

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, October 13, 2021

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, November 10, 2021

Board Attendees:

Sharon Berney	present		Amy Romaine (parent)
Justin Csik	present		Jaquie Patterson (community)
Sylvie Gallier Howard	present		
Allison Kelsey	present		
Danae Mobley	present		
Eleanor Sharpe	absent		
Virgil Sheppard	present		
Jo Tionson Perez	absent		
Gina Toppin	absent		
Mehreen Zaman	present		

Ex-officio	
Tanya Ruley-Mayo	present

Also Attending	
Mike Danyo (Santilli & Thomson)	
Kristen Long (staff)	
Tish Prendergast (staff)	
Ramzy Andrawos (staff)	
David Peterson (staff)	

Who	What
Zaman	Mehreen called the meeting to order at 6:04 pm.
Zaman	<p>Approval of Minutes: Mehreen asked Board for approval of the minutes for the August 11, 2021 and the August 20, 2021 Special Board Meeting.</p> <p>Motion to Approve: Allison Kelsey 2nd: Sharon Berney Abstain: Justin Csik, Mehreen Zaman from August 11, 2021 minutes Action: Passed (voice vote)</p>
Zaman	<p>Public Comment There was no public comment during this meeting. There were also no responses to public comment from the prior meeting (no public comment at the two August meetings).</p>
Ruley-Mayo	<p>CEO Report Tanya provides the following updates in the CEO Report:</p> <p>COVID-19 Update</p> <ul style="list-style-type: none"> • New Vaccine Policy will be voted on during today’s Board Meeting. The policy requires all staff to be vaccinated or submit to testing 2x week (aligned with OSHA rule) • 100-150 students/staff have been tested weekly, on average. The school is utilizing a combination of PCR and Rapid testing for suspected cases. • The school has shifted away from school-wide notifications – now only impacted individuals are notified.

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	<ul style="list-style-type: none"> • COVID Dashboard – Link to dashboard is available on the website along with COVID processes and procedures <ul style="list-style-type: none"> ○ 2 classes quarantined in September, 3 people in the last 14 days ○ Mehreen Zaman asked what percent of staff is vaccinated. Tanya responded that 91% are vaccinated. Staff has been asked to provide proof of vaccination. • Flu and COVID Vaccine clinic will be held on October 22nd. <p>Enrollment Update</p> <ul style="list-style-type: none"> • 797 students enrolled as of 10/12/21 – target is 825 students <ul style="list-style-type: none"> ○ 17 withdrawals after 9/8, 51 withdrawals as of 10/5 • Top reasons: <ul style="list-style-type: none"> ○ Relocation out of the city/state ○ Transportation issues – opted for schools closer to home ○ Families opting for cyber school in lieu of in-person instruction • Strategies to increase enrollment – Staff is currently working through the waitlist and conducting school tours as frequently as possible • Application for FY22-23 open on Apply Philly Charter • Allison Kelsey asked for clarification on the acronym ‘LEA’. CEO Tanya responded that it is defined as ‘Local Education Agency’. <p>Development and Communications</p> <ul style="list-style-type: none"> • Ribbon Cutting Ceremony was held on Sept 10th. Video is in final production. • Contract with Fairmount Ventures is underway. Right now, Fairmount Ventures is conducting focus groups with multiple stakeholders. • Prepping for Annual End of Year Giving Campaign <p>Lion’s Story</p> <p>The staff is getting ready to kick off Phase II Listening/Affinity Groups. A resolution is on the agenda for an increase in scope for racial literacy affinity groups.</p> <p>Monitoring Visits</p> <p>There are 3 upcoming monitoring activities for ICS:</p> <ul style="list-style-type: none"> • Special Education – week of December 6th • McKinney Vento – November 22 • Middles States – December 1 <p>Techademics</p> <ul style="list-style-type: none"> • Kickoff Meeting was completed for building the Student Data dashboard. • Mehreen Zaman asked what the timeline for the dashboard. The expectation is to have the Dashboard up and running by the end of the year.
Long	<p>Principal’s Report</p> <p>Kristen reported on the following:</p> <ul style="list-style-type: none"> • Teachers spent in-service at Philadelphia Outward Bound for community building activities. • Principal Kristen discussed some of the challenges so far this year <ul style="list-style-type: none"> ○ Transportation –

