

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, March 8, 2023

Board Attendees:

Sharon Berney	absent		Rae Pagliarulo (Fairmount Ventures)
Sekou Campbell	present		
Justin Csik	present		
Thomas Di Giulio	present		
Sylvie Gallier Howard	present	<u>Ex-officio</u>	
Allison Kelsey	present	Tanya Ruley Mayo	present
Danae Mobley	present		
Jacque Patterson	present	<u>Also Attending</u>	
Andreina Perez-Hein	present	Ramzy Andrawos (staff)	
Virgil Sheppard	present	Mike Danyo (Santilli & Thomson)	
Na'eema Thomas	absent	Kristen Long (staff)	
Gina Toppin	present	Dave Peterson (staff)	
		Patricia Prendergast (staff)	

Who	What
Kelsey	Allison called the meeting to order at 6:04 pm.
Kelsey	<p>Approval of Minutes Allison asked for approval of the December 14, 2022 minutes.</p> <p>Motion to Approve: Virgil Sheppard 2nd: Sekou Campbell Abstain: S. Gallier Howard, D. Mobley, J Patterson, A Perez-Hein Action: Passed (voice vote)</p>
Kelsey	Allison asked if there were any public comment. There was no public comment.
Kelsey	<p>Board President Remarks: Allison made the following remarks:</p> <ul style="list-style-type: none"> • Thanked Board for attending the January 11th informational meeting. • Thanked Board members for their donations to the annual appeal and stated that there is still time to give if you haven't done so already. • 20th Anniversary celebration on April 22 <ul style="list-style-type: none"> ○ Save the dates have gone out ○ Hope all board members are able to attend ○ Need board members to invite people from their network ○ If you are unable to attend, be sure to donate ○ Planning an auction for a wine basket and a gift card tree - will need wine and gift card donations
Ruley-Mayo	<p>CEO Report: Tanya turned over the floor to Rae Pagliarulo of Fairmount Venture who ICS has</p>

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What
	<p>partnered with to support our Development efforts.</p> <p>Rae reported the following:</p> <ul style="list-style-type: none"> • We are working to strengthen ICS' ability to apply for grants from foundations and corporations that really want to give money to organizations like ICS. <ul style="list-style-type: none"> ○ One of the questions on the application is what percentage of your board members has given a gift in the last year. If we report a number under 100%, it raises a red flag for the review team and it tells them to look more closely. This could disqualify an applicant regardless of how strong the proposal may be. This is a check box item that we want to make sure doesn't count us out from being competitive in the world of foundation grants. • Very important for the Board to have a real presence at the upcoming 20th Anniversary event. <ul style="list-style-type: none"> ○ Important for board members to buy a ticket(s) and invite friends to attend ○ Important for board members to be event sponsors – this signals to others who are considering supporting ICS • ICS is incredibly resourceful and its ability to do a lot with a little to make all of the resources within the school stretch and make amazing things happen with those resources. <ul style="list-style-type: none"> ○ We are identifying what we could do if we had another \$10,000 or \$50,000 to play with, which ties in with our ability to secure grants <ul style="list-style-type: none"> ➢ We could have a position covered for three years ➢ We could buy \$10,000 worth of bilingual books for the library • We are thinking about really tangible ways to strengthen what the school is doing and take that ability to make the most of the resources you have and really apply that work ethic to hopefully more resources you didn't plan for. • Contact mapping is an incredibly important thing for board members, committee members, PTA members etc. to do. When working towards long-term sustainable development goals, we need to think about: <ul style="list-style-type: none"> ○ Who do I know who may be interested in what ICS does whether they can give money now or not? ○ Who would be really enchanted if they got to sit down over coffee with Tanya or Allison to hear about all the amazing things that ICS is doing? ○ Who is going to have a really fun time listening to <i>War on Drugs</i> playing at the 20th Anniversary event because they love the band? ○ Who do I go to for advice because I find them inspirational? ○ Who have I been meeting to get coffee with? ○ Who do I know from yoga? ○ We want to think about the people in our network who are meaningful to us and who share our values in a broader way. This will give us the ability to build out a development program that expands beyond just the network of people who are just invested in this particular moment. <p>Danae Mobley asked for a couple of pointers of what board members should and should not say as they prepare to have these conversations so that they do not over promise and anything else that should be added for the Anniversary. Rae responded that she and Tanya will be working on an outreach guide which will include all the</p>

