

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, March 11, 2020

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, April 15, 2020

Board Attendees:

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

Who	What
Zaman	Mehreen led the meeting as Maureen Eagen called in to the meeting due to illness. Mehreen called the meeting to order at 6:08 pm.
Zaman	<p>Approval of Minutes Mehreen asked for a motion to approve the February 12, 2020 minutes</p> <p>Motion to Approve Maureen Eagen 2nd: Allison Kelsey Abstain: S. Berney, J. Dugan, R. Salis-Silverman, V. Sheppard Action: Passed (voice vote)</p>
Zaman	Mehreen asked if there were any public comment. There was no public comment.
Ruley-Mayo	<p>CEO Report: Tanya reported the following:</p> <ul style="list-style-type: none"> • Charter Renewal <ul style="list-style-type: none"> ➤ Clarifying responses to the Educational Plan around support to English Language Learners was submitted on March 6. We are awaiting to hear back from the Charter School Office. • Construction <ul style="list-style-type: none"> ➤ Block installation continues ➤ Plumbing & electrical connections to the existing building to be made over spring break. ➤ Selection of glass accents for façade are now with the architect to get feedback on what the differences are for the three samples that were selected.

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	<ul style="list-style-type: none"> ➤ Ramzy has a meeting scheduled with the playground vendor and the construction crew regarding installation of the equipment on the roof. <p>Mehreen asked if the community is involved in selecting fixtures. Tanya responded that last year there was a ballot box for students to cast their vote on the multiple choices of playground systems. We have gone with the largest available equipment for the roof. However, we are making sure that the equipment can sustain strong winds. We are also trying to identify a space that provide shade.</p> <ul style="list-style-type: none"> • Human Resources <ul style="list-style-type: none"> ➤ Recruitment Efforts <ul style="list-style-type: none"> ○ Teach For America Fair is scheduled for Saturday, March 14; however, due to the concerns surrounding the Coronavirus they have modified their process and are excluding participants who reside in the Philadelphia area from participating. We are awaiting additional feedback on those participants who are traveling from outside the Philadelphia region. We have decided not to participate, but have scheduled interviews and demo lessons with two of the three candidates that we were scheduled to interview at the Fair and will reach out to the third candidate ○ We are still on schedule to attend the Philadelphia Charter School Educators Fair on April 14 at Franklin Towne Charter. ○ Have increased outreach to Institutions of Higher Education and other Education Non-profits to make sure they have our most up-to-date postings and vacancies. • Equity Training – Phase I Kick-off on March 4th <ul style="list-style-type: none"> ➤ Racial Literacy Training Keynote w/Dr. Howard Stevenson <i>Dr. Stevenson is the 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</i> ➤ Had a session last Wednesday with the entire staff to lay the groundwork and framework for racial literacy training. ➤ Had session with the leadership team today, which will continue over the next several months. • Development/Communications <ul style="list-style-type: none"> ➤ Working on our print and collateral materials and are close to the final products. ➤ Enhancing Giving Page – building out our current giving page to provide more giving opportunities. ➤ Mini Building Campaign (Mural) <ul style="list-style-type: none"> ○ One week from launch, we have eight donors and \$1,100 raised! ➤ We will be repurposing the brick pavers that were in the playground space. Have worked out with our construction team and the architects on creating a knee wall incorporating those pavers. • COVID-19 Response <ul style="list-style-type: none"> ➤ Following guidance from CDC, PA & Philadelphia Departments of Health

