

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, May 12, 2021

**Location:** 1600 Lombard St., Philadelphia, PA

**Time:** 6:00 PM

**Next meeting: Wednesday, June 9, 2021**

**Board Attendees:**

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

Who	What
Eagen	Maureen called the meeting to order at 6:16 pm. Maureen stated that she would be leading meeting due to Mehreen Zaman's absence.
Eagen	<b>Approval of Minutes</b> Maureen asked for approval of the April 14, 2021 minutes <b>Motion to Approve: Marc Hensley</b> <b>2nd: Allison Kelsey</b> <b>Abstain: Jamila Dugan</b> <b>Action: Passed (voice vote)</b>
Eagen	Maureen asked if there were any public comment. There was no public comment.
Ruley-Mayo	<b>CEO Report:</b> Tanya reported the following: <b>COVID</b> <ul style="list-style-type: none"> <li>• COVID Testing           <ul style="list-style-type: none"> <li>• Conducted weekly on Tuesdays</li> <li>• Have an average 25 staff and students per week</li> <li>• Automated testing registration               <ul style="list-style-type: none"> <li>• Staff and families can see their own results through the automated testing registration site</li> </ul> </li> </ul> </li> <li>• Cases since April Board Meeting           <ul style="list-style-type: none"> <li>• 4 exposures-- affected individuals quarantined, no additional action required</li> <li>• 2 positives -- individuals already quarantined               <ul style="list-style-type: none"> <li>• 1<sup>st</sup> case no additional action required</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> case 5<sup>th</sup> grade learning lab quarantined until 5/17</li> <li>• Community Pledge               <ul style="list-style-type: none"> <li>• Travel Protocols Relaxed with new CDC Guidance</li> <li>• International travel requires quarantine and testing</li> </ul> </li> </ul> <p><b>Construction</b></p> <ul style="list-style-type: none"> <li>• Shout out to Dave Peterson and Ramzy Andrawos for weathering the storm and seeing everything through</li> <li>• Fencing-- 95% complete; metal rails in production</li> <li>• Playground-- 95% installed, door ramps postponed due to weather</li> <li>• Window cleaning-- TBD</li> <li>• Down to the punch list items</li> </ul> <p><b>Food Service Procurement Review – thank you Ramzy Andrawos and Neyza Cabrera</b></p> <ul style="list-style-type: none"> <li>• 5 Findings Resolved, Closeout Letter Issued</li> </ul> <p><b>21<sup>st</sup> CCLC – thank you Odamis Fernandez-Sheinbaum and Kelly Acuna</b></p> <ul style="list-style-type: none"> <li>• Monitoring Visit 4/28-4/29</li> <li>• Yr. 3 Renewal Submitted</li> </ul> <p><b>Techademics</b></p> <ul style="list-style-type: none"> <li>• Digital tools and Data insights surveys of board, teachers, and families</li> <li>• Student feedback scheduled to take place over the next two weeks</li> <li>• Will receive full summary of feedback and recommendations</li> </ul> <p>Allison Kelsey stated that the conversation with Techademics was very interesting and Maureen Eagen added that it was very helpful.</p> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Current Vacancies               <ul style="list-style-type: none"> <li>• 5<sup>th</sup> Gr. Math/Science (English) Teacher</li> <li>• 1<sup>st</sup> or 3<sup>rd</sup> Gr. Immersion Teacher</li> <li>• Special Education Teacher</li> <li>• Immersion Classroom Assistants</li> <li>• Part-time therapists</li> <li>• NTAs</li> </ul> </li> </ul> <p><b>Development/Communications</b></p> <ul style="list-style-type: none"> <li>• Working on Counselor Section of Website – Tanya showed the Board a draft of what the sections will look like on the website               <ul style="list-style-type: none"> <li>• Making it more user friendly for students and families</li> <li>• <a href="https://independencecharter.org/counselors-corner/">https://independencecharter.org/counselors-corner/</a></li> <li>• <a href="https://independencecharter.org/interactive-classroom-2/">https://independencecharter.org/interactive-classroom-2/</a></li> </ul> </li> <li>• Café Mural               <ul style="list-style-type: none"> <li>• Artwork corrected, awaiting vector file – once received, it will go to the printer for production</li> <li>• Finalizing production and installation timeline</li> </ul> </li> <li>• Development Consultant Proposals</li> <li>• Ribbon Cutting &amp; 20<sup>th</sup> Anniversary TBD</li> </ul> <p><b>Strategic &amp; Comprehensive Planning</b></p> <ul style="list-style-type: none"> <li>• Have to begin thinking about the years ahead</li> <li>• We may need someone to help facilitate those conversations</li> </ul> <p>Maureen Eagen stated that she was on the Board when the last plan was done and</p>

