

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, October 14, 2020

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, November 18, 2020

Board Attendees:

Sharon Berney	Via zoom		
Jamila Dugan	Via zoom		
Maureen Eagen	Via zoom		
Marc Hensley	Via zoom		
Jamill Jones	absent	Ex-officio	
Allison Kelsey	Via zoom	Tanya Ruley Mayo	present
Dana Martin	Via zoom		
Eleanor Sharpe	Via zoom	Also Attending	
Virgil Sheppard	Via zoom	Ramzy Andrawos (staff)	
Jo Tionson Perez	Via zoom	Mike Danyo (Santilli & Thomson)	
Gina Toppin	Via zoom	Kristen Long (staff)	
Mehreen Zaman	Via zoom	Dave Peterson (staff)	
		Patricia Prendergast (staff)	
		Danae Mobley (parent)	

Who	What
Zaman	Mehreen called the meeting to order at 6:03 pm
Zaman	<p>Approval of Minutes</p> <p>Mehreen asked for a motion to approve the August 12, 2020 minutes Motion to Approve: Marc Hensley 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p> <p>Mehreen asked for a motion to approve the August 28, 2020 minutes Motion to Approve: Virgil Sheppard 2nd: Marc Hensley Abstain: J. Dugan, D. Martin J. Tionson Perez 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: Reopening Plan – Continuation of Virtual Learning: Decision Points</p> <ul style="list-style-type: none"> • COVID-19 community transmission rate remains high in Philadelphia • Stakeholder feedback – Over 50% of respondents stated they would prefer not to start in-person in November, 57% preferred December or January • Continuity of remote learning reduces the number of student transitions and interruptions to learning especially in the event of a

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	<p>suspected or confirmed case of COVID-19 and the upcoming holiday season. Was on a call with other Charter Leaders and those that have opened, they have had to close several times due to outbreaks</p> <ul style="list-style-type: none"> • Construction delays due to COVID-19 have pushed back the availability of all outdoor space and large indoor spaces for physical activities • Have reached out to our local recreation facility and the only space they have available for our use are the basketball courts and it cannot be reserved <p>Recommendation</p> <ul style="list-style-type: none"> • Remain virtual through January 2021 • Potential to open for limited number of students using a rubric for high needs <ul style="list-style-type: none"> • Feasibility Study includes ability to staff appropriately <p>Sharon Berney asked when this is presented to the community is there some sort of recognition for those who feel differently. Tanya responded yes that we will let families know how we got to this decision.</p> <p>Allison Kelsey asked about the response rate. Tanya stated that 100% of the staff responded and 66.9% of the families responded.</p> <p>Dana Martin asked what metrics will be used to select the students. Tanya responded students who may be falling behind, attendance rate and participation, if the student has an IEP or if there are issues at home that may affect the student's ability to learn virtually.</p> <p>Jamila Dugan asked if there any resources made available to families now that they will be out until January such as during school programs, after school programs, etc. Tanya responded as part of our family outreach team, we have kept a running list of resources and programs that ICS has a relationship with. We have also sent out over 800 supply packages and continue to send materials home. Our outreach team is also reaching out to families who may be struggling with virtual learning to address their issues. Jamila then stated that the District has released their plan to have K-2 students come back earlier. Is there any plans for at ICS to have the younger students return earlier? Tanya stated that for ICS the larger issue is the construction and having the building ready for students to return. Jamila then asked if there will be a consideration for grading as the reopening gets extended. Tanya responded that we have standards that we would like students to meet, but we understand that different families have different issues and we are taking this into account and working with families as we work in a virtual model.</p> <p>Jo Tionson-Perez stated that there is an emphasis from middle school teachers around PSSAs and how we have to be at the same standard as if we were in school. Is this an indication that the PSSAs will be given this school year? Tanya replied that we do not have any information yet surrounding testing. Ideally, our students will be prepared either way. A question was then asked about cleaning the school when we return. Tanya explained that we would be closed on Wednesday for a deep cleaning, we would also have a crew in over the weekend to do a deep cleaning and we will have extra people on hand for daily</p>

