

**Independence Charter School  
Board of Trustees Meeting Minutes  
January 11, 2012 7:00 pm**

**Board Members Present:** Lauren Ayala, Rona Buchalter, Rebecca Clothey, John Eagen, Mary Fitzpatrick, Eli Lesser, Pedro Rodriguez, Gloria Shabazz, Elsie Stern

**Board Member(s) Absent:** Susanna Greenberg, Derrick Johnson, Dana Twyman, Naomi Wyatt

**Others Present:** Jurate Krokys, CEO; Amy Leigh, Teacher Representative; Marc Hensley, PTA Representative; Jerry Santilli, Business Manager; Megan Steelman, Compliance Manager; Richard Trzaska, Interim Lower School Principal; Kristen Long, Middle School Principal; Dana Spadotto, teacher

**I. Call to Order**

Eli called the meeting to order at 7:13 pm.

**II. Approval of Minutes**

The minutes from the December meeting were approved with the following additions:

-The Executive Session was to address human resource issues.

-John and Lauren moved and seconded for adjournment.

-The meeting was adjourned at 9:57p.m.

Rona moved to approve the minutes; John seconded. The minutes were approved unanimously.

**III. CEO Report**

**Jurate** reported that today is one of the last days for parents to submit 2012-2013 student lottery applications. There are at least 350 kindergarten applications at this point. Pedro volunteered to pull the names at the lottery on Friday, February 10<sup>th</sup>.

Jurate announced that ICS has been chosen for the *Smash TV* project; NBC will make the official announcement in a few days. Tr. Adrienne Lindstrom, NTA Laveta Meaux, who both have theatre experience, and Music teacher Ronith Epelbon will oversee the program. It will involve a small group of 5<sup>th</sup>-8<sup>th</sup> graders.

Eli asked Amy when the board's classroom observations will be happening; Amy said the planning is in progress. Jurate noted that we are preparing for PSSAs, so the whole school is decorating for Survivor Outer Space to give students a fun way to prepare for the testing period.

Jurate reported that twenty six 4<sup>th</sup>-8<sup>th</sup> graders participated in last night's National Geographic Bee and were very impressive.

Jurate read the Keystone Staff resolution and asked for the Board's support for this resolution. Rona noted that the idea behind this policy is that staff member's children can attend the school to which their parents contribute by being on the staff. Pedro moved the motion; John seconded. Eli said he thinks this is a great policy. The motion passed unanimously.

Jurate read the leave of absence request. Elsie moved the motion; Gloria seconded. The motion passed unanimously.

#### **IV. Public Comment Period**

No one signed up for the public comment period.

#### **V. Non-BOT Committee Reports**

**PTA: Mark Hensley** reported that a brief written report was circulated. He stated there is a PTA meeting tomorrow night; the biggest agenda item is this year's silent auction. The second trimester clubs have started.

**Teachers: Amy** noted that there is no written report. She reported that the spelling bee will be on the first Thursday in February; she thanked the PTA for being so flexible in moving their February meeting date to accommodate that. Amy stated that many staff were concerned about Jurate's announcement about her departure at the end of next school year, stating they are concerned since there will be a new principal next year. Amy noted that some staff were concerned about the Board President using the term "we will spare no expense" in filling the position. Eli asked Amy for teacher feedback regarding Jurate's talking with the staff about next year's budget; Amy said she hasn't received a lot of feedback yet. Jurate asked Amy to coordinate with Kristen and Megan to schedule meetings with the staff. Rona asked the Principals about what kind of feedback they've been getting from staff. Both Principals noted that non-teaching staff have been voicing most concerns at this point. Rona asked whether we need to better lay out the process; Eli said that would be the responsibility of the CEO.

#### **VI. BOT Committee Reports**

**Governance: No report.**

**External Relations:** Derrick was not in attendance. Jurate reported that the final profit from the anniversary celebration was approximately \$28,000. She added that at this point we've received about \$5,000 towards our technology funding campaign. Rona asked whether teachers are still using Donor's Choose; Amy said they are and that there was a workshop held to teach people about it at a recent PD day.

