

# Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, March 9, 2022

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

**Time:** 6:00 PM

**Next meeting: Wednesday, April 20, 2022**

**Board Attendees:**

Sharon Berney	present		Amy Romaine (parent)
Justin Csik	present		Jeanne Chang (Techademics)
Sylvie Gallier Howard	present		Al Motley (Techademics)
Allison Kelsey	present		
Danae Mobley	present	<b><i>Ex-officio</i></b>	
Jacquie Patterson	present	Tanya Ruley Mayo	present
Eleanor Sharpe	present		
Virgil Sheppard	present	<b><i>Also Attending</i></b>	
Jo Tionson Perez	present	Ramzy Andrawos (staff)	
Gina Toppin	present	Mike Danyo (Santilli & Thomson)	
Mehreen Zaman	present	Kristen Long (staff)	
		Dave Peterson (staff)	
		Patricia Prendergast (staff)	

Who	What
Zaman	Mehreen called the meeting to order at 6:02 pm.
Zaman	<p><b>Approval of Minutes</b> Mehreen asked for approval of the February 9, 2022 minutes.</p> <p><b>Motion to Approve: D. Mobley</b> <b>2<sup>nd</sup>: Jo Tionson</b> <b>Abstain: E. Sharpe, V. Sheppard, G. Toppin</b> <b>Action: Passed (voice vote)</b></p>
Zaman	Mehreen asked if there were any public comment. There was no public comment.
Ruley-Mayo	<p><b>CEO Report:</b> Tanya reported the following:</p> <p><b>COVID-19 Update</b></p> <ul style="list-style-type: none"> <li>• 2 in-school cases (in the last two weeks)</li> <li>• 58% of students vaccinated</li> <li>• 94% of staff vaccinated</li> <li>• Shift to mask recommended (masks required week of April 18-22)</li> <li>• Maintain other mitigation strategies               <ul style="list-style-type: none"> <li>• Ruvna Screening</li> <li>• Rapid test surveillance screening</li> <li>• Mid-week deep cleaning</li> <li>• Spaced seating in café</li> </ul> </li> </ul> <p>Mehreen Zaman asked if the resolution on the agenda to go mask optional is as per the Philadelphia Department of Public Health. Tanya responded yes.</p>

