Board Meeting Calendar Be it resolved that the Independence Charter School Board of Trustees hereby approves the 2020-2021 Board Meeting Calendar.</p> <p>Motion to Approve: Allison Kelsey 2nd: Marc Hensley Action: Passed unanimously (voice vote)</p> <p>Tanya explained that due to the construction the start and end dates of the 2020-2021 school calendar are slightly later than what they been historically.</p> <p>2020-2021 School Calendar Be it resolved that the Board of Trustees of Independence Charter School hereby approves the 2020-2021 school calendar.</p> <p>Motion to Approve: Allison Kelsey 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p> <p>Approval of Keystone Staff Application Be it resolved that the Board of Trustees of Independence Charter School hereby approves the Keystone Staff Application of Vinh Nguyen.</p> <p>Motion to Approve: Marc Hensley 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p> <p>Employee Resignation Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation of Khalif Herbin, P/T Intervention Assistant, and effective December 16, 2019.</p> <p>Motion to Approve: Marc Hensley 2nd: Mehreen Zaman Action: Passed unanimously (voice vote)</p> |
| Eagen | <p>Adjournment Motion to Adjourn: Mehreen Zaman 2nd: Allison Kelsey Action: Passed unanimously (voice vote) Maureen adjourned the meeting at 8:10 pm</p> |

Respectfully submitted by: Patricia Prendergast