

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, April 20, 2022

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, May 11, 2022

Board Attendees:

Sharon Berney	present		Lameika Headen-Jones	
Justin Csik	present		Gianmarco Cilli	
Sylvie Gallier Howard	present		Amy Curry	
Allison Kelsey	present		Mariama	
Danae Mobley	present	Ex-officio	Jillian Wentworth	
Jacquie Patterson	absent	Tanya Ruley Mayo	present	Kristen Bowman Kavanagh
Eleanor Sharpe	present		Mamdou Bah	
Virgil Sheppard	absent	Also Attending	Caroline	
Jo Tiongson Perez	present	Mike Danyo (Santilli & Thomson)	Monica Egen	
Gina Toppin	absent	Kristen Long (staff)		
Mehreen Zaman	present	Dave Peterson (staff)		
		Patricia Prendergast (staff)		

Who	What
Zaman	Mehreen called the meeting to order at 6:01 pm.
Zaman	<p>Approval of Minutes Mehreen asked for approval of the March 9, 2022 minutes.</p> <p>Motion to Approve: Danae Mobley 2nd: Justin Csik Action: Passed unanimously (voice vote)</p>
Zaman	<p>Mehreen asked if there were any public comment. Lameika Headen-Jones of the PTA reminded the Board of the PTA's school spring fundraiser to take place on May 21. She asked the Board to spread the word and asked for any donations they or their contacts could make to be auctioned during the event. She also welcomed them to volunteer. For donations or volunteering, please send an email to pta@icscharter.com.</p>
Ruley-Mayo	<p>CEO Report:</p> <p>Health/Wellness</p> <ul style="list-style-type: none"> Masks required thru 4/22 Maintain other mitigation strategies Health Screenings continue <p>Monitoring Visits/Reporting</p> <ul style="list-style-type: none"> Comprehensive Planning <ul style="list-style-type: none"> Start 3rd round of sessions for staff May-- build the plan Post plan for 28 day review period in June Bureau Sp. Ed. Monitoring <ul style="list-style-type: none"> Final report review 4/22

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	<ul style="list-style-type: none"> • Food Services Audit <ul style="list-style-type: none"> • 3 Findings <ul style="list-style-type: none"> • Adjust adult meal pricing • Add non-discrimination statement on website and family handbook, and updated the complaint log • Menu- nutrition facts for week of December <p>Human Resources</p> <ul style="list-style-type: none"> • Updates to employee handbook • Recruitment toolkit- push out via email, social media, website <p>Development/Communications</p> <ul style="list-style-type: none"> • Contact mapping • Purpose statements • Alumni engagement <p>Data Dashboard w/ Techademics</p> <ul style="list-style-type: none"> • Wire frames <p>Operations</p> <ul style="list-style-type: none"> • Food Services RFP walkthrough on 4/25 • Medical forms feature in Alma <p>Justin Csik asked if the Board can have a preview of the Techademics Dashboard. Tanya responded yes. He also asked if our counsel has reviewed the updated employee handbook. Tanya responded that they have and it now sits with the HR committee.</p> <p>Mehreen Zaman asked if it is still hard finding candidates and with the one model program, will employees be affected. Tanya responded that we will be attending virtual job fairs for new hires and are moving employees wherever it is possible.</p> <p>Family Survey Feedback (March 2022)</p> <p><u>What's going well:</u></p> <ul style="list-style-type: none"> • Teachers help students unconditionally • School Culture (safe, professional, supportive) • ICS/Teacher communication • Students are excited to share daily what they learn and give positive feedback • Instruction/Curriculum- quality, thoughtful, projects, resources, engaging, strengths-based, 2nd language acquisition, SEL, Wilson • HS preparation and application support • COVID Response • Arrival/dismissal • Remind app • Free breakfast/lunch for all <p><u>What can be improved:</u></p> <ul style="list-style-type: none"> • Communication- more touchpoints with staff throughout the year, return to in-person interactions, • Instruction-- more projects • More resources for struggling students • More field trips, clubs, and sports • More opportunities to be in the school building

