

Independence Charter School-CC

Minutes from BOT Meeting of Wednesday December 14, 2016,

Location: 1600 Lombard St., Philadelphia, PA

Time: 6:00 PM

Next meeting: Wednesday, February 8, 2017

Board Attendees:

Rashidah Andrews	present	Greg Turlington	present	
Mike Barsanti	absent	Mehreen Zaman	present	• Cody Smith (staff)
Maureen Eagen	present	<i>Ex-officio</i>		• Debora DeVaughn (parent)
Susanna Greenberg	present	Tom Scheid	present	• Marc Hensley (parent)
				• Claudia Huot, Esq. (Wisler Pearlstine, LLP)
Tre Johnson	absent	Kerry Routh	present	
Rose McNamara	absent	<i>Also attending</i>		
Jones				
Harry Mosley	present			• Ramzy Andrawos (staff)
Krista Pfeiffer	present			• Patricia Cirone (staff)
Rachel Salis	present			• Mike Danyo (Santilli & Thomson)
Silverman				
Ashley Tobin	present			• Gilbert Elisa (staff)
				• Kristen Long (staff)
John Trieu	present			• Dave Peterson (staff)

Who	What
Greenberg	Susanna called the meeting to order at 6:06 pm.
	<p>Approval of Minutes Susanna asked for a motion to approve the November 9, 2016 minutes.</p> <p>Motion to Approve: Rashidah Andrews 2nd: John Trieu Abstain: Ashley Tobin Action: Passed (voice vote)</p>
Greenberg	Susanna asked if there were any public comment: None
Scheid	<p>CEO Report: Tom reported the following:</p> <ul style="list-style-type: none"> • School Visits <ul style="list-style-type: none"> ➤ On December 15, 2016, Mastery Charter School will visit in the morning and the NYC Hebrew Language School will visit in the afternoon. Each school will meet with administration and observe different grade level classes. The NYC Hebrew Language School is an immersion school and is particularly interested in our Spanish Immersion Program. • Compliance Reporting to Charter School Office through the EPI Center <ul style="list-style-type: none"> ➤ This reporting is part of the procedures developed to keep an ongoing dialogue with charter schools as well as make the charter renewal process smoother. Recently submitted documents include: Lottery Policy, Enrollment/Admission Policy, Programmatic Plan, Board Members' Resumes, Financial Interest Forms, Board Bylaws, ELL Handbook, School Calendar, Annual Notice of Special Education Policy, Business Financial

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	<p>Policy and Procedures, and Data Packet. The 2015/2016 audit is due December 31.</p> <ul style="list-style-type: none"> ➤ As part of the management agreement with ICS-West, we are doing all of their compliance reporting. <ul style="list-style-type: none"> • Annual Appeal <ul style="list-style-type: none"> ➤ Tom thanked the fundraising committee. ➤ On December 1, we hosted a “thank you” breakfast for past donors. During the breakfast, donors were asked to help create a testimonial video. This video is the first of three to be created. Rachel Salis-Silverman stated this is the first time we are using video to get the message out about ICS. She went onto say that the second video will feature Tr. Aquila a former student of ICS who struggled. She will talk about how ICS supported her and how she now teaches at ICS-West. The third video will be a compilation video and will ask the viewers to donate. The first video will be released in a couple of days, the second video will be released the last week of December and the third video will be released in early January. ➤ As of December 14, 2016 the Annual Appeal is at \$25,021 ➤ Total current number of donors to the appeal is 41 ➤ Last year (2015-16), the annual appeal raised \$27,726 ➤ We still have the matching funds from the Neubauer Foundation (\$12,500) ➤ 2016/2017 goal is \$40,000 ➤ Testimonial video shown to Board – the board will be sent the video to share with friends, family and colleagues
Long	<p>Principal’s Report: Kristen reported the following: Kristen reported the following:</p> <ul style="list-style-type: none"> • The Jefferson University partnership with ICS and Southwark School is going well. This is a great way to demonstrate how public schools and charter schools can work together. Kerry then shared an uplifting anecdote from the most recent meeting at ICS. • Today, the trauma informed instruction coach came to ICS for about two hours to observe students and talk with teachers. He focused on teachers who have the highest need students. As he was leaving, he stated that he was impressed by the teachers and how they manage their classrooms with dignity. • Have reached the end of the 1st marking period. Data is being reviewed and meetings with teachers are being held. Report card conferences are scheduled for next week. • Human Rights Week is being celebrated this week. • Last Saturday, CEO Tom and Pr. Kristen attended a memorial basketball tournament to raise money for a scholarship in honor of the ICS alum who died unexpectedly of meningitis last year. Many ICS staff, students, and alumni attended. • Playworks trained classroom assistants and NTAs on how to resolve minor student conflict.
Routh	<p>Staff Representative Report: Kerry stated she had nothing to report this month.</p>
Danyo	<p>Financial Report – October 2016: Mike reported the following:</p> <ul style="list-style-type: none"> • Budget adjustments made in October – the effect of the adjustments was a positive \$122,000, which is strictly due to revenue. The revised budget projection is calculated using last year’s subsidy rate and November’s enrollment. Additional

