

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, April 14, 2021

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, May 12, 2021

Board Attendees:

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

Who	What
Zaman	Mehreen called the meeting to order at 6:03 pm.
Zaman	<p>Approval of Minutes Mehreen asked for approval of the March 10, 2021 minutes. Motion to Approve: Virgil Sheppard 2nd: Maureen Eagen Abstain: Jo Tionson Perez Action: Passed</p>
Zaman	Mehreen asked if there were any public comment. There was no public comment.
Ruley-Mayo	<p>CEO Report: Tanya reported the following: COVID</p> <ul style="list-style-type: none"> • Continuing to review updated guidance from CDC, PDPH and PDE – the most notable change in guidance is the distance between students is now 3 feet instead of 6 feet. Staff to remain at 6 feet. However, due to cases trending upward, we will keep our policies as they are. • COVID Testing <ul style="list-style-type: none"> • Offered 5 weekly opportunities for staff , 2nd week for students • Average 15 staff and 8 students per week • 94 samples submitted as of 4/14/21 • Researching vendor with a 12-24 hour turnaround time • Cases <ul style="list-style-type: none"> • 3/24-- School bus exposure; affected students quarantined • 3/26 -- 1st grader confirmed; students quarantined

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	<ul style="list-style-type: none"> • 4/11 --3rd and 7th grade confirmed; already quarantined, no additional action required • In each of these cases, we have worked with the Philadelphia Department of Health and have provided very specific information. In all three cases, our mitigation efforts have worked. <p>Mehreen asked if the steps we take to handle positive cases comes from the Health Department. Tanya responded that in all cases, we provide as much information as we have to the Health Department, but we are not calling the shots, the Health Department is directing the response.</p> <p>Construction</p> <p>Tanya gave a special shout out to Ramzy for staying on top of everything.</p> <ul style="list-style-type: none"> • Fencing-- 90% complete • Playground-- 90% installed , door ramps postponed due to weather - construction meeting scheduled for tomorrow • Window cleaning-- TBD • Landscaping-- complete (shrubs, trees) • Kitchen inspection-- passed • Ribbon Cutting Ceremony- TBD <p>Café Mural</p> <ul style="list-style-type: none"> • Artwork complete • Finalizing production and installation timeline – hope to tie this to the ribbon cutting ceremony <p>Techademics</p> <ul style="list-style-type: none"> • Digital tools inventory and usage data – we have 40 digital tools that have been used at one time or another across the school. • Stakeholder focus groups – to determine what data is useful for the different group constituents. This will help us determine which tools to keep for next year and which to shed. <p>Human Resources</p> <ul style="list-style-type: none"> • SY 21-22 contracts begin to go out on 4/16 <ul style="list-style-type: none"> • Current Vacancies <ul style="list-style-type: none"> • Literacy Support/ 3rd Immersion Teacher (FT) • K-3 Immersion Teacher (2 FT) • Non-Teaching Assistant (PT) • Math Specialist (FT Grant Funded) • Literacy Support Lead Teacher (FT, Grant Funded) • Trauma Therapist (2 PT, Grant Funded) • Filled Positions <ul style="list-style-type: none"> • Special Education Coordinator (Congratulations Kaitlyn D.!) <ul style="list-style-type: none"> • 4th/5th Immersion Spanish Language Arts (New Hire) • Racial Literacy training <ul style="list-style-type: none"> • Phase I concludes 4/21 • Phase II, listening sessions (affinity groups) this would be voluntary <p>Mehreen Zaman asked if the plan for the fall is to open in-person for all students. Tanya responded that the plan and expectation are to open for all students in-person. However, we will have a back-up plan in the event things change.</p> <p>Maureen Eagen asked how busing is going or is it status quo. Tanya responded that it is status quo and the District is looking to keep the current pick-up and drop off</p>