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	<ul style="list-style-type: none"> ➤ Frequent Sanitizing of our building and learning spaces ➤ Working on a Distance Learning Plan ➤ Working on a Take Flight Contingency Plan – currently there are no travel restrictions on the countries we are visiting. If we have to cancel, we must do so by March 20. Tentative travel dates in September have been discussed. ➤ Developing a Communication Strategy <p>Mehreen Zaman asked if there has been an increase in staff absences due to COVID-19. Tanya responded that both staff and student absences are at the same level prior to COVID-19. Tanya continued to say that a Safety Committee meeting is planned for Friday to discuss the next steps for preparing/planning for the impact COVID-19 may have on the school and learning.</p> <p>Jamila Dugan asked if teachers will be provided with training on distance learning. Tanya stated not at this time as most of the teachers are comfortable using the available technology. Today’s professional development was spent reminding teachers how to access our remote learning tools so that instruction will continue in the event of a closure. Pr. Kristen added that a parent friendly newsletter is being worked on explaining how to access resources and this will be sent out whether we close or not. Pr. Kristen also stated that there are discussions about giving students who are struggling or who have IEPs a Chromebook to take home.</p> <p>Jo Tiongson-Perez wanted to thank the leadership team for the email that went out to families around COVID-19 and racism. She is appreciative of their awareness and sensitivity around the issues of the virus and racism.</p> <p>Mehreen Zaman then asked if any additional tech support will be needed in the event of a school closure. Pr. Kristen responded that Tr. Dave, Tr. Jenny and Tr. Natalie will work out a schedule for the help desk. We are doing everything we can to prepare.</p> <p>Dana Martin asked if a parent survey has been done around technology. Pr. Kristen responded that a survey has not been done in some time, but one is being planned.</p> <p>Jamila Dugan asked if there are lessons being taught surrounding the virus to ease student fears. Pr. Kristen responded that lesson ideas surrounding the virus were emailed to both teachers and parents.</p> <p>Tanya reported that she attended a Philadelphia Department of Health Meeting yesterday at the District building and the DOH reported on the following:</p> <ul style="list-style-type: none"> ➤ Nature of the virus – it is not airborne, but exposure is through respiratory droplets ➤ Be sure to clean surfaces more often, which we are doing ➤ For now, we are to follow our current attendance policies ➤ Currently recommending not to cancel trips or events ➤ If there is a confirmed case, DOH will notify schools ➤ Use CDC guidance for students who are traveling ➤ Children are at a lower risk and seniors with underlying health conditions are more of a concern

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	<ul style="list-style-type: none"> ➤ If staffing becomes an issue due to the virus, a closure may be necessary <p>Tanya will incorporate this information in her messaging to families and staff on Friday.</p>
Long	<p>Principal's Report Kristen reported the following:</p> <ul style="list-style-type: none"> ➤ Hiring continues ➤ Professional Development was held on March 9 <ul style="list-style-type: none"> ○ Half the day was spent on teacher turnaround training, which is always popular with teachers ➤ Middle School Career Day is March 19 – please come out and share your experience with our students ➤ Equity Training – we had the keynote speaker last week and the leadership team started the training and will go through it in its entirety before it is rolled-out to the staff next school year ➤ Beginning 3rd and final trimester ➤ Report Card Conferences are on March 20.
Danyo	<p>Financial Report: Mike Reported the following</p> <ul style="list-style-type: none"> • Finances remain strong for this fiscal year • Balance sheet strong as usual • Revenue is below budget by \$65,000 – nothing to be concerned about • Special education population has increased to 155 students – up 10 students from last month • Expenses are approximately \$95,000 under budget – leaving us \$30,000 better than budgeted • Are over in Sub Services and Professional Services, but there is savings in salaries to cover the overage • Are over in Admin Furniture and Equipment – we ordered early, but delivery was delayed and it was charged to this year's budget – only \$32,000 • Food service is doing \$3,400 better than budgeted, but still projecting a loss • Cash on hand is \$5,490,116 – 155 days as of 1/31/2020 <p>January Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of January in the amount of \$571,650.45.</p> <p>Motion to Approve: Marc Hensley 2nd: Allison Kelsey Action: Passed unanimously (voice vote)</p> <p>Proposed 2020-2021 Budget: Mike explained the budget document that was distributed – first column represents the 19-20 budget, which projects a \$585,000 surplus, the second column represents the proposed 20-21 budget and third column represents the variance.</p> <p>Proposed 2020-2021 Budget:</p> <ul style="list-style-type: none"> • Revenue increasing close to \$200,000

