

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, November 10, 2021

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, December 8, 2021

Board Attendees:

Sharon Berney	present		Frewieni Gille (parent)
Justin Csik	present		
Sylvie Gallier Howard	present		
Allison Kelsey	present		
Danae Mobley	absent	Ex-officio	
Eleanor Sharpe	present	Tanya Ruley Mayo	present
Virgil Sheppard	present		
Jo Tiongson Perez	absent	Also Attending	
Gina Toppin	present	Ramzy Andrawos (staff)	
Mehreen Zaman	present	Mike Danyo (Santilli & Thomson)	
		Kristen Long (staff)	
		Dave Peterson (staff)	
		Patricia Prendergast (staff)	

Who	What
Zaman	Mehreen called the meeting to order at 6:04 pm.
Zaman	<p>Approval of Minutes Mehreen asked the Board for approval of the October 13, 2021 minutes.</p> <p>Motion to Approve: Allison Kelsey 2nd: Virgil Sheppard Abstain: Eleanor Sharpe 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:</p> <p>COVID- 19 Update</p> <ul style="list-style-type: none"> • 0 in-school cases in the last two weeks • Weekly testing <ul style="list-style-type: none"> • 90-100 Students • 70 Staff <p>Vaccine Clinic</p> <ul style="list-style-type: none"> • 90 participants on 10/22 • COVID Boosters • Flu Vaccine

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	<p>We are working with Walgreens to provide vaccines for students 5 years old and older. Information will be shared with families.</p> <p>Enrollment</p> <ul style="list-style-type: none">• 809 as of 11/5/21• Up from 777 in September• SY 22-23 application now open on Apply Philly Charter• Prospective parent tours are being held <p>Development/Communications</p> <ul style="list-style-type: none">• Still working with Fairmount Ventures• Hosted 3rd and final focus group with staff• Landscape and peer analysis• Funding projection and timeline• Implementation strategies• Annual Appeal – ready to be mailed and will go out in the next week. <p>Lion’s Story</p> <ul style="list-style-type: none">• Phase II– Listening/Affinity Groups starts January <p>Monitoring Visits/Reporting</p> <ul style="list-style-type: none">• Special Education– week of December 6th• McKinney Vento – November 22nd – reviews student homelessness• Middle States– December 1st – midterm review• Food Services Audit – February <p>Mehreen asked if these visits are taking place virtually or in-person. Tanya explained that the reviews will take place virtually. We will be submitting documentation to the various agencies prior to the meeting.</p> <p>Data Dashboard</p> <ul style="list-style-type: none">• Design and build of Google sheet view of data sets• Prototype summary view with multiple tables• Infrastructure Build• Determining hosting setup• Alma Integration• Data loader needs and configuration <p>Safety Assessment</p> <ul style="list-style-type: none">• Conducted by PA State Police• Final report w/suggestions w/in 60 days

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	<p>Human Resources</p> <ul style="list-style-type: none"> • Isolved <ul style="list-style-type: none"> • Onboarding • Time & Effort <p>Tanya explained that we are working with Isolved to streamline our payroll and onboarding of new employees. This will build greater efficiency and have all information in one place.</p> <p>Sharon Berney asked about where we are seeing the enrollment growth. Tanya responded that it is primarily in kindergarten and 1st grade, but there is a sprinkling across all the grades. Sharon then asked if there was any immediate feedback on the safety assessment. Tanya stated that there were comments around placing columns outside to keep cars from jumping the curb, but, the full report will be ready in sixty days.</p>
Long	<p>Principal's Report Kristen reported the following:</p> <p>Teacher Supervision & Evaluation</p> <ul style="list-style-type: none"> • Walkthrough Observations • Formal Observations • Induction • Teacher coaching (mentors, Assistant Principals, content leads, CLI, Lead Literacy Support Teacher) <p>Staff Wellness Initiatives</p> <ul style="list-style-type: none"> • Moving mountains to ensure that preps are always covered and that teacher have the supplies they and their children need • Keeping coffee bars stocked. • Providing an assortment of snacks • "Wellness Wednesdays" – setting aside one Wednesday a month for staff to take time for themselves on or offsite • Wellness room – the lactating room can be used for quiet time when not being used • Staff member of the month – staff voting for staff • Parking Spot Raffle – folks who do not drive, will be given a small gift card <p>Mehreen Zaman stated that she will talk to the Board on how they may be able to sweeten the pot for the Staff member of the month.</p> <p>Student Support</p> <ul style="list-style-type: none"> • 13 Staff Members providing SLA, ELA, Math small group intervention (tier 2) • More students, more grades, more math and SLA • Improved coordination of timing and types of support • Therapy, counseling services, & special education services • Undergoing 1st trimester assessments • Return of extracurricular (GSA, Musical, Basketball, Students Run)