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	<ul style="list-style-type: none"> ▪ Transportation has impacted enrollment, with some families opting to withdraw. ▪ Irregular bus service has caused issues Mehreen Zaman asked whether the School District has shared any potential solutions. Tanya confirmed that the State has sent letters to individuals with Commercial Driver’s Licenses asking them to return as bus drivers. The School District Flat Rate Program, which provides families with \$300/month for transportation, is being continued. The School District also sent a survey to Charter schools to asking whether any schools owned or have access to private transportation fleets. ▪ Sharon Berney asked how many children are impacted by the bus issues and what the contingency plan is for students impacted. Principal Kristen responded that for the most part, families are adapting to changes on an ad-hoc basis. Some families have chosen to carpool. In some cases, it has resulted in some students withdrawing. The school is trying to be more lenient with lateness, given these changes. ○ Earlier Start Time <ul style="list-style-type: none"> ▪ Staff are working staggered hours to deal with the new school day schedule ▪ Parking and staff transportation issues also exist with teachers who are no longer taking public transportation ○ Revamped High School Application Process <ul style="list-style-type: none"> ▪ New application process released on October 6th. Working with parents and families ○ COVID-19 <ul style="list-style-type: none"> ▪ Increased staff absences due to quarantining and increased caution ○ Diverse Academic/Social/Emotional/Health Needs <ul style="list-style-type: none"> ▪ Readiness levels are more varied this year because of virtual/hybrid ○ Staffing <ul style="list-style-type: none"> ▪ Many new K-1 staff because of the move to one program ▪ Coverage needs have emerged. Mehreen Zaman asked what the contingency plan for coverage, given the presumed short supply of bilingual substitutes. Kristen responded that luckily there haven’t been any prolonged absences. In general, substitutes. <ul style="list-style-type: none"> ● 7th and 8th grade Students also went to Outward Bound for team building activities <p>Fall Happenings</p> <ul style="list-style-type: none"> ● PSSAs were taken online (4th-7th grade) ● Baseline Assessments are being conducted for Intervention ● Teachers shared presentations about their culture for Hispanic Heritage Month ● 21 Century Community Classes – cooking, chess and drumming classes are taking place for students.

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Danyo	<p>Financial Report Mike reported the following:</p> <ul style="list-style-type: none"> • Enrollment trends will have impacts on the budget. Current snapshot will be updated as enrollment changes • Expenses overall are ~\$26,000 under budget. • More ESSR grants are coming out that will hopefully offset general operating costs. • Allison Kelsey asked how many more students the staff estimates will be added to the enrollment. CEO Tanya says it's difficult to tell – over the last week, 9 seats have been filled. She is hopeful that the school can return to last year's levels by the end of October. <p>Sylvie Gallier Howard asked if enrollment was prioritized for K-1 or specific grades. Tanya said enrollment has been distributed throughout the grades.</p> <p>Mehreen Zaman asked if the audit would begin soon. Mike confirmed that the audit process will begin November 1st.</p> <p>July Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of July 2021 in the amount of \$717,319.61. Motion to Approve: Virgil Sheppard 2nd: Sylvie Gallier-Howard 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 2021 in the amount of \$697,558.64. Motion to Approve: Justin Csik 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports HR Committee: Mehreen Zaman provided the following update -</p> <ul style="list-style-type: none"> • 2 staff departures early this year took priority but were able to get filled • New vaccine policy was a focus for the beginning of the year • Many part-time assistants and non-teaching assistants were hired in the beginning of the year, which is routine and expected • Continuing training with Lion's Story will help to continue staff dialogue and development around racial equity and identity issues. <p>Communications and Development:</p> <ul style="list-style-type: none"> • Ribbon Cutting Ceremony – Allison Kelsey gave a recap of the Sept 10th ceremony • End of year fundraising campaigns will begin soon • 20 Year Anniversary Update – still discussing when the celebration will occur next year.