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	<ul style="list-style-type: none"> • Expenses increasing to \$577,000 • Budgeting at full enrollment of 825 students – 685 regular ed students and 140 special education students • This fiscal year we budgeted for the 135 special education students and there are currently 155 special education students enrolled – with increased special education students, there is increased revenue and increased expenses, which we adjust for throughout the year • Projecting a 3% increase in subsidy rate, which is what we did last year, but this does not take in to account if there is an adjustment to the Charter School Law by Gov. Wolf. This increase is conservative based off what the District is reporting in their financial reports • Revenue increasing to approximately \$326,000, but we lose our carryover of Federal Funds • Increasing staff line by \$400,000 (medical/health, pension and salaries) • Budgeting for a 3% raise plus a 2% longevity raise for employees who meet the criteria – salary line increase also represents the full affect of the raises that were given earlier this year • Have a 10% increase in medical benefits this year. Will have numbers in May, but we had a 13% decrease in this expense last year and still have savings in this year’s budget • A \$44,000 increase in Special Services – this if for additional contracted one-on-one aides for special education students • Put in a buffer of \$50,000 for lawsuits – this is a new item • Budgeting for more tutor hours – under budget this year so we kept it in for next year • No change in counselors, social workers, school psychologists or curriculum • Added money to Professional Development, Outside Services, for the Equity Training • Added money to part-time positions to help with high school applications and data work (current part-time staff will do the work) • Development/Fundraising remains the same • Pupil Services and Business Services remains the same • Added extra money to Operation and Maintenance to cover student and staff security software purchases building improvements • Due to this year’s surplus, \$200,000 for technology will be charged to the 19-20 budget. Will also place next year’s book orders this year and will purchase \$100,000 of classroom furniture and equipment in this fiscal year • Added a full-time position in technology to replace Cody Smith • 19-20 budget reflects reimbursement for two ICS CC employees who worked at ICS West and have resigned. • 2020-2021 proposed budget projects a \$200,000 surplus, which meets our covenant <p>Jamila Dugan asked is there money in the budget to cover additional special education students. Mike explained that we budget for the expense of the 155 students, but budget revenue for 140 students. This way we receive revenue for the 15 students we didn’t budget for plus the revenue for any new students.</p>

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	<p>Mehreen Zaman asked what things were asked for and are being added. Tanya responded the additional money for professional development, an additional K-3 teacher, \$5,000 for sensory room equipment, additional Personal Care Assistants (PCAs) for special education students and Ramzy's requests for building improvements.</p> <p>Mehreen then asked how we are managing the transition to one model program for Kindergarten students. Kristen responded that with an additional full-time ESL teacher on site, the additional teacher will help teach English to the immersion students in Kindergarten, 1st and 2nd grade and still have time to do pull-out groups or offer support to struggling students.</p> <p>Mehreen asked what the Finance Committee's recommendation is for the budget. Marc Hensley stated that they reviewed the budget with Tanya and Mike, asked many of the same questions and recommend the budget be approved. Mike Danyo added that when you start with the surplus already in place it makes the budget process much easier and we are still projecting a surplus in next year's budget.</p> <p>Jo Tionson asked what percent of the budget would account for an emergency contingency plan in the event we had to close school and do more aggressive cleaning/sanitizing, offer distance learning, help to get students out of countries due to the Coronavirus. Mike responded we would have to dip into our reserve. More than likely there would be a waiver and revenue would continue flow. Fortunately, with the surplus ICS has, we would be able to continue to operate. Tanya added that we carry two types of travel insurance and would be able to get a good portion of our money back. We also have a contingency plan to reschedule our Take Flight trips if necessary. Jo then asked what is the minimum percentage of the operating budget that accounts as a good reserve. Mike responded that the District states that anything that is over 0%. In order to meet our coverage ratio, we would need to have roughly \$130,000 and we are over that amount.</p> <p>2020-2021 Budget BE IT RESOLVED that the Board of Trustees of Independence Charter School hereby reviews and accepts 2020-2021 Independence Charter School Budget as presented by Michael Danyo of Santilli and Thomson and hereby incorporates into these minutes by reference the report statements;</p> <p>FURTHER RESOLVED, that the Board of Trustees of Independence Charter School hereby approves the 2020-2021 Independence Charter School Budget as presented; and</p> <p>FURTHER RESOLVED, Tanya Ruley-Mayo, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution.</p> <p>Roll Call Vote Sharon Berney - Yay Jamila Dugan - Yay Maureen Eagen - Yay Marc Hensley - Yay Allison Kelsey - Yay</p>

