

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, November 18, 2020

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, December 9, 2020

Board Attendees:

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

Who	What
Zaman	Mehreen called the meeting to order at 6:06 pm
Zaman	<p>Approval of Minutes Mehreen asked for a resolution to approve the October 14, 2020 minutes. Motion to Approve: Maureen Eagen 2nd: Virgil Shepard Abstain: Danae Mobley Action: Passed (voice vote)</p>
Zaman	Mehreen asked if there were any public comment and explained that the Board does not respond to public comment until a later time. She also explained that public comments are only permitted during this time. There was no public comment.
Ruley-Mayo	<p>CEO Report: Tanya reported the following Current Status of Philadelphia County</p> <ul style="list-style-type: none"> • Week 4 of substantial level of community transmission • The county Incidence Rate per 100,000 Residents is 270.4 and the PCR Percent Positivity is 12.5% • PDE and the CHOP Policy Lab recommends schools operate 100% virtually <p>Recommended January Plan if Conditions Allow</p> <ul style="list-style-type: none"> • January 5th-15th -100% synchronous virtual instruction for all students • January 19th – 22nd <ul style="list-style-type: none"> • K-3 asynchronous instruction, 4-8 synchronous

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	<p style="text-align: center;">instruction</p> <ul style="list-style-type: none"> • January 25th <ul style="list-style-type: none"> • K-3 in-person, 4 days per week • Wednesday reserved for professional development and mid-week deep cleaning • 4-8 remains 100% synchronous virtual instruction • This plan allows for the following <ul style="list-style-type: none"> • Staff and students to quarantine for two weeks following winter break and prior to the start of in-person learning for grades K-3. • K-3 teachers and staff to plan and prepare their classrooms • Exiting holidays and professional development days observed <p>Tanya stated that this plan is not final, but will be dictated by what is happening in the community. Tanya also said that another survey will go out to families to get their feedback.</p> <p>Marc Hensley asked if parents will be able to opt out of in-person learning. Tanya responded, yes. Virgil Sheppard asked about the special needs students being able to return to the building. Tanya responded that the K-3 students will include special need students and we are still working through high needs students in grades 4-8. Sharon Berney asked about families who are not comfortable sending their students and how will this work. Tanya stated that a lot of it depends on the survey responses to determine how we are able to move forward on this. Sharon also asked about the challenge of having students keeping their masks on. Tanya said there is no full proof method, but we will do whatever we can to keep the students and staff safe. There will be no more than 12 students to a class, we will have extra PPE on hand for students who forgot their mask, there will be temperature checks upon entering the building, there will be multiple hand sanitizer stations throughout the building, there will be on-going cleaning during the day and there is a quarantine room for anyone who may become ill. Maureen Eagen asked if there is a sense from the earlier survey how parents may feel about returning. Tanya responded that the previous survey was done when there wasn't a spike in cases and we will have to survey again to get a better feel of where parents are now given the rise in new cases. Sharon Berney asked about feeding students. Tanya stated that students will eat in their classes.</p> <p>Construction</p> <ul style="list-style-type: none"> • Existing Building Renovations <ul style="list-style-type: none"> • Approximately 90% complete • Mill work installed in art room and nurses office • Furniture assembly and installation • Lockers Installed • New Addition Installations