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	<p>cleaning. We have upgraded our air filtration system in the existing building and will have a new HVAC system in the new building and will be conducting tests on air quality. We have a robust stockpile of PPE, cleaning solutions, have retrofitted our existing bathrooms with touchless dispensers (paper towels and faucets), updated the water fountains to water bottle filling stations only and we have also updated our restroom cleaning checklist to ensure that they are cleaned throughout the day.</p> <p>Construction</p> <ul style="list-style-type: none"> • Existing building renovations anticipated complete by 11/6 (tentative) <ul style="list-style-type: none"> • Locker Installation • Floors, Painting • Furniture Assembly, Installation • Nurses Office • New addition anticipated complete by 11/23 (tentative) <ul style="list-style-type: none"> • Classrooms, Dance & Movement • Elevator • Access to building is dictated by Life Safety and ADA compliance codes and regulations • Temporary COO, anticipated in November (no definitive date) • BSI has been working very aggressively to get finished – where they can, they are picking up time. • Ramzy has done an incredible job of keeping everyone on task, managing the entire process, making sure that all the moves are happening and staying in lockstep with the construction team to ensure that everything that can get done simultaneously is getting done <p>Maureen Egan asked if BSI feels they can have the building completed by January. Tanya responded that as of now, their completion date is November 23, but explained that there are many things that will need to be done once construction is completed. For example, staff will be brought in to become familiar with the building, there are now 5 staircases, which will impact fire drills and lockdown drills, rooms will be renumbered, etc., but Tanya feels confident that the building will be ready for reopening in January.</p> <p>Development/Communications</p> <ul style="list-style-type: none"> • Approved Grants <ul style="list-style-type: none"> • \$582,126 through the Elementary Secondary School Emergency Relief (ESSER) • \$90,000 PA Commission on Crime & Delinquency (PCCD) • Pending Grants <ul style="list-style-type: none"> • \$29,400 Continuing Education Emergency Grant (CEEG) • \$5,000 Special Education COVID Mitigation • Mural Project Relaunched September 23rd • 20th Anniversary Planning – for the 2021-2022 school year

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	<p>Lion's Story</p> <ul style="list-style-type: none">• Racial Literacy Training began October 12th<ul style="list-style-type: none">• Build racial confidence and negotiate racial conflicts to healthy conclusions• Become better observers and change agents of our own racially insecure and stress-burdened thoughts, emotions, and behaviors.• Use mindfulness and stress management to navigate these moments <p>Pure Edge</p> <ul style="list-style-type: none">• 8 week Educator Self-Care & Social Emotional Learning series (CASEL competencies)<ul style="list-style-type: none">• Self-Awareness• Self-Management• Social Awareness• Relationship Skills• Responsible Decision-Making• This is voluntary <p>Election Day</p> <ul style="list-style-type: none">• November 3rd – Asynchronous Day. <p>Technology</p> <ul style="list-style-type: none">• Fully 1-to-1 with Chromebooks<ul style="list-style-type: none">• 806 Chromebooks Distributed<ul style="list-style-type: none">• 650 Touchscreen• 11 Using own device• Updated use of technology policy – now that these devices are at home, we want to make sure that we are very clear on the appropriate use• PHL ConnectEd<ul style="list-style-type: none">• 26 hotspots distributed (39 left in inventory)• 2 Comcast Essentials codes distributed (existing customers are being migrated over from the 60-day free trial) <p>Jo Tionson Perez asked about students using their own device – what is the reason for this? Dave Peterson responded that some students wanted to use their own devices and in the beginning, we wanted to make sure we had enough devices for those who may not have their own personal devices. Also, some students were out of the country and they had started on their own devices.</p> <p>Tanya gave a huge shout-out to Dave for everything he did to make sure everyone had what they needed.</p>