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	<p>Dana Martin -Yay Rachel Sails Silverman -Yay Virgil Sheppard - Yay Jo Tionson Perez - Yay Gina Toppin - Yay Mehreen Zaman -Yay</p> <p>2020-2021 Budget Passed</p>
Reinvald	<p>Staff Report: Tiia reported the following:</p> <ul style="list-style-type: none"> • Racial Equity Training was a smashing success with staff • Tr. Jess wanted to thank the PTA for funding a trip to the Wilma Theater to see <i>Renaissance in the Belly of A Killer Whale</i> . • Tiia read the email below that Tr. Jess wrote to the PTA: <ul style="list-style-type: none"> ○ ICS students asked thoughtful and brave questions at the talkback, got their programs signed by the performers, and engaged in rich discussion about life in a city facing issues surrounding gentrification. Plus, we had a picnic lunch outside! A great day all around! The playwright, Jaylene Clark Owens, will be visiting spoken word elective classes two times in April to deepen the students’ experiences learning about this art form. All of this has been generously funded by the PTA. I can’t thank you enough! I truly believe that arts appreciation so often comes to life from observing art made beyond school walls and then bringing those observations back to expand and build upon. Thank you for your continued support of artistic experiences for our students! • A request for coronavirus update, which CEO Tanya is on top of • Request for a dedicated science teacher for third grade immersion- one teacher thinks those students are getting short shrift as they are being taught science by their classroom teacher in their classroom. The teacher feels this is too much to do well by the same person in the same room (indoor recess, math, SLA and science). CEO Tanya stated that this position is not in the 20-21 budget, but is looking at ways to accommodate. • Request for more sinks for handwashing on the second floor. Tanya commented that more bathrooms will added as part of the construction. Tanya also stated with the current Coronavirus threat that there are additional hand sanitizing stations throughout the school, the school is being aggressively cleaned and sanitized and Ramzy has purchased the last electrostatic sanitizer for surfaces in the country.
	<p>Committee Reports: HR Report: Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • Intent to Return forms were returned last month and we are in good shape for hiring and staffing (to date) for next year • In the final stages of revising the employee handbook

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	<p>Resolution: Employee Terminations/Resignations Be it resolved that the Independence Charter School Board of Trustees hereby accept the terminations/resignations of Latoya Fulks, NTA effective February 14, 2020, Justin Harris, NTA effective February 19, 2020 and Lilah Gosman Intervention Teacher, effective April 3, 2020.</p> <p>Motion to Approve: Dana Martin 2nd: Jamila Dugan Action: Passed unanimously (voice vote)</p> <p>New Hires Be it resolved that the Independence Charter School Board of Trustees hereby approve the hiring of the following effective as listed.</p> <p>Layla Ben-Ali, P/T Intervention Assistant - Effective 02/24/2020</p> <p>Motion to Approve: Allison Kelsey 2nd: Marc Hensley Action: Passed unanimously (voice vote)</p> <p>Communication/Development: Allison Kelsey reported: <ul style="list-style-type: none"> • Update was provided in CEO's report • Committee will be meeting again in a couple of weeks </p> <p>Governance: Maureen Eagen reported the following: <ul style="list-style-type: none"> • Yesterday's meeting cancelled due to Maureen's illness. Will schedule to meet in the next week or two. • Will be scheduling interviews in April for new board members. Please send resumes of any potential candidates to the committee – Maureen, Jamila, Jamill, Eleanor and Gina • Would like to have members with a finance background. We can have up to 19 members, but 14 members is a good number • The PTA has a process in place for selecting the parent rep – Jamill is coming off this year </p> <p>Mehreen stated that she has a potential candidate she hopes to send along.</p> <p>Rachel Salis-Silverman asked if there is a good pipeline of candidates. Maureen stated that they currently have three to four candidates and are looking to become part of two programs in the City - one is with the Bar Association and Eleanor is looking in to connecting with Leadership Philadelphia who provides a pipeline for boards next year.</p> <p>ICS West Mehreen reported the following:</p>

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	<ul style="list-style-type: none"> • Spoke with Gloria Shabazz (ICS W Board President) last week - they are looking at their needs for next year • They have also lost a couple of folks this year who they are trying to replace • After attending the board retreat in January, the Board is figuring out the goals for their committees
Zaman	<p>Resolutions:</p> <p>Worlds of Opportunity Board Members Resignation Be it resolved that the Board of Trustees of Independence Charter School hereby accept the resignation of WOO’s Board President, Eric Cramer effective February 20, 2020, Board Secretary, Pam Prell effective February 20, 2020 and Board member Rosina Miller effective December 13, 2019.</p> <p>Motion to Approve: Maureen Eagen 2nd: Allison Kelsey Action: Passed unanimously (voice vote)</p> <p>Appointment of Worlds of Opportunity Board Members Be it resolved that Board of Trustees of Independence Charter School hereby accepts the nominations and appointments of John Eagen to the Board of Trustees of Worlds of Opportunity Board to serve as President, Elsie Stern and Deeya Halder to serve as Trustees of Worlds of Opportunity in accordance with the Bylaws of Worlds of Opportunity effective March 11, 2020.</p> <p>Motion to Approve: Marc Hensley 2nd: Dana Martin Abstain: Maureen Eagen Action: Passed (voice vote)</p>
Zaman	<p>Adjournment Motion to Adjourn: Jamila Dugan 2nd: Allison Kelsey Action: Passed unanimously (voice vote) Maureen adjourned the meeting at 7:20 pm</p>

Respectfully submitted by: Patricia Prendergast