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What									
	<p>different things you want say and a menu of options that you can give to someone. An important thing to note is that you do not need to be the expert on everything that ICS is doing. You should never feel nervous about stating how important ICS is to you and if someone asks you a follow-up question, you may not know the answer, explain that you are not the expert, but you know who is and I would love to set you up for coffee. Let's pick a date. This will show that the relationship is being shared with someone who does know the ins and outs of the school. All of this can be included in the outreach guide.</p> <p>CEO Report continued Tanya reported the following:</p> <p>Human Resources</p> <ul style="list-style-type: none"> • ISolved <ul style="list-style-type: none"> • 12-month FTE Implementation • Troubleshooting – for the 10-month employees • Family & Community Engagement Manager (filled as of 1/23) by Susan Burrows. She ran her first lottery today. • Director IT – we have a candidate that we are circling back to for follow-up • Sent Intent to Return due 2/22 • DEI w/ Trizen <ul style="list-style-type: none"> • Microaggressions • Focus Groups – based on how staff self-identify • Doing surveys to see how folks feel about the training <p>Enrollment</p> <ul style="list-style-type: none"> • Lottery held 2/8 • Notifications issued 2/10 through Apply Philly Charter portal • Seat Acceptance from families are due by 2/24 • Our open seats will be prioritized in Kindergarten <p>Allison Kelsey asked how did the lottery go. Tanya explained that now that it is conducted through Apply Philly Charter it is very anticlimactic since we literally just push a button. Another validation will be done tomorrow to make sure everything went off without a hitch and families will receive notifications on February 10.</p> <p>Chart below shows the number of applications that came in this year. We have been looking at our previous years' applications and specifically the percentage of Kindergarten applications. What we found is that we are closer this year to the pre-Apply Philly Charter number of applications. What we believe, without doing a lot of digging, is that ICS was more on the radar the first year of Apply Philly Charter. Post Philly Charter, families can now apply to many schools in one fell swoop. The bulk of our applications have remained consistently for Kindergarten.</p> <table border="1" data-bbox="422 1711 1258 1942"> <thead> <tr> <th colspan="3" data-bbox="422 1711 1258 1785">Applications SY 23-24</th> </tr> </thead> <tbody> <tr> <td data-bbox="422 1785 698 1869">K</td> <td data-bbox="698 1785 974 1869">647</td> <td data-bbox="974 1785 1258 1869">35%</td> </tr> <tr> <td data-bbox="422 1869 698 1942">1</td> <td data-bbox="698 1869 974 1942">174</td> <td data-bbox="974 1869 1258 1942">10%</td> </tr> </tbody> </table>	Applications SY 23-24			K	647	35%	1	174	10%
Applications SY 23-24										
K	647	35%								
1	174	10%								

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What		
	2	153	8%
	3	147	8%
	4	134	7%
	5	164	9%
	6	177	10%
	7	139	8%
	8	94	5%
	Total	1829	100%

Previous Years

- SY 22-23
 - 2,571 apps
 - K = 870 (34%)
- SY 21-22
 - 2,496 apps
 - K = 911 (36%)
- SY 20-21 (1st Yr APC)
 - 3,929 apps
 - K = 1,159 (29%)
- SY 19-20
 - 1,652 apps
 - K = 852 (51%)

Development/Communications

- Annual Appeal
 - \$21,350 (last year's appeal bought in \$18,509)
 - 51 donors (last year 53 donors)
 - 75% board participation (last year 63%)
 - Largest gift \$8k (last year \$7k)
 - 5 gifts of \$1k or more (last year 4 gifts \$1k or more)
 - Outreach to previous donors netted \$1,450 – thank you Allison for making those calls
- Anniversary Event (April 22nd)
 - Save the Date (have gone out)
 - Invitations to Come
 - 1st Sponsorship Commitment – at the Trailblazer level
- \$140,000 PCCD (Pennsylvania Commission on Crime and Delinquency) Grant Awarded
 - \$70k Camera Upgrade – in the older section of the building