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	<p>revenue deferred until the District's rate revision is released in February/March. Total deferred revenue is currently \$239,000.</p> <ul style="list-style-type: none"> • Initial budget did not include the Ready to Learn Grant, which we received. This an additional \$64,000 • Federal Entitlements – Title I funds carried over to this fiscal year – have until September to spend. • Savings in benefits due to medical insurance and 403(b) plan • Supplies and books – over expended budget line. Will allocate to Ready to Learn Grant • Moved \$14,500 to cover over expenditures in supplies in Central Technology and moved \$16, 838 to Regular Education Technology to cover costs of student tablets • Variances in Fundraising and Regular Education Supplies – related to timing • Will continue to monitor savings variance in Legal, Psychological Services and Admin Supplies • Cash on hand is \$6,193,390 – 231 days of cash on hand as of 10/31/16 • Health Subsidy still due from Commonwealth • Due from ICS West - \$291,786 prior year management agreement and shared staff reimbursements • 21st Century – July to October invoices are outstanding – balance due is \$64,938 • Revenue over expenses current - \$357,071 under projected budget by \$4,059 <p>Tom stated that if the District subsidy remains, he would like to invest it in technology infrastructure and facility improvements.</p> <p>October 2016 Disbursements Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of October 2016 in the amount of \$362,199.09</p> <p>Motion to Approve: Greg Turlington 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p>
Greenberg	<p>General Board Business: Susanna reported the following:</p> <ul style="list-style-type: none"> • Board retreat will be held on January 28 from 12:00 noon to 5:00 pm at ICS West <ul style="list-style-type: none"> ➤ There will be a board training component and a facilitated discussion on longer term issues. ➤ Governance Committee is working with Tom on the agenda. • ICS-West Board President, Gloria Shabazz, and ICS West Principal, Julio Nunez, will be attending ICS-CC's February board meeting to talk about ICS-West • There will not be an ICS-CC board meeting in January • The ICS board holiday party will be held in January • Board members were reminded to give to this year's annual appeal
Greenberg	<p>Committee Reports: Rashidah reported the following The Governance Committee has met to discuss ways to create more transparency and make everyone aware of what each committee does. It was decided that the five committees would give a brief report to the board. Each chair reported the following:</p> <ul style="list-style-type: none"> ➤ Development Committee – Ashley Tobin, Chair