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	<p>windows for next year. Tanya went on to say that the District has provided choices for pick-up for next year and we have requested the 8:00-8:30 window, but we may have to stick to the current 7:00-7:30 window. Many of the challenges for the District is finding drivers.</p>
<p>Long</p>	<p>Principal's Report Kristen Reported the following: 4th – 8th Grade Plan We have weighed the pros and cons of opening for 4th – 8th grade or a hybrid schedule for these grades and the way things stand now with scheduling, logistics and open space, it would require so much adjusting that we would only be able to do it for a couple of weeks at the end of year. We determined that the cons outweighed the pros right now. We are trying to do everything we can for our 4th – 8th grade students. We are planning a:</p> <ul style="list-style-type: none"> • Fun day at the end of the year for each grade, opportunity to connect with peers and see the new building – we have received a lot of feedback from families on students wanting to see the new building. • Learning lab continues – we have been able to invite almost all students that have complex needs and we feel that would benefit from a learning lab. <p>PSSAs</p> <ul style="list-style-type: none"> • 8th -- June 1-4, pilot computer based test – during this week, we also hope to have a barbeque for the students • 3rd -7th-- September 2021 <p>Keystones</p> <ul style="list-style-type: none"> • Algebra-- May 19th & 26th <p>8th Grade</p> <ul style="list-style-type: none"> • June 16th in-person graduation for students only w/portions pre-recorded and live-streamed for families • Have other special activities in June <p>Eleanor Sharpe asked why we are not opening for 4th-8th grade students. Kristen responded due to space, scheduling and logistics planning. The planning that we would have to do would only allow us to open for a couple of weeks at the end of the year.</p> <p>Sharon Berney suggested having the 8th grade parents watch the streaming of the graduation together in the school yard if possible and weather permits.</p> <p>Marc Hensley suggested having “Fun Days” for all grades even if they’re held virtually. Kristen stated many ideas are being discussed.</p> <p>Eleanor Sharpe asked why we are administering the testing when it is likely the students will not be prepared and are socially and emotionally fried. Tanya responded that we are mandated to do so by the State and added that we would still have to test our 8th graders even after they leave ICS.</p> <p>Kristen turned over the floor to AP Odamis Fernandez-Sheinbaum.</p> <p>Odamis reported the following: Summer Program through our 21st Century Grant Last year we were able to hold a 5 week virtual program with 140 students. This year</p>

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	<p>we are planning both an in-person and at-home program.</p> <ul style="list-style-type: none"> • June 28th - August 5th, tentative dates (6 weeks) <ul style="list-style-type: none"> • In-Person Program (Grades PK-3) <ul style="list-style-type: none"> • Monday - Thursday, 6 weeks • 8:30 -12:30, Academics • 12:30- 4:00, Enrichment • At-Home Program (Grades 4-7) <ul style="list-style-type: none"> • STEM program w/ Camp Invention • Reading support, 45 minutes three times a week • Math support, 45 minutes three times a week • Family Support -- weekly engagement and support provided via zoom and tailored to each family <p>Maureen Eagen asked would the programs be the same weeks. Odamis, said yes, but there will be more flexibility with the families.</p> <p>Mehreen Zaman asked how does it feel for everyone being back. Kristen stated that the kids are very happy to be back. The staff is invigorated. There are challenges for sure, but by and large, it is very good. Tanya added it presents a new and different set of challenges, but the school is alive again.</p>
Danyo	<p>Financial Report: Mike Reported the following:</p> <ul style="list-style-type: none"> • Budget over in tutoring due to hiring additional staff – there are savings overall so this is not a major concern • Cash has caught up to all the expenses we had in previous months • Overall, we have a \$1.3 million surplus • Cash will go down in March – because of PSERS payment • PSERS contribution is at 35% - now leveled off between – 34% to 35% • Tutoring and summer school expenses are over – we’re good in all other lines. • There are no major variances • We are spending our grants – almost through ESSER I grant • Will be submitting the ESSER II grant application • The Special Education mitigation grant is starting to come in • General Fund Revenue over expense current - \$1,359,362 under projected budget by \$352,525 • Cash is \$6,112,253 – 161 days of cash on hand as of February 28, 2021 <p>February Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of February 2021 in the amount of \$321,913.05.</p> <p>Motion to Approve: Allison Kelsey 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p> <p>Mehreen Zaman asked Mike to explain to the Board the role of the audit committee. Mike explained that three members of the Board who are not on the financial committee meet with the auditors to review the annual audit. The meeting went very</p>