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	<p>Principal's Report Kristen Long reported the following:</p> <p>Virtual Learning: Kristen explained that first slide showed the professional development since the beginning of school, which shows the amount of time and resources spent preparing teachers for the upcoming school year.</p> <ul style="list-style-type: none"> • 90 Hours of PD • 9 days of In-service over Zoom • Over 110 PD sessions and follow-ups • 15 hours of EDW time • 23 teachers who completed 144 total hours of PD with Teacher's College Reading & Writing Project <p>General:</p> <ul style="list-style-type: none"> • 96% Attendance & Participation Rate <ul style="list-style-type: none"> • Families of students absent from advisory were contacted by teachers for follow-up in the first weeks • Family Outreach Team now contacts families when there is an issue or concern with a student • Instructional Leadership Team is conducting "Zoomthroughs" • Staff has acquired proficiency with core tools • Non-teaching staff trained to sub so that classes are not cancelled • CLI (Children Literacy Initiative) to begin coaching our K-3 Teachers in literacy • Extra Math class (Algebra) to 8th grade students • Junior Coaches w/ Playworks <ul style="list-style-type: none"> • Coach Sean teaches leadership skills, these students will eventually work with K-3 students during Class Game Time; all classes in K-3 have classroom game-time with Tr. Shakour who is being trained by Coach Sean. <p>Special Education</p> <ul style="list-style-type: none"> • All services have continued • Closed Captioning Service (Spanish and English) • External Monitors for Hearing and Visually Impaired Students • Therapies continue virtually: Speech, language, occupational, physical, hearing, • Visual and Orientation & Mobility therapies are happening in the community • Students who received one-on-one support in person are receiving it on-line (though it looks different) • 100% Evaluations are continuing, and continuing in person, even though many schools are waiting until they resume in-person learning • All 144 IEPs are being re-written • More Intervention Teachers than in previous years all are supporting students. Intervention Teachers work in small groups

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	<p>of students in the areas of reading and math with an emphasis on reading.</p> <p>Student & Family Outreach/Counseling</p> <ul style="list-style-type: none"> • Over 800 ICS at Home learning kits were distributed to families – kits were put together by ICS staff • Dean Naki is working as our Family Outreach coordinator and meets with teachers weekly during grade level meetings to strategize supports for students and follows-up w/ families • Counselor Anne and Tr. Jenny are conducting one-on-one high school meetings with all 85 8th grade families <ul style="list-style-type: none"> • Staff have written over 160 recommendations for students • Launching Neighborhood Libraries throughout the city – this is the brain child of Tr. Michelle • Counselors are conducting Social-Emotional Learning with Second Step Lessons and classroom visits in all grades K-8. <ul style="list-style-type: none"> • This past month Counselor Miriam visited all classes to do a lesson on self-care; these will occur monthly • Tele-counseling continues <p>Afterschool Programs</p> <ul style="list-style-type: none"> • 21st Century Program started October 5th <ul style="list-style-type: none"> • Current Activities: Homework Support, Cooking with America's Test Kitchen for Kids, Debate Team, Student's Run Philly Style, GSA • Junior Coaches w/ Playworks-- Coach Sean teaches leadership skills, these students will eventually work with K-3 students during Class Game Time; all classes in K-3 have classroom game-time with Tr. Shakour who is being trained by Coach Sean. • Coming Soon: Chess, Art, Theatre, Music w/Musicopia, First Lego League Robotics <p>Marc Hensley asked if all these programs are under 21st Century or are they open to people outside the 21st Century umbrella. Kristen responded that Students Run and GSA are open to people outside the 21st Century umbrella. Tanya added that the programs under 21st Century are just starting up and plans are to open them up to other students as well.</p> <p>Global Citizenship & Arts Education</p> <ul style="list-style-type: none"> • This month we are celebrating Hispanic (LatinX) Heritage Month. • All specials and arts programming continues (Movement, Art, Music, Fitness & Movement) • Musical Theater is reimagining their program <p>Next Steps</p> <ul style="list-style-type: none"> • Administering valid, consistent, and effective formative and summative assessments on-line • Ensuring rigorous and meaningful asynchronous assignments