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	asked Tanya if she will be looking back at the previous plan as we move forward. Tanya responded that she will be looking at the previous plan.
Long	<p><b>Principal's Report:</b>            Kristen reported the following:</p> <p><b>Hiring</b></p> <ul style="list-style-type: none"> <li>• Conducting Demo Lessons &amp; Having Interviews</li> </ul> <p><b>Teacher Appreciation Week (ICS STAFF Appreciation Week)</b></p> <ul style="list-style-type: none"> <li>• In-person: massages, lunch, ice cream truck</li> <li>• Virtual: GrubHub gift certificate</li> <li>• All: had a Wednesday afternoon "off"</li> </ul> <p><b>Planning for the 2021/2022 school year</b></p> <ul style="list-style-type: none"> <li>• Planning for full school reopening (5 days a week for all)</li> <li>• End of Year Assessments, which will help drive our content ordering for next year</li> <li>• Summer Curriculum Planning</li> <li>• Summer Training</li> <li>• August In-service (trauma training, staff team building)</li> <li>• Increased mental health services (therapists, social worker, SEL program)</li> <li>• Increased Intervention Teachers</li> <li>• Adjusted scope &amp; sequence – what to teach when as many students will not be where they would be normally</li> </ul> <p><b>End of Year Events</b></p> <ul style="list-style-type: none"> <li>• Poconos Trip - Maestra Olga shout out!               <ul style="list-style-type: none"> <li>• 85% of 6th-8th Grade Families completed Interest Survey</li> <li>• 91% said that they would be comfortable sending their child on this trip (2% said no, 7% responded with undecided)</li> <li>• 25 chaperones</li> <li>• 12 coach buses</li> <li>• Resort reserved only by ICS</li> </ul> </li> <li>• K-3 class or end of year celebrations/wrap-ups</li> <li>• 4th-8th Fun Days have been scheduled</li> <li>• 8th Grade Graduation – will professionally live stream the event</li> <li>• 8th Grade PSSAs &amp; Keystones</li> <li>• 8th Grade End of Year BBQ – to be held on one of the testing days</li> </ul> <p><b>Summer Program (Monday-Thursday, June 28th-August 5th)</b></p> <ul style="list-style-type: none"> <li>• <b>In-Person programming</b> <ul style="list-style-type: none"> <li>• Incoming K, and rising 1st - 8th graders</li> <li>• 8:30 - 3:30 for all</li> <li>• Academic in the morning Enrichment in the afternoon</li> <li>• Goal: 100 students in person</li> <li>• 55% of families have requested bus services – the District will provide bus service for the summer program</li> </ul> </li> <li>• <b>Virtual programming</b> <ul style="list-style-type: none"> <li>• Rising 3rd -8th graders</li> <li>• Approximately 3 hours of programming per day</li> <li>• Academic, including STEM activities</li> <li>• Goal: 40 students</li> </ul> </li> <li>• <b>Special Education</b></li> </ul>

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	<ul style="list-style-type: none"> <li>• ESY (Extended School Year) will be part of the summer programming</li> <li>• CCS (COVID Compensatory Services) will be in the afternoon – this will be on top of the normal services we offer in ESY</li> </ul> <p>Marc Hensley asked if inviting a 140 students is sufficient. Tanya responded we will make room for everyone we can. Kristen added we will accommodate any students who are struggling.</p>
Danyo	<p><b>Financial Report:</b> Mike Reported the following:</p> <ul style="list-style-type: none"> <li>• Budget over in tutoring – due to additional staff</li> <li>• Travel expense up – due to staff parking stipend</li> <li>• Additional expenses in security for new building equipment</li> <li>• Currently \$300,000 under budget</li> <li>• Overall, revenue is approximately \$53,000 better than budgeted</li> <li>• We are \$256,054 better in expenditures at this point in the year, but invoices are beginning to come in now that staff and students are back in the building</li> <li>• Moving well with all grants</li> <li>• Cash is \$5,847,745 – 152 days of cash on hand as of 3/31/3031</li> </ul> <p>Allison Kelsey asked if we have a different maintenance contract for the new rooftop playground. Mike responded that everything was paid through the foundation and that there is plenty of money in the general budget to maintain it. Ramzy Andrawos added we do not need to have any special maintenance.</p> <p><b>March Disbursements</b> Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of March 2021 in the amount of \$513,628.93.</p> <p><b>Motion to Approve: Allison Kelsey</b> <b>2nd: Sharon Berney</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Pocono Valley Resort</b> Be it resolved that the Independence Charter School Board of Trustees hereby agree to cover the cost for the 6th through 8th grade trip to Pocono Valley Resort not to exceed \$15,525.</p> <p><b>Motion to Approve: Dana Martin</b> <b>2nd: Danae Mobley</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Werner Coach</b> Be it resolved that the Independence Charter School Board of Trustees hereby agree to cover the cost of transportation provided through Werner Coach for the 6th through 8th grade trip to Pocono Valley Resort not to exceed \$20,000.</p> <p><b>Motion to Approve: Sharon Berney</b> <b>2nd: Allison Kelsey</b> <b>Action: Passed unanimously (voice vote)</b></p>