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	<ul style="list-style-type: none"> • Elevator installation • Gym Equipment • Playground Equipment • Kitchen Equipment <p>Maureen Eagen asked how close we are to the November 23rd completion timeline. Tanya said very close, but we are not going to meet it. For example, last week we had three days of rain which impacted the installation of the playground equipment. However, we're moving in the right direction. Maureen then asked if the new restrictions include construction. Tanya stated as far as she knows it has not impacted construction, but she will find out for sure at the construction meeting scheduled for tomorrow.</p> <p>Development/Communications</p> <ul style="list-style-type: none"> • Pending Grants <ul style="list-style-type: none"> • \$29,400 Continuing Education Emergency Grant (CEEG) • \$5,000 Special Education COVID Mitigation – have exhausted these funds • Mural Campaign <ul style="list-style-type: none"> • Extended to December 31st (53 Families- \$5,300) • Electronic submissions through Kindful • Communications <ul style="list-style-type: none"> • Developed Content calendar <ul style="list-style-type: none"> • Messaging via ICS Website, Facebook, and Instagram • Counselor Corner on Website – a place for families to get more information on available resources • 20th Anniversary planning <p>Technology – Tr. Dave has done a terrific job keeping us connected</p> <ul style="list-style-type: none"> • Internal Communications Guidelines <ul style="list-style-type: none"> • Slack <ul style="list-style-type: none"> • Bright Spots and Real Time help • Build Community • Reduce email • Settings for notifications • Educational Tools Spreadsheet was shown showing all the different tools being used during remote learning. <ul style="list-style-type: none"> • With the proceeds received due to Covid-19, we have been able to build out the virtual learning model • w/ Quick Reference Guide • Usage Data & ROI • Digital Tools Request Process
Long	<p>Principal's Report Kristen reported the following: Keeping Students Front and Center Kristen read the following from an article <i>Education Week</i> "A global pandemic has</p>

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	<p>challenged educators immeasurably, while at the same time giving them the chance to show their creativity and how seriously they take their commitment to young people and the creativity they bring to bear toward that aim.”</p> <p>The bulk of Pr. Kristen’s report was showing images and videos of distant learning showing the creativity our teachers are bringing:</p> <ul style="list-style-type: none"> • A video of Maestra Fernanda’s Immersion Kindergarten class – she used a real bird in her video • Next slide showed Tr. Joanna, 6th grade science teacher, doing experiments with her students. Her class has done six lab experiments • Students in an 8th Grade Spanish class read <i>The House on Mango Street</i> and they then recorded themselves reading what they wrote and other students in their group wrote had write on the student’s slide different images it evoked from it. • Today a guest author, Saadia Furuqui, talked to the entire 3rd grade class. Ninety-five 3rd graders were in attendance via Zoom • A video was shown of a 4th grade student author reading her work • A slide of an algebra problem from an 8th grade math class was shown – still working to make sure our students are ready for high school • Tr. Kemi is celebrating Native Americans history this month – slides were shown of students’ images and thoughts about Native Americans. Even though we’re teaching virtually, Global Citizenship is still being taught. <p>Family Survey on How ICS is Doing</p> <ul style="list-style-type: none"> • Survey conducted at the end of October and closed about a week. Had a 50% response rate. <ul style="list-style-type: none"> • Amount of Communication from teachers <ul style="list-style-type: none"> ○ 96.3% of K-3 families feel communication is good ○ 92.3% of grades 4-8 families feel communication is good • Understanding of how and when assignments are due <ul style="list-style-type: none"> ○ 68.5% of K-3 families have a good understanding ○ 88.7% of grades 4-8 families have a good understanding • Adequately being able to support your child with ICS at Home <ul style="list-style-type: none"> ○ 56.4% of K-3 families feel they can adequately support their child at home ○ 64.9% of grades 4-8 families feel they can adequately support their child at home • Overall Satisfaction with your child’s experience with ICS <ul style="list-style-type: none"> ○ 70.5% of K-3 families are satisfied ○ 81.9% of grades 4-8 families are satisfied • Methods most helpful for staying informed on your child’s academic program <ul style="list-style-type: none"> ○ Weekly Newsletters and Remind – most helpful ○ Community Huddles and Seesaw – somewhat helpful • Methods most helpful for staying informed on your child’s academic program for