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	<ul style="list-style-type: none">• Continuous brainstorming and troubleshooting how to ensure the academic progress of some of our high-needs sped students and students facing extremely challenging situations at home• Continued training on technology tools, especially those beyond the LMS• Preventing staff burn-out while ensuring a rigorous and engaging program for all students <p>The floor was then returned to Tanya who reported the following:</p> <p>Title I School-wide Plan Overview</p> <p>School Level Performance (based on 2018-2019)- we do not have complete data from 19-20</p> <ul style="list-style-type: none">• Glows<ul style="list-style-type: none">• All student groups demonstrate growth in Math, ELA, and Science• All student groups meet interim goal/improvement target in ELA & Science• Grows<ul style="list-style-type: none">• Black, Hispanic, Economically Disadvantaged, Students with Disabilities, and English Learners did not meet interim goal/improvement target in Math <p>Action Steps</p> <ul style="list-style-type: none">• Continue implementation of the Multi-Tiered System of Supports (MTSS) for academics and behavior, students are assessed individually and resources and supports are introduced and modified as needed.• Review distribution and alignment of both human and fiscal resources to support student achievement• Monitor and evaluate the impact of professional learning on staff practices and student learning• Improve Math intervention program, and curriculum and instruction<ul style="list-style-type: none">○ Use EnVision Math with all 4th and 5th grade students including the Pearson Interact website for virtual learning○ Use Focus Math Intervention curriculum for students who need additional Tier II intervention• Improve MTSS and Phonics instruction in order to ensure that the majority of 2nd grade students are reading at grade level. <p>Virgil Sheppard asked if any surveys have gone out to students to elevate the student voice to gauge how they're doing since we do not have much data. Kristen responded that we are getting ready to administer a distance learning survey to families and many teachers have conducted surveys in their classes to see how things are going. Kristen also stated that this is something we can consider on a whole scale. Kristen and Virgil will talk more about this.</p> <p>Jo Tiongson Perez asked if there a hotline students can call. Kristen responded</p>

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	that we still have Safe-to-Say system in place. We just have to remind students it's in place. Kristen will talk with team about setting up an internal system that students could use.
Long	Principal's Report was included in the CEO report.
Danyo	<p>Financial Report: Mike Reported the following:</p> <ul style="list-style-type: none"> • Enrollment reconciliation of actual enrollment was done in October <ul style="list-style-type: none"> ○ Currently at 680 in regular education; 135 in special education – this is 10 students below our cap ○ Have added a couple of students in both regular ed and special ed since reconciliation – we're headed in the right direction • On cover page of report, there are a lot of technology purchases and Amazon purchases - some of these purchases are covered by ESSER. Expenses are up, but we expect this to level off. • Overall, \$40,000 better in revenue - \$16,000 under budget in expenses • Are on track for where we budgeted • Put in extra line for grants on page 6 so we didn't skew the budget in expenditures • Page 7 through page 11 are the disbursements - there were a lot of disbursements due to the slowdown of the post office and the vendors • Cash is \$5,319,647 – 151 days of cash on hand as of 8/31/20 • General Fund Revenue over expenses current - \$903,974 under projected budget by \$56,346 <p>Mehreen Zaman asked if we are we looking okay through January with our costs to stay virtual. Mike responded that we look okay as there are savings in other areas and our enrollment remains stable. He also stated that we will watch our budget closely and under normal circumstances the bulk of purchasing takes place over the summer.</p> <p>July Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of July 2020 in the amount of \$1,065,809.92.</p> <p>Motion to Approve: Maureen Eagen 2nd: Allison Kelsey Action: Passed unanimously (voice vote)</p> <p>August Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of August 2020 in the amount of \$750,357.67.</p> <p>Motion to Approve: Marc Hensley 2nd: Maureen Eagen Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: Human Resources Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • It's a fairly quiet time