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	<p><b>Genetworx Contract</b> Be it resolved that the Independence Charter School Board of Trustees hereby agree to contract with Genetworx for continued COVID Testing for staff and students not to exceed \$30,000.</p> <p><b>Motion to Approve: Sharon Berney</b> <b>2nd: Gina Toppin</b> <b>Action: Passed unanimously (voice vote)</b></p> <p>Tanya explained that Children’s Literacy Initiative is providing literacy coaching for our teachers and this extension would allow for an additional 80 hours of training.</p> <p><b>Children’s Literacy Initiative</b> Be it resolved that the Independence Charter School Board of Trustees hereby agree to extend the coaching contract with Children's Literacy Initiative through June 30, 2021 for an additional amount not to exceed \$16,000.</p> <p><b>Motion to Approve: Allison Kelsey</b> <b>2nd: Marc Hensley</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Lion’s Story</b> Be it resolved that the Independence Charter School Board of Trustees hereby agree to contract with Lion’s Story for the Phase II Affinity Groups pilot not to exceed \$10,000.</p> <p><b>Motion to Approve: Sharon Berney</b> <b>2nd: Allison Kelsey</b> <b>Abstain: Danae Mobley</b> <b>Action: Passed (voice vote)</b></p> <p><b>Bayada Nursing</b> Be it resolved that the Independence Charter School Board of Trustees hereby approve the one-year contract with BAYADA Home Health Care, Inc., dba BAYADA Staffing for professional nursing services effective September 1, 2021 to August 31, 2022 at of rate of \$50.40/hour per registered nurse and \$39.50/hour per licensed practical nurse.</p> <p><b>Motion to Approve: Marc Hensley</b> <b>2nd: Gina Toppin</b> <b>Action: Passed unanimously (voice vote)</b></p>
	<p><b>Committee Reports:</b> <b>Human Resources Report:</b> Maureen stated that Tanya and Kristen reported on the open staff positions in their reports. Interviews and demo lessons are currently underway.</p> <p><b>Resignations</b> Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation of Jody Freed, Supervisor of Special Education effective May 7, 2021.</p> <p><b>Motion to Approve: Dana Martin</b></p>

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	<p><b>2nd: Marc Hensley</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Position Change</b>            Be it resolved that the Independence Charter School Board of Trustees hereby accept the position change of Kaitlyn DeStefano from Special Education Teacher to Special Education Coordinator effective April 12, 2021.</p> <p><b>Motion to Approve: Sharon Berney</b>  <b>2nd: Dana Martin</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Communication and Development:</b>            Allison Kelsey reported the following:</p> <ul style="list-style-type: none"> <li>• Will hold the ribbon cutting ceremony on the new building in the fall, which will allow for more people to be involved and more time to get organized.</li> <li>• The ribbon cutting ceremony can then lead into the 20<sup>th</sup> year anniversary celebration planning.</li> <li>• Looking to get a development consultant</li> <li>• Looking at how we need to recognize the past year and our students.</li> </ul> <p>Tanya added that we are looking at larger organizations for the development consultant.</p> <p><b>Governance:</b>            Maureen Eagen reported the following:</p> <ul style="list-style-type: none"> <li>• Parent Board Rep election underway – Dana Martin is rolling off this year</li> <li>• Have four great candidates for the role</li> <li>• Election will wrap up on Monday, May 17. Another reminder will go out to the families</li> <li>• With Maureen’s board term ending, Gina Toppin and Eleanor Sharpe have agreed to co-chair the Governance Committee</li> <li>• Jamila Dugan and her family are moving and she will not be able to serve a second term. Maureen wished Jamila well and congratulated her on her new book.</li> <li>• The Philadelphia Bar Association Board Observer Program has agreed to allow Justin Csik to come on the Board if he chooses to do so. Mehreen Zaman will be his mentor.</li> <li>• We currently have two candidates in the pipeline provided through Leadership Philadelphia.</li> </ul>
Eagen	<p><b>Adjournment</b>  <b>Motion to Adjourn: Jamila Dugan</b>  <b>2nd: Allison Kelsey</b>  <b>Action: Passed unanimously (voice vote)</b>  <b>Mehreen adjourned the meeting at 7:08 pm</b></p>

Respectfully submitted by: Patricia Prendergast