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	<ul style="list-style-type: none"> • Drop-off and pick-up (parents not following the rules, rude behaviors) • Breakfast and lunch options – Meal vendor experiencing supply chain shortages. <p><u>Ideas or questions:</u></p> <ul style="list-style-type: none"> • What can be done to make students more interested in writing? • Build high school, please! • Provide a list of after school activities w/contact information and deadlines that families can check • You all have been incredibly helpful during a stressful time. The question is what can we do for you? • Approve the calendar earlier • Can a few minutes of margin be added before collecting late nesses? • Can we help parents better connect with their child's classmates/families? • "Green" the outdoor spaces around the school <p>Allison Kelsey asked how administration feels about the feedback. Tanya responded that we feel pretty good, but there is always room for improvement. Tanya believes we can address concerns in a timely fashion.</p>
Long	<p>Principal's Report: Kristen reported the following:</p> <ul style="list-style-type: none"> • Spirit Week – first time ever. Happening this week. • PSSAs begin April 26th • 2022/2023 Hiring: <ul style="list-style-type: none"> ○ Special Education & Spanish Immersion Teachers Needed • End of Year Activities: Mixers, Trips, 8th Grade Dance, Graduation • 2022/2023 Planning Continues (summer, Curriculum, Staffing, etc.) • Teacher Appreciation Week: Week of May 2nd – PTA will provide lunch <p>Kristen added that they we would like to plan more trips, but the biggest obstacle is the bus shortage. We are focusing on more walking trips.</p> <p>Jo Tiongson-Perez asked if a date has been set for the in-person graduation. Kristen responded that the 2022 graduation will be held on June 15 at 4:00 in the gym. Each student will be permitted to have two guest attend.</p>
Danyo	<p>Financial Report: Mike Reported the following:</p> <ul style="list-style-type: none"> • Doing better than January – almost where we were as projected – putting expenses in ESSERS • All federal funds are coming in – credit to the school for getting their grants in on time • Cash increased by a half million dollars due to reconciliations and ESSER funds • Did reconciliation in February due to subsidy • Accounts payable back to normal • PSERS payment will be made in March • Received an additional \$16,000 in Federal Funds allocation • Created a new column for after school program – have spent more than budgeted, but have an ESSER set aside of 7% for the after school program so the general fund won't have to cover it. This overage is due to the extra staffing due to COVID.

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	<ul style="list-style-type: none"> • Food Service doing well – attempting to become permanent CCP (universal feeding) – every student receives free meals • Checks for the month standard – nothing unusual • School did a great job putting in cyber insurance with everything go on in the world. • Cash is \$6,813,682 – 176 days of cash on hand as of 2/28/22 <p>Financial Resolution February Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of February 2022 in the amount of \$490,008.56.</p> <p>Motion to Approve: Allison Kelsey 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote)</p> <p>2022-2023 Budget Mike reported the following:</p> <ul style="list-style-type: none"> • A 19% decrease in charter school subsidies. We used 12% subsidy when doing the budget. We were prepared for this decrease. • Built budget on 810 students enrolled (conservative number) – 661 regular ed. and 149 special ed. students – this gives us a buffer of 15 kids • All other expense lines are in line with previous years • Column 1, current year, column 2, 22-23 year, column 3 ESSER revenue shortfall - part of shortfall due to COVID – fewer students enrolled • Revenue shortfall – nothing will be cut next year. Items that are normally charged to Title funds can be charged to ESSER if necessary • There will be no staffing cuts for next year • 3% raise for all personnel • Through ESSER, we will do a retention bonus of \$1,500 for this year in June and a \$3,000 bonus for next year. \$1,500 paid in January 2023 and \$1,500 paid in June 2023 • Medical rates quoted at 19% higher than last year. We negotiated them down to a 9% increase. We had budgeted for a 10% increase – savings realized. • Budget very similar as previous years – budgeting conservatively • Projecting ending in the positive with \$165,000 <p>Allison Kelsey asked when does ESSER funds end and what will happen to staffing when it does. Mike responded that ESSER ends in September of 2024 and if staffing levels remain the same, we may have to go in to the fund balance. Tanya added that the employees who are in ESSER funded positions know that they are in grant funded position.</p> <p>Mehreen Zaman asked if we are keeping the extra cleaning and materials for COVID. Mike said yes and we have moved the additional costs into ESSER.</p> <p>Sylvie Gallier Howard asked is there more fundraising that can be done. Mike responded that not much money has been raised since COVID hit, but anything raised more than</p>