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	<ul style="list-style-type: none"> • Have received good feedback from the staff surveys • Have also received good feedback from family surveys on how well the virtual learning is going <p>New Hires for 2020-2021 Be it resolved that the Board of Trustees of Independence Charter School hereby accept the hiring of following staff effective August 24, 2020 as presented</p> <p>Monique Dirks – Intervention Teacher Adriana Marrero – Classroom Assistant Lauren Pratt – Intervention Teacher Angelica Rivera – Intervention Teacher</p> <p>Motion to Approve: Dana Martin 2nd: Virgil Sheppard Action: Passed unanimously (voice vote)</p> <p>Communications and Development Jo Tionson Perez reported the following:</p> <ul style="list-style-type: none"> • Instead of focusing the messaging for another fundraising campaign over email with just asking for funds, we thought we would refocus the message this time on the resiliency around students and the whole idea of community. • In the committee’s last meeting, we discussed coming up with a hashtag campaign. • With the hashtag campaign, we would be asking people to submit stories of resiliency. Students, parents and teachers could share their stories using #ICSLevelUp. We chose this hashtag because it relates back to the building construction. • There will be two ways to participate –you can either share your stories on social media or email or you could continue to support the Annual Appeal campaign, which supports the school. • The committee is also working on ideas on how to celebrate the 20th anniversary of ICS. Thinking about fall of 2021 for the celebration. <p>Allison Kelsey added that the committee is open to working with anyone on the Board who may have ideas on the best way to hold the celebration – whether it be hybrid or in person or a combination.</p> <p>Maureen Eagen asked when the Annual Appeal will be kicked off. Tanya responded in November.</p> <p>Governance Committee Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • Due to Covid, the parent representative election was not held in June • Parent rep, Jamill Jones, agreed to stay on until the election could be held • Got the parent election up and running about three to four weeks ago • There were three interested candidates

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	<ul style="list-style-type: none"> • Maureen, parent reps, Jamill Jones and Dana Martin as well as Tanya met with them individually. Also, held town hall meetings in which the ICS parent community were able to meet the candidates • Election was held via email • Danae Mobley received over 50% of the vote • Maureen thanked Jamill Jones for his years of service and how instrumental he was in the groundbreaking ceremony of the new space • Maureen then swore Danae Mobley in • Our application to the Bar Association to participate in the Board Observer program was submitted by the September 11 deadline. We have been notified that they have a candidate. We have to let them know by next Friday if we're interested. • The candidate sounds very interesting. The Governance Committee will be meeting with the candidate. The Governance Committee members are Maureen Eagen, Jamila Dugan and Eleanor Sharpe • More board members are needed and Maureen said if the Board knows of anyone who may be interested in serving to please let her know <p>ICS West Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • Reached out to see if they will be delaying their reopening and hasn't heard back yet. She will keep everyone updated on their plans. • Leadership team and staff have been working to support ICS West. Mehreen thanked Dave Peterson, Ramzy Andrawos and Tish Prendergast for their continued work and support. <p>Resolutions: Updated Technology Use Policy Be it resolved that the Board of Trustees of Independence Charter School hereby approve the updated Technology Use Policy as presented.</p> <p>Motion to Approve: Maureen Eagen 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p> <p>Continuation of Virtual Education Be it resolved that the Board of Trustees of Independence Charter School hereby approve continuing 100% virtual education for ICS students through December 2020. Factors considered in this decision were the rate of transmission of COVID-19 in Philadelphia, stakeholder feedback and the continuity of the students' educational experience. The Board will continue to monitor the situation in Philadelphia and revisit this decision as needed.</p> <p>Motion to Approve: Virgil Sheppard 2nd: Eleanor Sharpe Action: Passed unanimously (voice vote)</p>
Zaman	Adjournment

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	Motion to Adjourn: Marc Hensley 2nd: Maureen Eagen Action: Passed unanimously (voice vote) Mehreen adjourned the meeting at 7:30 pm

Respectfully submitted by: Patricia Prendergast