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	<p>well. ICS had a clean audit – the financials came out where expected. Maureen Eagen asked why the audit is dated June 30, 2020. Mike explained that the audit reflects school year ending June 30, 2020. We are required to have the audit to the bond holders by December 23 and to the District by December 31. We met all deadlines. Due to the holidays and a board meeting not being held in January, the audit committee meeting was not held until March.</p> <p>June 30, 2020 Audit Be it resolved that the Board of Trustees of Independence Charter School hereby accepts the June 30, 2020 audit conducted by St. Clair’s CPAs, LLC as presented.</p> <p>Motion to Approve: Marc Hensley 2nd: Maureen Eagen Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: HR Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • 2021-2022 employment contracts to start going out the end of this week • There are a few vacancies, but confident they’ll get filled • Planning a seminar for staff on dealing with stress during the August in-service • Made an internal hire for Special Education Supervisor position <p>Resignations Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation of Samuel Blair, Immersion Classroom Assistant effective March 22, 2021.</p> <p>Motion to Approve: Allison Kelsey 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p> <p>New Hires Be it resolved that the Independence Charter School Board of Trustees hereby accept the hiring of following staff as presented:</p> <p>Stephen Acosta – Building Sub - effective March 11, 2021 Luz Duque – Immersion Classroom Assistant - effective March 15, 2021 Aliza Levenson – Immersion Classroom Assistant - effective April 5, 2021 Rebecca Petite-Frere – Long-term Substitute - effective April 4, 2021</p> <p>Motion to Approve: Marc Hensley 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p> <p>Mehreen asked Tanya to explain the Time and Effort Procedure Policy. Tanya explained that the Charter Schools must ensure all Federally Funded employees maintain documentation showing that their salaries are allocable to a federal grant.</p>

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	<p>Time and Effort Procedure Policy Be it resolved that the Independence Charter School Board of Trustees hereby approve the Time and Effort Procedure Policy as presented in accordance with federal regulations and uniform grant guidance.</p> <p>Motion to Approve: Maureen Eagen 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p> <p>Committee Reports Continued Communications/Development Allison Kelsey reported the following</p> <ul style="list-style-type: none"> • Waiting to see when we can have the ribbon cutting ceremony • Working on whether we can have people come to the ribbon cutting ceremony or live stream it • Mural ready to be installed – hope to have the ribbon cutting and installation at one time. • Stay tuned for the 20th anniversary celebration – hopefully will be held in the fall. Will be reaching out to folks. <p>Jo Tiongson Perez added that the committee met a few days ago and the only factor that is preventing the committee for giving concrete dates is the completion of the construction. Once this is nailed down, the committee will be able to provide dates for the ribbon cutting and mural installation. The press release is ready and they hope to have news crews cover the events.</p> <p>Governance Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> • Information to families has gone out for the Parent Rep Board seat – Parents have until April 23 to apply • Election to take place between May 5 and May 14. Announcement will be made on May 17 and representative will be sworn in during the June board meeting • Still working with Leadership Philadelphia – a few members were supposed to attend virtually tonight, but will try to get them to attend the May meeting • Maureen and Justin Csik attended a financial overview seminar – she will try to get the recording and share it with the Board • Jamila Dugan’s book was published – congratulations! <p>Mehreen Zaman thanked Dana Martin for her years of service on the Board. She also hopes that we have a staff rep next year.</p> <p>ICS West Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • ICSW will open next Monday for K-3 students. Had planned to open this week, but due to not having a nurse, they postponed until April 19. • Tanya and Sean are working on Management Agreement – Agreement will be extended until May 2021.

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Zaman	Adjournment Motion to Adjourn: Marc Hensley 2nd: Maureen Eagen Action: Passed unanimously (voice vote) Mehreen adjourned the meeting at 7:16 pm

Respectfully submitted by: Patricia Prendergast