

**Independence Charter School
Board of Trustees Meeting Minutes
May 14, 2008 7:00 pm**

Board Members Present: Anyabwile Banko'le, Becky Baehr, Eric Cramer, Joana Davis-Diaz, Sean Hennessy, Nicole Perkins Kilcullen (via phone), Rosina Miller, Pam Prell

Board Members Absent: Ryan Boyer, Lisa Nelson-Haynes

Others Present: Jurate Krokys, Principal/CEO, Ramzy Andrawos, Director of Operations, Megan Steelman, Administrative Assistant; Matthew Drexler, Development Associate; Robin Kohles, Owner's Rep; Lindsay Allen, Alison Andrawos, Michael Farrell, Amy Leigh, William Loskoch, Kelly Nelms & Andrea Yanez, teachers; Susan Burrows, Stephanie Kindt, Conswelia McCourt, Fran Melmed, Kristin Nocco & Cristina Veal, parents; Pedro Rodriguez, Board member nominee.

I. Call to Order

President Becky Baehr called the meeting to order at 7:10pm.

II. Approval of Minutes

Becky asked if there were any changes to be made to the April Board minutes. The minutes were approved with no changes.

III. CEO Report

Jurate reported that ICS has received approval to start the Middle States accreditation process; a representative from Middle States will be attending tomorrow's Curriculum Committee meeting. Jurate reminded everyone that next Thursday is the annual ICS International Day and encouraged all Board members to attend and to get fliers from her to invite special guests. She also noted that we are getting close to completing hiring for 2008-2009. Jurate clarified that although several ICS teachers are leaving, most of them are leaving for very positive reasons: returning to their home countries, having the opportunity to teach in Colombia and Belize, etc. Today and yesterday many of our seventh and eighth graders were at Millersville University participating in the state's National History Day competition. On May 29th representatives from the Walnut Street Theatre will be visiting ICS as part of the Adopt-a-School candidate review process; ICS is one of four finalist schools. Jurate stated that she has added a new section to the CEO report, entitled "Charter Schools in the Community, the District & the State" to keep the board updated on charter school issues. She also announced that ICS parent Monika Kreidie has been selected to participate in the School Reform Commission's Charter School Task Force. Jurate stated that she, Tr. Mike Farrell and some ICS students were scheduled to meet at City Hall with Mayor Nutter today; however, the Mayor needed to re-schedule it to next Tuesday. Jurate stated that she will not be able to attend and hopes that a Board member will be able to go in her place. There were no questions from the Board in regard to the CEO report.

IV. PTA Report

Cristina reported that this year's Silent Auction raised \$17,000 and thanked everyone who attended for their support. The PTA has decided to designate \$10,000 of the money raised from the Silent Auction to help pay for the part-time Middle School Art teacher position for 2008-2009. Cristina noted that the kids' flea market at the May PTA meeting went really well and that the PTA hopes to have more meetings with student participation. Two new PTA officers, secretary and treasurer, were elected for 2008-2009. The PTA-sponsored student talent show will be held in June. The PTA has also been busy researching after school options for next year and will be sending updates to the list serves and in the last newsletter for this year. She stated that one new after school program is holding an open house event just for ICS parents and is considering hiring a staff person who could assist with homework in Spanish. Parent Consuelia McCourt is working with the Community Relations Committee on this year's parent survey.

