

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, May 12, 2022

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, June 8, 2022

Board Attendees:

Sharon Berney	Absent		Amy Romaine (parent)
Justin Csik	Present		
Sylvie Gallier Howard	Present		
Allison Kelsey	Present		
Danae Mobley	Present	Ex-officio	
Jacquie Patterson	Present	Tanya Ruley Mayo	present
Eleanor Sharpe	Absent		
Virgil Sheppard	Present	Also Attending	
Jo Tiongson Perez	Absent	Mike Danyo (Santilli & Thomson)	
Gina Toppin	Present	Dave Peterson (staff)	
Mehreen Zaman	Present	Patricia Prendergast (staff)	

Who	What
Zaman	Mehreen called the meeting to order at 6:04 pm.
Zaman	<p>Approval of Minutes Mehreen asked for approval of the April 20, 2022 minutes.</p> <p>Motion to Approve: Allison Kelsey 2nd: Danae Mobley Abstain: Jacquie Patterson and Virgil Sheppard Action: Passed (voice vote)</p>
Zaman	<p>Mehreen asked if there were any public comment. There was no public comment.</p> <p>Mehreen reminded everyone that the PTA fundraiser will be taking place on May 21.</p>
Ruley-Mayo	<p>CEO Report: Health/Wellness</p> <ul style="list-style-type: none"> • Masks required thru 5/20 <ul style="list-style-type: none"> • 38 cases infectious while in school • Updated COVID testing and exposure protocols <ul style="list-style-type: none"> • Siblings required to quarantine • Partnering w/ Eagles Eye Mobile for vision screenings • Alma Medical Forms K pilot <p>Comprehensive Planning</p> <ul style="list-style-type: none"> • Comprehensive Planning

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	<ul style="list-style-type: none"> • May-- build the plan • Post plan for 28 day review period in June <p>Bureau Sp. Ed. Monitoring</p> <ul style="list-style-type: none"> • Final report review 4/22 <ul style="list-style-type: none"> • Policy Updates: Surrogate Parent, Family Classroom Access, Hearing Aides <p>Human Resources</p> <ul style="list-style-type: none"> • Contracts for SY 22-23 • Virtual career fair 5/17 in partnership w/ Belmont Charter <p>Development/Communications</p> <ul style="list-style-type: none"> • 20th Anniversary event planning • Sponsorship materials • Finalized event theme <p>Operations</p> <ul style="list-style-type: none"> • Food Services RFP walkthrough 4/25 <ul style="list-style-type: none"> • Walkthrough on 4/25 (4 vendors) • Next step proposal review • Vendor selected in June • Prep for June school safety and security report <p>21st CCLC Afterschool Program</p> <ul style="list-style-type: none"> • Year 4 Renewal due 5/27 <p>Principal's Update Tanya reported for Kristen</p> <ul style="list-style-type: none"> • PSSA make-up testing concludes Friday • 2022/2023 Hiring: <ul style="list-style-type: none"> ○ 7th Grade Special Education Teacher ○ 1st-5th Grade Spanish Immersion Teachers ○ Lower School (K-2) Counselor, grant funded position • End of Year Activities: Mixers, Trips, Graduation • 2022/2023 Planning Continues (summer, curriculum, staffing, etc.) <p>Sylvie Gallier Howard asked if anyone in the household has COVID do the student/sibling have to quarantine. Tanya responded yes, then a conversation with the nurse to determine how long quarantine will last. The student/sibling will then have to wear a mask for 7 days after return. They will also have to have two negative tests. First one after the first 48 hours the initial exposure and then again five days later.</p>
Danyo	<p>Financial Report: Mike Reported the following</p> <ul style="list-style-type: none"> • Cash stayed the same from the previous months • Large PSERS payment in March

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	<ul style="list-style-type: none"> • Two variances more than normal for books and software • Utilities over by \$11,000 due to larger space – budgeted more for next year • Waiting for ESSERS III payment • General Fund Revenue over expenses current - \$782,528 under projected budget by \$228,852 • Revenue slightly under – no major concern • A/P similar to previous months • Line 54 – will need to do adjustments in Special Ed - will move to special services • Everything else in reasonable levels • About 180,000 surplus – where we had originally budgeted similar to last year • More revenue in food service due to refund from every student being feed. 6,000 more meals served in March – money has to stay in food service. This will offset losses in previous years or any in future years • Cash on hand \$6,709,475 – 172 days of cash on hand as of 3/31/22 <p>Financial Resolution March Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of March 2022 in the amount of \$513,441.74.</p> <p>Motion to Approve: Allison Kelsey 2nd: Virgil Sheppard Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: HR Mehreen reported the following:</p> <ul style="list-style-type: none"> • Updated employee handbook is completed – no major changes • Next month we will review Tanya’s performance review • Board feedback will be solicited next week for her review • Still in the hiring process – in fairly good shape <p>New Hires Be it resolved that the Independence Charter School Board of Trustees hereby approve the hiring of the following effective May 4, 2022 as presented.</p> <p>Luis Carlos Ramji-Nogales – Intervention Teacher \$25/hr.</p> <p>Motion to Approve: Justin Csik 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p>

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	<p>Allison Kelsey asked about changes to handbook. Tanya responded that it entailed moving some sections to the more appropriate area, adding language to excessive absences and updated the leave policy for part-time employees.</p> <p>Updated Employee Handbook Be it resolved that the Independence Charter School Board of Trustees hereby approve the updated employee handbook as presented.</p> <p>Motion to Approve: Sylvie Gallier Howard 2nd: Danae Mobley Action: Passed unanimously (voice vote)</p> <p>Communications Allison Kelsey reported the following:</p> <ul style="list-style-type: none">• Planning for 20th anniversary in the fall – idea of travel concept for the theme – starting 20 years ago until now.• A global focus, maybe a scavenger hunt. A metaphorical journey.• Start to collect some funds for Take Flight and other student trips.• Jacquie working on sponsorship materials. The target will be our vendors.• Jacquie toured the building. She be getting bids on caterers. <p>Allison encouraged the Board to attend the PTA fundraiser.</p> <p>Governance Mehreen reported the following:</p> <ul style="list-style-type: none">• One candidate – will send out CV after this meeting• Did not get a lot of interest for the parent board seat• During the PTA fundraiser, we will have a table to try to encourage parents to come out for the Board. This has happened before where the election was held in the fall instead of the spring. <p>ICS West Mehreen reported the</p> <ul style="list-style-type: none">• CEO has resigned – choosing a search firm• CEO will be there through the end of June and will remain in the summer to finish some projects. <p>Mehreen mentioned that Ramzy was out due to injury, but has returned this week – thankfully.</p> <p>Parent Rep. No report.</p>

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Zaman	Adjournment Motion to Adjourn: Sylvie Gallier Howard 2nd: Jacquie Patterson Action: Passed unanimously (voice vote) Mehreen adjourned the meeting at 6:44 pm

Respectfully submitted by: Patricia Prendergast