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What
	<ul style="list-style-type: none"> • \$70k Mental/Behavioral Health – this will allow for focus on students, staff and their families • Funds are good through 2024 <p>Sylvie Gallier Howard asked where information on the Anniversary sponsorship can be found. Tanya stated that it will be posted on our website.</p> <p>Information Technology Tanya asked Dave Peterson, IT Director, to report.</p> <ul style="list-style-type: none"> • Completed 1st step in automating Alma and other admin/ed services <ul style="list-style-type: none"> ○ Automatic SIS update to Clever daily – Clever is the portal to all our information services ○ Changes, such as new student enrollment, transfers, or departures are reflected the next day ○ Next steps are to integrate SNAP, IEP Writer, and LunchTime • Deploying Asset Management System <ul style="list-style-type: none"> ○ Final decision this week ○ Roll out by end of the month • Finalize purchase for Server upgrade – hope to have the new server installed by this spring <p>Operations/Facilities</p> <ul style="list-style-type: none"> • Sourcing proposals to upgrade camera system • HVAC repairs – in older section of building • Backflow Preventer • West: Facade inspection, Backflow Preventers, Resolving Inspection violations, Supporting overall facility improvements <p>Monitoring & Reporting</p> <ul style="list-style-type: none"> • K-8 Guidance Plan – Our counselors are currently working on this and will be presented to the Board during the March meeting • ESSA (Every Student Succeeds Act)/Title I Monitoring concludes May 1st <p>Allison Kelsey asked if the K-8 Guidance is something that the Board has approved in the past. Tanya stated that this is a new PDE report.</p>
Long	<p>Principal's Report Kristen reported the following:</p> <ul style="list-style-type: none"> ➤ Preparation for next phase of the One Program Model. Only Kindergarten to 2 now. Next year will be Kindergarten to 3. ➤ One Book.Una Escuela - doing this since the beginning year. First year we have done it. Really fun especially for kindergartens ➤ Special Happenings <ul style="list-style-type: none"> ○ Lots of Field Trips –History Hunter trips, trip to Annenberg Center-Dance Theater of Harlem, trip to Kimmel Center for jazz performance, roller skating trips, etc. ○ Family Events – having more family participation events. Upcoming 8th grade mousetrap car race event in gym, held a poem reading to families ○ Mixers & 8th Grade Dance are coming up ○ Vetri – are teaching students healthy cooking and eating habits ○ Playworks – are teaching younger students conflict resolution ○ Musical – to take place at the end of March

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What
	<ul style="list-style-type: none"> ○ Pep squad – formed this year <p>Allison Kelsey asked Kristen to explain what makes ICS’ musicals so special. Kristen stated that if a student comes out for the play, he/she will be able to participate in some meaningful way. Tanya added that the play provides community building opportunities and bonding experiences. Even though this is a middle school play, students get to experience what it is like to be a professional actor.</p> <p>Allison encouraged members to try make one of the shows.</p>
Danyo	<p>Financial Report: Mike reported the following:</p> <ul style="list-style-type: none"> • Did budget adjustments • Projecting \$195,000 deficit in regular education salaries & benefits – will put overages in ESSERS - still working on it. • Large checks in November and December <ul style="list-style-type: none"> ○ \$107,190 to GENETWORx – related to COVID last year – just came in ○ Several large insurance payments ○ Had some outstanding bills in technology • Cash will start to go up in February • Did reconciliation in January and February. • Received IDEA, which is related to Special Ed – got a little more than last year • Subbing costs are up – this is an industry wide issue • Special Ed expense are up – using more Personal Care Assistants (PCAs) – will allocate more money from ESSERS • Budget in-line overall • Have overlapping in tech services – may have to put more money there. • Overall \$50,000 over in expenditures – will get back to even. No real concerns • 28% left in ESSERS II • 84% left in ESSERS III – we have until September 2024 to use ESSER III funds • Cash is \$6,437,502 – 169 days of cash on hand as of 12/31/22 • General Fund Revenue over expenses current - \$137,100 over projected budget by \$91,181. <p>Justin Csik asked if are we okay with our covenant. Mike responded that we will cover the deficit by moving some expenses in to ESSERS.</p> <p>Disbursement Resolutions November Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from the month of November, 2022 in the amount of \$818,854.30.</p> <p>Motion to Approve: Virgil Sheppard 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p> <p>December Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby</p>