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	<p>Governance:</p> <ul style="list-style-type: none"> The Board of Trustees is looking for new Board members. Existing members can support this effort by identifying potential candidates. Looking to get a staff representative at some point during the year. <p>ICS West:</p> <ul style="list-style-type: none"> The Board of Trustees will be working to support the ICS West Board with identifying additional Board members. <p>Parent Representatives:</p> <ul style="list-style-type: none"> PTA is looking for a Spanish-speaking representative. Parent representatives now have email addresses where they can be contacted directly Sharon Berney offered to support parent reps in data analysis
Zaman	<p>RESOLUTIONS</p> <p>Resignations Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation of the following employees:</p> <ul style="list-style-type: none"> Tierra Fowler – 3rd Grade Immersion Teacher, effective September 10, 2021 Kyle Jordan Brantley – 8th Grade Science Teacher, effective September 9, 2021 Adriana Marrero – Part-time Bilingual Intervention Teacher, effective September 13, 2021 Milgia Marrero – Part-time Immersion Assistant, effective August 23, 2021 Waleska Rivera Amara – Part-time Immersion Assistant, effective August 23, 2021. <p>Motion to Approve: Sylvie Gallier Howard 2nd: Allison Kelsey 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:</p> <ul style="list-style-type: none"> Fahad Ali, Part-time NTA, effective August 27, 2021 Corey Chandler, Part-time Immersion Assistant - effective September 1, 2021 Karina Cordova-Cubano – Part-time Assistant - effective August 23, 2021 Liney Nieto Cruz – Part-time Immersion Assistant - effective September 9, 2021 Nicole Dolente, Special Education Teacher - effective August 23, 2021 Ximena Hoffman – Part-time Immersion Assistant - \$15/hr. September 15, 2021 Robert Schoen-McCullough – Part-time NTA - effective August 26, 2021 John Miller-McCoy – Part-time NTA - effective October 12, 2021 Nancy Nunez De La Torre Part-time Immersion Assistant - effective September 29, 2021 Sonia Ordonez – Part-time Immersion Assistant - effective September 16, 2021 Cameron Polen – Part-time NTA - effective August 23, 2021

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	<ul style="list-style-type: none"> • Heather Prillo – Full-time 5th grade math teacher - effective September 15, 2021 • Franchesca Rivera – Part-time Intervention Teacher - effective August 23, 2021 • Paola Sanchez – Part-time Immersion Assistant effective August 23, 2021 • Earlita Waters – Part-time NTA - effective September 13, 2021 • Linda Watson – Part-time NTA - effective August 23, 2021 <p>Motion to Approve: Justin Csik 2nd: Danae Mobley Action: Passed unanimously (voice vote).</p> <p>American Staffing Professionals Be it resolved that the Independence Charter School Board of Trustees hereby approve the one-year contract for school year 2021-2022 of American Staffing Professionals in an amount not to exceed \$200.00 per day, per substitute teacher. Motion to Approve: Sharon Berney 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote).</p> <p>COVID-19 Vaccination and Testing Policy Be it resolved that the Independence Charter School Board of Trustees, to address health and safety issues during the COVID-19 pandemic, hereby approves the CEO to take the following actions, known as the COVID-19 Vaccination and Testing Policy (the “Policy”):</p> <ol style="list-style-type: none"> 1. Require all ICS employees to either be fully vaccinated against COVID19 or submit to weekly RT-PCR testing and weekly rapid testing for active COVID-19 infection, as follows: <ol style="list-style-type: none"> a. ICS employees must provide proof of their completed COVID-19 vaccination status (either a 2-dose or 1-dose regimen, depending on which vaccination is taken) to ICS; or b. ICS employees, who are not fully vaccinated or have not provided proof of full vaccination to ICS as of October 22, 2021, shall submit to weekly COVID-19 testing administered by ICS during the duration of this Policy or at which time the employee becomes fully vaccinated. 2. Maintain all records regarding proof of vaccination and/or COVID-19 test results in secured and confidential employee medical files. 3. Take disciplinary action, up to and including termination, for employees who are not fully vaccinated and refuse weekly COVID-19 testing in lieu of vaccination (or during period where employee is not fully vaccinated). 4. Implement this Policy as to which time the Board of Trustees rescinds the Policy. <p>Motion to Approve: Virgil Sheppard 2nd: Sharon Berney Action: Passed unanimously (voice vote)</p> <p>Lion’s Story Be it resolved that the Independence Charter School Board of Trustees hereby agree to amend its contract with Lion’s Story for Phase II Racial Equity Training for the 2021-</p>

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	<p>2022 school year not to exceed \$15,000.</p> <p>Motion to Approve: Allison Kelsey 2nd: Sylvie Gallier Howard Abstain: Danae Mobley Action: Passed unanimously (voice vote)</p>
Zaman	<p>Adjournment Motion to Adjourn: Sylvie Gallier Howard 2nd: Allison Kelsey Action: Passed unanimously (voice vote) Mehreen adjourned the meeting at 7:33 PM</p>

Respectfully submitted by: Danae Mobley