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	<ul style="list-style-type: none"> ○ Alma, Weekly Newsletters and GC Hapara – most helpful ○ Community Huddles – somewhat helpful <p>What’s Next?</p> <ul style="list-style-type: none"> • Working with Children’s Literacy Initiative • K-3 Formative and summative assessments • Report Cards • Parent Teacher Conferences will be held in December • Plans for Staff Morale/Support – putting together some care packages for staff • Teacher Feedback • Targeted student support <p>Jo Tiongson Perez thanked Kristen, the leadership team and the entire staff for keeping the families and community informed. Kristen and Tanya both stated that the entire faculty are going above and beyond to make this experience the best it can be under the circumstances.</p>
Danyo	<p>Financial Report: Mike Reported the following:</p> <ul style="list-style-type: none"> • Cash is still moving into the school from the District, the State and the Federal Government • Enrollment is up slightly • Have added a couple of special education students • Doing \$66,000 better than budgeted in revenue • Over budget by \$38,000 in expenses – majority in the instruction program due to buying software and curriculum for virtual learning. Most was covered under the CARES Act, but some wasn’t; however there are savings in other areas • Doing \$28,000 better than budget at this point – haven’t recognized all the savings in this number in other line items just in case something comes up • Reconciling the Security Grant - waiting for some expenditures to come in. This help offset the cost of touchless faucets that we paid out of Worlds. We are also able to cover other COVID related expenses with that grant. • The purchase of masks, shields etc. came out of last year’s budget • Accounts payable has grown this month due to timing of the mail, the election, etc. This will come back down. • Cash on hand as of 9/30/20 is \$5,440,234 – 142 days of cash <p>Mehreen Zaman asked if he anticipates see any large purchases with the new building. Mike doesn’t expect any surprises.</p> <p>September Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of September 2020 in the amount of \$420,325.31.</p> <p>Motion to Approve: Allison Kelsey 2nd: Marc Hensley Action: Passed unanimously (voice vote)</p>
Zaman	Resolutions:

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	<p>Mehreen asked Tanya to explain the contract change with Lion’s Story. Tanya stated that the original contract with Lion’s Story did not include the entire staff participating in the training. This change does not impact the budget.</p> <p>Lion’s Story Contract Amendment Be it resolved that the Independence Charter School Board of Trustees hereby agree to amend the contract with Lion’s Story for Racial Equity Training for the 2020-2021 for an additional \$20,000.</p> <p>Motion to Approve: Virgil Sheppard 2nd: Jo Tionson Perez Abstain: Danae Mobley Action: Passed (voice vote)</p>
	<p>Committee Reports: Human Resources Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • HR has been quiet with no one in the building and she will have more to report next month. <p>ICS West Mehreen Zaman reported that there is no update at this time. Tanya Ruley-Mayo added that she spoke with Sean Gallagher last week and ICS will continue to work with ICS West to transition over the responsibilities</p> <p>Communication and Development Jo Tionson Perez reported the following:</p> <ul style="list-style-type: none"> • Not much to add to what Tanya had already reported other than to remind folks of main email campaign #ICSLLevelUP and to let folks know that it’s not too late to get their name on the mural. Jo encouraged board members to share the campaign with their network and to share their story. <p>Allison Kelsey added that while looking at the extraordinary work that all the staff is doing and thinking about how we can recognize them, Allison thinks that the minimum that the Board can do is write a handwritten thank you note to each staff member. Each board member would receive 10 names to whom they would write a note. The cards would be dropped off at Mehreen’s house and she would take care of getting them addressed and mailed. Mehreen will send an email to the board about the thank you notes.</p> <p>Governance Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • Happy to see new parent rep at tonight’s meeting. • Welcomed new Bar Foundation member Justin Csik. The hope is that at the end of his year of service Justin will want to join the board.

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	<ul style="list-style-type: none">• If any board member knows of anyone who is interested in serving on the Board, let the governance committee know.
Zaman	<p>Resolutions Continued: Staff Holiday Bonus Be it resolved that the Board of Trustees of Independence Charter School hereby agree to pay a holiday bonus to ICS staff. Full-time employees will receive a holiday bonus of \$200 and part-time staff will receive \$100.</p> <p>Motion to Approve: Maureen Eagen 2nd: Jo Tiongson Perez Action: Passed unanimously (voice vote)</p>
Zaman	<p>Adjournment Motion to Adjourn: Jo Tiongson Perez 2nd: Eleanor Sharpe Action: Passed unanimously (voice vote) Mehreen adjourned the meeting at 7:23 pm</p>

Respectfully submitted by: Patricia Prendergast