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What
	<p>approves disbursements from the month of December, 2022 in the amount of \$730,403.11.</p> <p>Motion to Approve: Justin Csik 2nd: Danae Mobley Action: Passed unanimously (voice vote)</p>
	<p>Committee Reports: HR There was no HR report.</p> <p>HR Resolutions Resignations Be it resolved that the Independence Charter school hereby accept the resignations of the following employees:</p> <p>Jasmine Greene – Classroom Assistant, effective 2/10/23 Samantha Lopez – Non-teaching Assistant, effective 1/6/23 Natalia Munive – Immersion Assistant, effective 12/22/22 Miosoty Nunez – Non-teaching Assistant, effective 1/20/23</p> <p>Motion to Approve: Gina Toppin 2nd: Virgil Sheppard 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 employees:</p> <p>Fatima Aviles – Immersion Classroom Assistant, effective 1/23/23 Adrienne Bracho – Immersion Classroom Assistant, effective 1/9/23 Yorgelys Leal – Immersion Classroom Assistant, effective 1/12/23</p> <p>Motion to Approve: Justin Csik 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote)</p> <p>Communication & Development</p> <ul style="list-style-type: none">• Jacquie Patterson reported the following:• The next couple of months the focus will be 20th Anniversary Celebration• Need 100% board support of event• Will receive email(s) for donations• Save the date has been sent out• Any suggestion, please reach out to Jacquie <p>Tanya added it will be a really fun event and reviewed some of what is planned:</p> <ul style="list-style-type: none">• Pep squad will greet attendees• Students will do a scene from this year’s musical• Students will talk about their Take Flight trip experiences

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What
	<ul style="list-style-type: none">• Charlie Hall, the drummer for <i>The War on Drugs</i> band, will perform• Will share highlights of accomplishment over the last 20 years• Will share vision of the future of the school <p>Sylvie Gallier Howard asked if any alumni have been contacted. Tanya stated we have some alumni contact information and are trying to reach more. She also stated that there are lots of moving pieces and if you think of someone, please share their contact information.</p> <p>Governance Allison Kelsey reported the following:</p> <ul style="list-style-type: none">• Meeting tomorrow with prospect who comes from Compass• Waiting to hear from a few other organizations on possible board candidates <p>ICS West Allison Kelsey reported the following:</p> <ul style="list-style-type: none">• Will be meeting later this month to discuss ongoing relationship <p>Parent Reps Sylvie Gallier Howard reported the following:</p> <ul style="list-style-type: none">• Conducting a parent survey – will share results with Board• Connecting with WHY communication lab to discuss a partnership with ICS• Families should check District website high school waitlist – updating rapidly <p>Tanya reported that the District is doing a two-hour delay on Monday due to the Super Bowl. This has forced our hand to also do a two-hour delay because of our reliance on District buses. Also, if there is a super bowl parade, we will have to close due to our proximity to Broad Street.</p> <p>Resolutions 2023-2024 Board Meeting Calendar Be it resolved that the Independence Charter School Board of Trustees hereby approves the 2023-2024 Board Meeting Calendar.</p> <p>Motion to Approve: Virgil Sheppard 2nd: Gina Toppin Action: Passed unanimously (voice vote)</p> <p>2023-2024 School Calendar Be it resolved that the Independence Charter School Board of Trustees hereby approves the 2023-2024 School Calendar.</p> <p>Motion to Approve: Justin Csik 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote)</p> <p>Tanya explained that we have to have an Emergency Instructional Time Template in</p>

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday, February 8, 2023

Who	What
	<p>place in the event of an emergency closing. This came about with the COVID emergency. Tanya believes that this will probably be the last year, but wants to have it in place.</p> <p>Emergency Instructional Time Template Be it resolved that the Independence Charter School Board of Trustees hereby approve the Emergency Instructional Time Template with a sample weekly schedule for the 2022-2023 school year in the event of an emergency as outlined in Section 520.1 of the School Code.</p> <p>Motion to Approve: Virgil Sheppard 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote)</p> <p>All Source Staffing, LLC Be it resolved that the Independence Charter School Board of Trustees hereby approve the one-year contract of All Source Staffing, LLC for substitute services in an amount not to exceed the stated hourly rate schedule for the 2022-2023 school year as follows:</p> <p>Special Education & Long Term - Daily Rate - \$350.00 General Education – Daily Rate - \$250.00</p> <p>Motion to Approve: Gina Toppin 2nd: Sylvie Gallier Howard Action: Passed unanimously (voice vote)</p>
Kelsey	<p>Adjournment Motion to Adjourn: Sylvie Gallier Howard 2nd: Danae Mobley Action: Passed unanimously (voice vote) Allison adjourned the meeting at 7:34 pm</p>

Respectfully submitted by: Patricia Prendergast