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	<p>Sylvie Gallier Howard asked how the teachers feel about optional masking. Tanya stated that she received two emails from teachers. One email in favor of keeping masking mandatory and one in favor of moving to mask optional.</p> <p>Jo Tionson-Perez asked if the District has provided any information on vaccination requirement for students. Tanya stated that nothing has been shared yet. Jo then asked if there is a threshold of cases where we would return to mask requirement. Tanya responded that we would look to the Philadelphia Department of Public Health for updated guidance. Jo then asked if there will be guidance for students on how to treat others who may want to continue to wear a mask. Tanya explained that teachers will talk to students about why it is not polite to ask why someone is or is not wearing a mask over the next two days.</p> <p>Sylvie Gallier Howard asked Tanya to please include her and Danae’s contact information in the email to the families.</p> <p><b>Comprehensive Planning</b></p> <ul style="list-style-type: none"> <li>• Helen Gross retained to support planning process</li> <li>• Planning sessions for stakeholder groups</li> </ul> <p><b>Family Feedback Survey</b></p> <ul style="list-style-type: none"> <li>• Survey closes March 11<sup>th</sup></li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Updates to employee handbook</li> <li>• Compensation study w/ 5 year projections</li> </ul> <p><b>Development/Communications</b></p> <ul style="list-style-type: none"> <li>• Contact mapping</li> <li>• Purpose statements</li> <li>• Alumni engagement</li> </ul> <p><b>Data Dashboard w/ Techademics to give an overview after Pr. Kristen’s report</b></p>
Long	<p><b>Principal’s Report</b> Kristen reported the following:</p> <ul style="list-style-type: none"> <li>• End of 2nd Marking Period! March 18th</li> <li>• Professional Development Continues</li> <li>• Summer Planning, as well as 2022-2023 SY Planning</li> <li>• Griffins Basketball Season – boys are in the playoffs – shout out to Tr. Charish</li> <li>• Field Days/Poconos/Camp Onus Day Trip/Musical Celebration are all planned for the Spring</li> <li>• Continued Monitoring &amp; Readjustment of Intervention Programming</li> </ul>
	<p><b>Techademics Review</b> <b>Al Motley and Jeanne Chang of Techademics overview of the Data Dashboard Project:</b></p> <p><b>Stakeholder Feedback</b></p> <ul style="list-style-type: none"> <li>• 187 parent voices – captured through surveys and a virtual focus groups</li> <li>• 27 student voices - from multiple grade levels</li> <li>• 89 staff voices – expressed through an all-call survey</li> </ul> <p><b>The Why</b></p> <ul style="list-style-type: none"> <li>• Student &amp; Families <ul style="list-style-type: none"> <li>➤ Guidance on where to look for what is important</li> <li>➤ Multiple data sources and different use-cases across teachers and grade levels</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Uncertainty on what certain data or metric mean</li> <li>• Teachers               <ul style="list-style-type: none"> <li>➤ Busy and not enough time to sift through all data sets</li> <li>➤ Need quicker ways to identify gaps and needs across data sets</li> <li>➤ Disparate data sets and inconsistent practice used to drive instruction</li> </ul> </li> <li>• Leadership Team               <ul style="list-style-type: none"> <li>➤ Time constraints to manipulate all data</li> <li>➤ Need on-demand access to aggregated, key data sets</li> <li>➤ Opportunity cost of not having dedicated data analyst</li> </ul> </li> <li>• Board &amp; CEO               <ul style="list-style-type: none"> <li>➤ Not sure what data sets are available and what is most useful</li> <li>➤ Want data sets cut by subgroups e.g., race, socioeconomic, disability</li> <li>➤ Need the complete data to tell the ICS story, advocate and raise funds</li> </ul> </li> </ul> <p><b>Data Sets Focused On</b></p> <ul style="list-style-type: none"> <li>• Star360</li> <li>• PSSAs</li> <li>• DRA</li> <li>• MTSS</li> <li>• EDL</li> <li>• ESGI</li> </ul> <p><b>What We are Building</b></p> <ul style="list-style-type: none"> <li>• What ICS Gets               <ul style="list-style-type: none"> <li>➤ Data Warehouse                   <ul style="list-style-type: none"> <li>▪ AWS Hosted Data Repository</li> </ul> </li> <li>➤ Data Integrations from Key Sources                   <ul style="list-style-type: none"> <li>▪ Alma</li> <li>▪ Star360</li> <li>▪ PSSA</li> <li>▪ Google Sheets API</li> </ul> </li> <li>➤ Holistic Dashboard View                   <ul style="list-style-type: none"> <li>▪ School Data View</li> <li>▪ Grade Level View</li> <li>▪ Student Profile View</li> </ul> </li> <li>➤ MTSS Web Tool                   <ul style="list-style-type: none"> <li>▪ Interventionist Caseload View</li> <li>▪ Progress Monitoring</li> <li>▪ Grade Level</li> </ul> </li> </ul> </li> </ul> <p>Mehreen Zaman asked if it will be possible for a teacher to see their whole class. Al answered yes. Al added that Jeanne has been cleaning up the data to be able to warehouse it. Mehreen then asked how new data will be added. Al responded that they are working to automate the system so the data can be uploaded and working to future proof the tool.</p> <p>A slide was shown showing the visual users experience.</p> <p><b>Data Dashboards Next Steps</b></p> <ul style="list-style-type: none"> <li>• Work with instructional team to implement prototypes</li> <li>• Validate MTSS Tool Needs and Designs</li> </ul>

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	<ul style="list-style-type: none"> <li>Start Dashboard Development Process</li> </ul> <p>Tanya added this is a process that is highly engaging and she thanked Dave Peterson, Kerry Routh and Odamis Fernandez-Sheinbaum for their work on this project. Jeanne added that the team is super invested.</p>
Danyo	<p><b>Financial Report:</b> Mike Reported the following</p> <ul style="list-style-type: none"> <li>Did budget adjustments – projecting a slight loss</li> <li>Should finish where budgeted</li> <li>Special ed. is currently at 160 – this will increase revenue</li> <li>District reconciliation due in May</li> <li>Cash increased drastically – ESSERIII has started flowing in</li> <li>Overall we’re positive</li> <li>Nursing costs up due to additional nurse on staff due to Covid</li> </ul> <p>Mehreen Zaman asked if we were to finish with a deficit, will this affect our loan. Mike said we have buffers built in and we have six months to fix any loss. There’s no concern. He added that another buffer is to move things into ESSER.</p> <ul style="list-style-type: none"> <li>Cash went up to 6.3 million – increase came from ESSER III.</li> <li>Received IDEA – large increase put money into the existing grant</li> <li>\$50,000 received from IBX – not as many claims from employees</li> <li>Subbing is up – both contractual and moving people into spots</li> <li>Private school – got students into 410 slots - will be paid next year.</li> <li>PCAs and tutoring expenses are up.</li> <li>Legal – starting to recognize money for any legal issues due to Covid</li> <li>Custodial cleaning has gone up – overall should be okay.</li> <li>\$83,000 better than budgeted – should get back to the \$150,000 by the end of the year.</li> <li>Doing well in Food Service</li> <li>Will use federal grant to offset some of the overages in the after school program – had to hire additional staff to keep student groups smaller</li> <li>163 days of cash on hand as of 1/31/22 - \$6,343,070</li> <li>In general, far along with the 2022-2023 budget. Will have something to present at the next finance meeting.</li> </ul> <p>Mehreen asked for three volunteers for the audit committee. Members of the finance committee cannot sit on the audit committee. She will send out an email for volunteers.</p> <p><b>Finance Resolution</b> <b>January Disbursements</b> Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of January 2022 in the amount of \$519,732.05.</p> <p><b>Motion to Approve: Virgil Sheppard</b> <b>2nd: Gina Toppin</b> <b>Action: Passed unanimously (voice vote)</b></p>