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	<p>Mehreen Zaman asked if there are any updates from the District on busing. Tanya stated that there has not been any update and the bussing shortage is across the sector. Sylvie Gallier Howard added that parents who opted out of bussing in lieu of the monthly payment cannot opt back into bussing.</p>
Danyo	<p>Financial Report: Mike Reported the following:</p> <ul style="list-style-type: none"> • Enrollment was down as of the end of September – this equates to a loss of a little less than a million dollars in revenue • Enrollment has increased in October and the loss is down to \$300,000 • We can allocate the loss of revenue due low enrollment because of COVID to ESSER – no major concern at this time • Some of the book costs will be moved to ESSER • Due to COVID, have increased cleaning staff – will move money to cover increased cost • Cash on hand is \$5,556,922 - 145 days as of September 30 • Will not have any problems with our cash on hand • Expenses are close to budgeted • Received IDEA funds from the District • Accounts Payable will fluctuate during the year due to vendors not having enough employees • ESSER Grant I is spent and ESSER Grants II and III are being spent. • Over in health – we have an additional nurse – being charged to ESSER <p>Justin Csik asked about the increase in Technology spending. Mike stated that we are continuing to buy Chromebooks so students have one at home and one at school. ESSER Grant has allowed us to get to 2 Chromebooks for every student.</p> <ul style="list-style-type: none"> • Audit started Monday. They are moving full steam ahead and will meet every deadline. <p>September Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of September in the amount of \$471,126.39. Motion to Approve: Sylvie Gallier Howard 2nd: Allison Kelsey Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: Human Resources Mehreen Zaman reported the following</p> <ul style="list-style-type: none"> • Had 3 additional resignations since last meeting (late October resignations) • Have two new hires • There are two special education policies on the agenda to be approved <p>Tanya explained that the Surrogate Parent and the Special Education Evaluation policies are for our special education student services. These policies articulate our student and families' rights.</p> <ul style="list-style-type: none"> ○ Surrogate Parent Policy – the purpose of this policy is to allow ICS to appoint someone to make educational decisions on

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	<p>behalf of a child with a disability in all matters relating to the identification, evaluation, educational placement, and provision of a free appropriate public education if a birth or adoptive parent is unknown or cannot be located after reasonable efforts</p> <ul style="list-style-type: none"> ○ Special Education Evaluations and Independent Evaluations – the purpose of this is to establish with respect to special education evaluations, reevaluations and independent educational evaluations. <p>Allison Kelsey asked if these are new policies or are they policies we already had. Tanya responded that these policies were in practice, but not formally stated. These policies will now be added to our student and family handbook.</p> <p>Mehreen asked Tanya what are the prospects of filling the open positions. Tanya stated that the science teacher position has been filled and one of our intervention teachers will fill in as a long-term sub until we find a replacement for the special education position.</p>
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> <p>Olivia LeVach, MS Special Education Teacher, effective November 12, 2021 Keyona Schaener, Enhanced Classroom Assistant, effective November 2, 2021 Gregory Schanne, 7th Grade Science Teacher, effective November 5, 2021</p> <p>Motion to Approve: Eleanor Sharpe 2nd: Sharon Berney 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> <p>Ariel Baument, 7th Grade Science Teacher, effective November 29, 2021 Joseph Mejia, Spanish Immersion Assistant, effective November 8, 2021</p> <p>Motion to Approve: Justin Csik 2nd: Eleanor Sharpe Action: Passed unanimously (voice vote)</p> <p>Tanya explained that getting subs is still an issue and we are contracting with another vendor.</p> <p>School Staffing Associates Be it resolved that the Independence Charter School Board of Trustees hereby approve the one-year contract of School Staffing Associates for substitute services in an amount not to exceed the stated hourly rate schedule for the 2021-2022 school year as follows:</p>

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	Specialty	Per Hour
	PT/OT/Speech	\$85.00
	PCA	\$26.00
	Special Education Teacher	\$48.00
	General Education Teacher	\$40.00
	General Education Teacher (Math & Science)	\$44.00
	School Psychologist	\$89.00
	Psych Ed Evaluations	\$1,100/evaluation
	Psych Ed Evaluations	\$2,200/evaluation
	RN	\$52.00
	LPN	\$42.00
	Social Worker	Standard \$36.00
	Social Worker	LCSW \$48.00
	BCBA	\$48.00
	Counselors	\$38.00

Motion to Approve: Sylvie Gallier Howard

2nd: Sharon Berney

Action: Passed unanimously (voice vote)

Tanya explained the teachers from the Pennsylvania School for the Deaf will come to ICS on an hourly basis for the hearing impaired. Our previous provider retired.

Pennsylvania School for the Deaf

Be it resolved that the Independence Charter School Board of Trustees hereby approve the one-year contract for school year 2021-2022 for Pennsylvania School for the Deaf for a Teacher of the Deaf Services in an amount not to exceed \$115 per hour for supportive services.

Motion to Approve: Sharon Berney

2nd: Virgil Sheppard

Action: Passed unanimously (voice vote)

Surrogate Parent Policy

Be it resolved that the Independence Charter School Board of Trustees hereby approves the Surrogate Parent Policy as presented.

Motion to Approve: Sharon Berney

2nd: Justin Csik

Action: Passed unanimously (voice vote)

Independent Educational Evaluations

Be it resolved that the Independence Charter School Board of Trustees hereby approves the Independent Educational Evaluations Policy as presented.

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	Motion to Approve: Sharon Berney 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote)
	Committee Reports Continued Communication/Development Allison Kelsey reported the following: <ul style="list-style-type: none">• Great letter for the Annual Appeal• No other report Governance Eleanor Sharpe reported the following: <ul style="list-style-type: none">• Getting engines revved up for board recruitment• Asking for board members to recommend anyone they may know to the Governance Committee• Will be holding a new board member orientation on January 12• Hope to have new board member to join the Board in February• Will be attending the Leadership Philadelphia Expo• Working again with Philadelphia Bar Associate• Will provide board members with a one-page summary of board membership ICS West Mehreen Zaman reported that there is no update at this time. Parent Rep Sylvie Gallier Howard reported the following: <ul style="list-style-type: none">• She and Danae Mobley now have ICS email addresses that parents can use to connect with them.
Zaman	Motion to Adjourn: Sylvie Gallier Howard 2nd: Eleanor Sharpe Action: Passed unanimously (voice vote) Mehreen adjourned the meeting at 7:00 pm

Respectfully submitted by: Patricia Prendergast