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	<p>the \$31,000 projected in the budget will help. Tanya added that the goal is to ramp up the fundraising and we are working on the infrastructure now.</p> <p>Mehreen Zaman asked if are we comfortable with the salary scale and did we account for an increase in the teacher’s salary 0-1 years of experience. Tanya responded yes and we increased the 0-1 teacher’s salary to 46,500 from \$45,000.</p> <p>2022-2023 Budget Resolution BE IT RESOLVED that the Board of Trustees of Independence Charter School hereby reviews and accepts 2022-2023 Independence Charter School Budget as presented by Michael Danyo of Santilli and Thomson and hereby incorporates into these minutes by reference the report statements;</p> <p>FURTHER RESOLVED, that the Board of Trustees of Independence Charter School hereby approves the 2022-2023 Independence Charter School Budget as presented; and</p> <p>FURTHER RESOLVED, Tanya Ruley-Mayo, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution.</p> <p>Roll Call Vote Sharon Berney - yea Justin Csik - yea Sylvie Gallier-Howard - yea Allison Kelsey - yea Danae Mobley - yea Jacquie Patterson - absent Eleanor Sharpe - yea Virgil Sheppard - absent Jo Tionson Perez - yea Gina Toppin - absent Mehreen Zaman - yea</p> <p>Passed unanimously</p>
	<p>Committee Reports: HR Mehreen Zaman reported the following:</p> <ul style="list-style-type: none"> • Employee Handbook with HR Committee for review – hope to approve during May board meeting • Recruitment underway • Staff survey going out shortly for CEO review. Board member meetings with HR committee to be scheduled. Will present findings during the June board meeting. <p>Resignations/Terminations Be it resolved that the Independence Charter School Board of Trustees hereby accept the resignation/termination of the following employees:</p> <p>Phillip Armstrong, Non-Teaching Assistant, effective April 6, 2022 Christolyn Carter, Intervention Teacher, effective March 29, 2022</p>

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	<p>Joseph Mejia, Classroom Assistant, effective April 4, 2022 Francisco Oquendo, Classroom Assistant, effective March 23, 2022</p> <p>Motion to Approve: Justin Csik 2nd: Allison Kelsey Action: Passed unanimously (voice vote)</p> <p>Tanya explained that GAMUT provides professionals trained in behavior modification.</p> <p>GAMUT Be it resolved that the Independence Charter School Board of Trustees hereby approve the contract amendment for school year 2021-2022 of GAMUT to include Registered Behavior Technician (RBT) services in an amount not to exceed \$25.00 per hour.</p> <p>Motion to Approve: Sylvie Gallier Howard 2nd: Danae Mobley Action: Passed unanimously (voice vote)</p> <p>Communications/Development Allison Kelsey reported the following:</p> <ul style="list-style-type: none">• PTA spring fundraiser – silent auction will be held outside on May 21• 20th anniversary celebration to take place either on September 24 or October 1 – will celebrate alums and founders• Working on contact mapping. It is useful to know what types of people board members know. Will not be contacting anyone without talking to board members. Will send spreadsheet to board members to complete.• Board Purpose Statement now final. Statement to be placed on website in the Board section <p>Governance Mehreen Zaman reported:</p> <ul style="list-style-type: none">• Parent rep election interest email went out Monday. Deadline to respond interest is April 29. Meet and greet will be held May 9. Voting will begin on May 10 and winner will be announced on May 23. Parent rep will be sworn in during June meeting.• Danae Mobley will transition to a full board member after her parent term ends in June 2022.• One prospective board member coming in on Monday to tour the school. <p>ICS West Mehreen Zaman reported the following:</p> <ul style="list-style-type: none">• CEO has resigned. He will be working through June 30 finishing up projects.• ICS West Board looking at search firms. <p>Parent Rep – Update No update</p> <p>Enter Executive Session – To discuss student matter Motion to Approve: Sharon Berney 2nd: Danae Mobley</p>

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	<p>Action: Passed unanimously (voice vote) Board entered executive session at 7:18 pm</p> <p>Exit Executive Session Motion to Approve: Danae Mobley 2nd: Allison Kelsey Action: Passed unanimously (voice vote) Board exited executive session at 7:25 pm</p> <p>Educational Services Agreement Be it resolved that the Independence Charter School Board of Trustees hereby agree to enter an Educational Services Agreement between Independence Charter School and B.G. and M.G. on behalf of E.G effective April 25, 2022 through June 30, 2023.</p> <p>Motion to Approve: Allison Kelsey 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote)</p> <p>Orchard Friends Private School Be it resolved that the Independence Charter School Board of Trustees hereby agree to contract with Orchard Friends Private School for the placement of student E.G effective April 25, 2022 through June 30, 2023 not to exceed \$80,000.</p> <p>Motion to Approve: Justin Csik 2nd: Eleanor Sharpe 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 7:36 pm</p>

Respectfully submitted by: Patricia Prendergast