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	<ul style="list-style-type: none"> • Members: Mike Barsanti, Rosie McNamara-Jones, Rachel Salis Silverman and CEO Tom • Purpose and Responsibilities are to build a culture of giving within the ICS community and create timely feedback systems and strategies to strengthen philanthropic relationships • Committee meets 1st Thursday of each month at 8:00 am in CEO's office • 2016-217 Goals: <ul style="list-style-type: none"> ○ Increase and include as many voices in fundraising efforts at ICS ○ Identify external stakeholders connected to current ICS community/donor base ○ Initiate relationships with established philanthropic organizations/potential donors to ICS ○ Support ongoing efforts to increase administrative needs of ICS' fundraising initiatives ➤ Finance Committee – Greg Turlington Chair/Treasurer <ul style="list-style-type: none"> • Members: Susanna Greenberg, John Trieu and CEO Tom • Purpose and Responsibilities are to provide sound fiscal oversight of ICS-CC. The Treasurer is the principal liaison between the committee and board and is primarily responsible for: <ul style="list-style-type: none"> ○ Working with committee members to oversee and address all financial matters ○ Approving annual operating budget and form 990 within finance committee ○ Setting long range financial goals and funding strategies to achieve them ○ Reviewing monthly financial statements and variance from budget and recommending actions to BOT as appropriate ○ Presenting financial position to the full board ○ Working with CEO to set agenda for financial committee meetings • Committee meets 2nd Tuesday of each month at 8:00 am in CEO's office • 2016-2017 Goals: <ul style="list-style-type: none"> ○ Continue reviewing financial controls and process improvements ○ Support CEO for potential growth (modeling etc.) ○ Develop comprehensive 2-3 year plan with CEO & Business Manager to reduce operating deficit in future budgets ○ Work with CEO to identify reserve funds to be spent on enhancing ICS's program ○ Identify opportunities and co-develop financial plan for expanding space needs to improve student life ➤ Governance Committee – Rashidah Andrews, Chair <ul style="list-style-type: none"> • Members: Maureen Eagen and Susanna Greenberg • Purpose and Responsibilities are to support professional development needs of the board and ensures policy awareness and compliance. It also oversees board nominations, elections and succession planning • Committee meets 1st Wednesday of each month at 7:00 pm at varying locations • 2016-2017 Goals: <ul style="list-style-type: none"> ○ Organize and facilitate board retreat in January 2017 ○ Ensure member compliance with goalsetting, minute-taking and

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	<p>policy transparency</p> <ul style="list-style-type: none"> ○ Manage process to nominate, select and onboard new BOT members for AY 2017-2018 <p>➤ Human Relations Committee – Harry Moseley, Chair</p> <ul style="list-style-type: none"> ● Members: Krista Pfeiffer, Mehreen Zaman and CEO Tom ● Purpose and Responsibilities are to review and offer recommendations for hiring, retention and promotion policies and practices. The committee also engages with the Leadership Team in monitoring student discipline and other critical policies to endure equity and transparency ● Committee meets monthly at varying times and locations ● 2016-2017 Goals <ul style="list-style-type: none"> ○ Develop mechanisms to identify and retain “irreplaceable” teachers ○ Update and revise employee handbook ○ Establish starting salary scale and compensation plan for teaching staff with input from stakeholders <p>➤ Policy & Advocacy Committee – Tre Johnson, Chair – The committee reported on behalf of Tre.</p> <ul style="list-style-type: none"> ● Members: Maureen Eagen, Harry Moseley, Rachel Salis-Silverman and CEO Tom ● Purpose and Responsibilities are to serve as the climate-sensing and advocacy arm of the BOT. Committee is tasked with carrying out timely reviews of local, regional and national charter school trends to gauge impact and inform potential action ● Committee meets 1st or 2nd Monday of each month at 5:00 pm at varying locations ● 2017-2017 Goals: <ul style="list-style-type: none"> ○ Conduct situational analysis of charter landscape to assess ICS place inside charter school environment ○ Review potential lobbying needs by assessing lobbying efforts and resources available to ICS-CC ○ Determine what stakeholder groups we may want to align ourselves with
Scheid	<p>Tom explained to the Board that ICS went through its cyclical review with the Pennsylvania Department of Education (PDE) and from the review; it was recommended that ICS adopt a Confidentiality Student Record Policy. Tom contacted ICS attorney Claudia Haut of Wisler Pearlstine who has extensive experience with education law and she was able to develop a policy for ICS.</p> <p>Ms. Haut explained that the PDE is requiring schools to have a student records policy in place in order to comply with the Family Educational Rights and Privacy Act (FERPA). It is very specific about education records and gives families a lot of protection with confidentiality of records.</p> <p>The policy, in its entirety, is on file in the CEO’s office. Below is the summary of the policy.</p> <p>The Student Records Policy adopted by Independence Charter School addresses the collection, maintenance, destruction, and disclosure of student educational records.</p> <p><u>Policy Highlights:</u></p>