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Who	What
	<p><b>Committee Reports:</b> HR Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"><li>• Intent to return forms have been sent and returned. Leadership team is working with folks who are undecided.</li><li>• Employee handbook is being updated will be ready by the end of the year</li><li>• Looking at compensation for non-teaching staff and daily subs – want to be in-line with other schools our size</li></ul> <p><b>Resignations</b> Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation of the following employees:</p> <p>Corey Chandler, P/T Classroom Assistant, effective February 4, 2022. Nicole Dolente, F/T Special Education Teacher, effective February 11, 2022.</p> <p><b>Motion to Approve: Sharon Berney</b> <b>2nd: Sylvie Gallier Howard</b> <b>Action: Passed unanimously (voice vote)</b></p> <p><b>New Hires</b> Be it resolved that the Independence Charter School Board of Trustees hereby approve the hiring of the following:</p> <p>Vincent Bush, Classroom Assistant, effective February 15, 2022 Francisco Oquendo, Classroom Assistant, effective February 15, 2022</p> <p><b>Motion to Approve: Justin Csik</b> <b>2nd: Sharon Berney</b> <b>Action: Passed unanimously (voice vote)</b></p> <p>Mehreen opened up the floor for discussion on the 2022-2023 school calendar. Sharon Berney stated that the District allowed for public comment on their 2022-2023 school calendar. Sharon added that the focus group she was part of there were teachers who are also parents and they talked about the impact of their lessons when Professional Developments are scheduled on the same day (i.e. Fridays or Mondays) during the year. Tanya stated that a lot goes into drafting a calendar and we have taken into consideration all the stakeholders. It is very challenging. Every day that we take off is a day that has to be added to the end of the year. We also have to build the calendar around state assessments.</p> <p><b>2022-2023 Board Meeting Calendar</b> Be it resolved that the Independence Charter School Board of Trustees hereby approves the 2022-2023 Board Meeting Calendar.</p> <p><b>Motion to Approve: Virgil Sheppard</b> <b>2nd: Sylvie Gallier Howard</b> <b>Action: Passed unanimously (voice vote)</b></p>

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	<p><b>2022-2023 School Calendar</b>            Be it resolved that the Independence Charter School Board of Trustees hereby approves the 2022-2023 School Calendar.</p> <p><b>Motion to Approve: Danae Mobley</b>  <b>2nd: Gina Toppin</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>Committee Reports Continued</b>  <b>Communications &amp; Development</b>            Allison Kelsey reported the following:</p> <ul style="list-style-type: none"> <li>• Want board members’ contact mapping – to look at patterns not to necessarily contact folks yet</li> <li>• Working on board purpose statement options</li> </ul> <p>Jo Tionsgon-Perez welcomed new board member Jacquie Patterson to the Communications and Development Committee.</p> <p><b>Governance</b>  <b>There was no update.</b>            Mehreen Zaman stated that the next thing on tap for the Governance Committee is the PTA parent selection for the board. The election takes place in May. There is some interest from parents already.</p> <p><b>ICS West</b>            Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> <li>• CEO Sean Gallagher has resigned. He will stay through the end of the school year. The search for his replacement will be starting soon.</li> </ul> <p><b>Parent Rep Report:</b>            Sylvie Gallier Howard reported</p> <ul style="list-style-type: none"> <li>• Watched the PTA meeting – a discussion on raising funds</li> <li>• Planning in-person spring and end-of- year fundraising events</li> </ul>
Zaman	<p><b>Resolutions:</b>  <b>Delta-T</b>            Be it resolved that the Independence Charter School Board of Trustees hereby agree to contract with Delta-T for the 2021-2022 school for PCAs for an hourly rate not to exceed \$23.</p> <p><b>Motion to Approve: Justin Csik</b>  <b>2nd: Eleanor Sharpe</b>  <b>Action: Passed unanimously (voice vote)</b></p> <p><b>COVID Mitigation</b>            Be it resolved that Independence Charter School Board of Trustees hereby agree to follow the Philadelphia Department of Public Health COVID mitigation guidance effective March 14, 2022.</p> <p><b>Motion to Approve: Sharon Berney</b>  <b>2nd: Gina Toppin</b></p>

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	<b>Action: Passed unanimously (voice vote)</b>
Zaman	<b>Adjournment</b> <b>Motion to Adjourn: Sharon Berney</b> <b>2<sup>nd</sup>: Sylvie Gallier-Howard</b> <b>Action: Passed unanimously (voice vote)</b> <b>Mehreen adjourned the meeting at 7:25 pm</b>

Respectfully submitted by: Patricia Prendergast