**Curriculum: No report**

**Human Resources: No report.** Eli noted that the Lower School Principal search is still in process.

#### **VII. Finance/Business**

**Eli** asked Jerry to review the financials. Jerry noted that ICS has still not received last year's lease reimbursement from the state and have not yet received a form for this year's. He added that last year's was received late. Jerry reported that the new electronic system is working pretty well. Jerry highlighted the school district subsidy and is researching why that variance has not changed at this point. Jerry will work with Megan to find out which students are missing from the report. Jerry stated there are variances regarding Title I carryover money. Our Title I funds will increase a bit due to an increase in enrollment. On Line 91, it shows that our insurance is running higher than we anticipated. Line 99 is in regard to the summer emergency repair for which the Board approved the report. Rona asked what Line 89 is; Jurate said that would be for consultant/trainers David Ginsberg, etc. Jerry will talk with Jurate to make sure invoices have been received and paid. Rona asked Jurate how she likes the new accounting system. Jurate said she likes it and looks forward to using it during the budget planning process. Amy asked about Line 43; Jerry stated that is for students who are eligible to get year-round services. Jerry noted that the food services program is doing well, but lunch

participation is down. Elsie asked how to figure out how many students are eating; he explained the difference between the projection and actual numbers. Rona moved the disbursement motion; Pedro seconded. The motion passed unanimously.

Eli asked Jurate when the parents will be briefed on the budget. Jurate said she will be presenting at tomorrow's PTA meeting. John stated Jurate has said that she will be ready to report back to the Finance Committee at its January 30<sup>th</sup> meeting. Jurate noted that she has been meeting a lot with the Principals to plan, including how some of the reserve fund can be used towards next year's budget.

John asked Jerry to explain the Fund Balance Policy. Jerry noted that this policy is required. John stated it's laying out the terminology and accounting principles we are going to use. He emphasized that things can be changed; this is just in regard to terminology. John moved the Fund Balance Policy; Lauren seconded. The motion passed unanimously.

John said the audit is done; Jerry will circulate it. Jerry asked Pedro for an early morning time for the meeting; Pedro said a Monday or Tuesday will work. Gloria will also participate. Jerry stated the audit is a clear opinion with no differences.

### **VIII. Old Business**

Eli reported that a budget planning committee will be put together at or right after the January 30<sup>th</sup> Finance Committee meeting. That committee will include Board members, staff and parents. Rona asked if this information will be well publicized for people who can't get to meetings; Eli said it will be. Elsie asked what the roles will be for the committee. Eli said the committee will help the CEO collect information to help plan the budget, but that planning the budget is the CEO's responsibility. Eli clarified that the names and contact information for members of the committee will be publicized, so that people can contact them. Jurate cautioned that some of the information we'll be gathering will be confidential. Elsie noted that since we'll be communicating more information earlier than usual, we need to think about how we move forward without making staff anxious.

### **IX. New Business**

**Eli** asked Jurate to speak in regard to succession planning. Jurate stated that Jurate and Naomi have not been able to meet regarding this yet, but will be soon. Jurate stated that we want to create a policy about how we move forward.

### **X. Executive Session**

Eli announced that the Board would now (8:13p.m.) be going into an executive session to discuss confidential student information and that the Board will reconvene at the end of the executive session in order to adjourn the meeting.

### **XI. Adjournment**

The Board returned from executive session at 9:45p.m. Pedro moved for adjournment; John seconded. The meeting was adjourned at 9:46p.m.

### **Handouts circulated prior to this meeting:**

Agenda  
CEO report  
PTA report  
Food Services Financial Report  
November Financials



**Independence Charter School  
January 11, 2012  
Resolutions**

**ADOPTED**

**1. Keystone Staff Designation Keystone Staff Designation**

Be it resolved that the Independence Charter School Board of Trustees hereby awards ICS Keystone Staff status to ICS employees Anna Evans, Anne Hall, Jose Rodriguez and Rosemary Williams.

**2. Leave of Absence**

Be it resolved that the ICS Board of Trustees approve Elaine Latimer's request to take a leave of absence from January 9, 2012-March 23, 2012.

**3. November 2011 Disbursements**

Be it resolved that the Independence Charter School Board of Trustees hereby approve disbursements from the month of November 2011 in the amount of \$165,114.32 as presented to the Board.

**4. Fund Balance Policy**

Be it resolved that the Independence Charter School Board of Trustees hereby approve the adoption of the "Fund Balance Policy in Compliance with GASB 54" for the 2011-2012 school year as presented to the Board by the Finance Manager.

**5. Settlement**

Be it resolved that the Independence Charter School Board of Trustees hereby approve the settlement in the amount of \$35,000 in the special education case as been presented by the CEO to the Board.

**Resolutions  
DEFEATED  
None**

**Resolutions  
TABLED  
None**