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	<ul style="list-style-type: none">• Attachment C details the schedule upon which student records can be destroyed. Note: No records that are the subject of a legal hold may be destroyed while such hold is active, even if the retention period listed in Attachment C has passed.• It is critically important that staff members advised of legal hold procedures gather the relevant documents and provide them to the designated school official in a timely manner.• The Family Educational Rights and Privacy Act (FERPA) mandates that unless the School has received a signed, written consent form, the School may not disclose personally identifiable information from a student's education records unless a FERPA exception applies. A few of the more frequent exceptions include:<ul style="list-style-type: none">○ Directory Information: If the School has given the proper public notice to parents and eligible students (i.e. students who has attained the age of 18) advising of the information designated as directory information and the parent/eligible student's right and timeline to opt out of such disclosure and the parent/eligible student has not opted out, the School may disclose directory information without prior written consent.○ School Officials: Personally identifiable information contained in student educational records may be disclosed without parental consent to other school officials who the School has determined have legitimate educational interests in such information. This category can include teachers, as well as contractors, consultants and volunteers to whom the School has outsourced School services or functions to the extent and in accordance with the requirements listed in the Policy.○ Other Schools: Personally identifiable information contained in student educational records may be disclosed without parental consent to another school or institution of postsecondary education where the student intends to enroll or where the student is already enrolled in accordance with the requirements listed in the Policy.○ Pursuant to a subpoena, upon proper advanced notice to the parent/eligible student, if appropriate.○ Health and Safety Emergency: Personally identifiable information contained in student educational records may be disclosed without parental consent if knowledge of the information sought is necessary to protect the health or safety of the student or other individuals• Discipline records may only be disclosed in very narrow circumstances:<ul style="list-style-type: none">○ A student's disciplinary record shall be transmitted to a school to which a student has transferred, upon written request by such school.○ In the event the School reports a crime committed by a child with a disability, the School must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate

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	<p>authorities to whom the School reports the crime, but only to the extent permitted by FERPA.</p> <ul style="list-style-type: none"> ○ All other requests for student discipline records require prior parent/eligible student consent. • The School must issue an annual notification of rights, which gives parents/eligible students notice of their right to inspect, review and seek amendment to their child's education records, consent to certain disclosures of personally identifiable information in their child's educational records, and file complaints with the Department of Education regarding alleged failures to comply with FERPA. • Parent Access Rights: Parents are permitted, upon written request, to inspect, view or copy educational records relating to their child when the record is collected, maintained or used by the School. The School shall comply with the request within a reasonable period of time, but not more than forty-five (45) days after it has received the request.
Greenberg	<p>Resolutions: Administration and Confidentiality of Student Records Policy Be it resolved that Board of Trustees of Independence Charter School hereby agree to adopt the Administration and Confidentiality of Student Records Policy as presented.</p> <p>Motion to Approve: Harry Moseley 2nd: Rashidah Andrews Action: Passed unanimously (voice vote)</p> <p>Motion to go into Executive Session at 7:20 pm John Trieu - Human Resource 2nd: Maureen Eagen Action: Passed unanimously (voice vote)</p> <p>Motion to leave Executive Session at 7:43 pm: John Trieu 2nd: Harry Moseley Action: Passed unanimously (voice vote)</p> <p>Approval of Keystone Staff Applications Be it resolved that the Board of Trustees of Independence Charter School hereby approve the Keystone Staff Application of Francesca Borin and Dana Newsome.</p> <p>Motion to Approve: Maureen Eagen 2nd: Krista Pfeiffer Action: Passed unanimously (voice vote)</p> <p>Resignations Be it resolved that Board of Trustees of Independence Charter School hereby agree to accept the resignation of the 2nd grade Enhanced classroom teacher effective as of October 13, 2016 so as to resolve any and all employment related issues.</p> <p>Be it resolved that Board of Trustees of Independence Charter School hereby agree to</p>

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Who	What
	accept the resignation of the Physical Education teacher effective as of January 4, 2017. Motion to Approve: Mehreen Zaman 2nd: Harry Moseley Action: Passed unanimously (voice vote)
Greenberg	Adjournment Motion to Adjourn: Harry Moseley 2nd: Greg Turlington Action: Passed unanimously (voice vote) Susanna adjourned the meeting at 7:50 pm

Respectfully submitted by: Patricia Cirone