V. Teachers' Report

Amy and Andrea reported that this is an extremely busy time of the year with International Day, Field Days, the 7th & 8th grade dance, field trips, etc. The teachers appreciated being involved with the Principal search panel. They reported that the major concerns voiced by the teachers recently have been issues relating to the 2008-2009 calendar, the length of the ICS school day, the August in-service daily pay rate and the number of professional development days, noting that the teachers want to keep a good balance. Andrea and Amy distributed a copy of a survey that was recently completed by teachers, as well as the results of that survey; they agreed to send all the detailed survey information via e-mail to all Board members. Amy and Andrea stated that there were concerns raised regarding the sick leave policy resolution that is on tonight's agenda, particularly since tonight's agenda was sent out very late, giving people little time to review it. Becky asked the teachers to share their comments about the sick policy now. Teacher William (Loskoch) spoke on behalf of the teachers and stated that the proposed policy seems to specifically exclude teachers who are in the U.S. on visas, since many cannot stay beyond three years. Therefore, those teachers would never have the opportunity to teach at ICS for the ten years that would be required to be compensated for some of their remaining sick days. He also pointed out that under the proposed policy, a lot of teachers may actually feel encouraged to use all or most of their sick time and that weighing that possibility against the cost of a daily substitute doesn't seem to make much sense. Andrea suggested that at least one teacher representative should be attending each Policy Committee meeting. Becky asked that she send an e-mail to Becky and Nicole and they will try to make arrangements for that to happen.

VI. Construction Update

Robin reported that the construction schedule is actually going even better than expected. The addition is now watertight. The budget is okay; however, we are close to spending all the ICS contingency funds. Robin

also noted that one thing that wasn't included in the construction budget was a drain near the dumpster; the cost for that has been estimated at \$33,000. This drain will be required as part of our food service contract. Robin stated she is working on a plan to find the funding and that Jerry has agreed that it may be able to come from the contractor's contingency fund. Robin stated that DataCom and security bids have been received and that we are over budget in both areas. The decision has been made to go forward with the DataCom plan, since it is a very basic phone and computer cabling plan. The basic security system, which includes a swipe card entry system and interior cameras and motion detectors. Jerry has strongly recommended that we include exterior cameras also. Robin is working on trying to negotiate for a lower price. Becky stated that these plans will need to go through the Finance Committee.

Becky asked Robin to explain the change order resolution regarding Sullivan Construction. Robin explained that due to an error by the city of Philadelphia, not Sullivan's, construction became delayed while having to wait for specific permits in the beginning of the project; our architectural group, Schraeder, agrees that Sullivan had no control over this delay. There was also a problem with getting the structural engineer survey completed. This change order changes the required date of "substantial completion" from August 5, 2008 to September 1, 2008. Becky clarified that by passing this resolution, we can't seek liquidated damages unless Sullivan completes the project after September 1, 2008. Robin stated that a concession from Sullivan is that we will be able to move in floor by floor, but Sullivan won't be eligible for an early finish bonus.

Sean moved the change order resolution; Rosina seconded. Sean asked what the cause of the structural engineer survey delay was. Robin stated that the structural engineer, who works under the architects, wasn't as responsive as they could have been. Eric suggested a friendly amendment to add the dates of the change into the resolution. The motion carried unanimously with the friendly amendment.

Robin reported that the Library Committee has started to meet and is working on a budget for buying new books, technology, the cost of a librarian and furniture and is also setting goals and looking into potential grants. Pam asked about what space will be used for the library. Robin stated that there are two rooms; one is a teacher resource room and the other is a space for kids. Amy stated that there will be a teacher survey to find out how teachers would like to use the space. A parent survey, to determine what type of access most of our kids have to a local library, may also be conducted. Lastly, Robin stated that the landscape architect's plans for the play yard will soon go to the water department. Once they are approved, we'll talk with the unions to find out how they can help with the work in the play yard. Equipment will come at a later time.

VII. Committee Reports

A. Curriculum

Pam reported that there is no report, since the next committee meeting is scheduled for tomorrow.

B. Development

Fran reported that the committee is hoping that Board will pass tonight's development budget addendum. She also stated that we have reached 88% of this year's financial goal and that two things will help us get closer to 100% by the end of the fiscal year on June 30th: 1) the purchase of 50 more engraved bricks at the new school site and 2) all Board members completing their Give-Get commitments. Those would bring us to 93% of the goal. Each Board member will receive an updated Give-Get statement tonight. Rosina pointed out that the budget shows a big deficit under development. Fran clarified that the Development report connects back to the development plan, not necessarily specifically to the budget. Rosina stated that one reason for the differences may be that things like the Lenfest grant may be added in an area other than Development on the budget sheet. Matt stated that Jerry has agreed to work with Matt to work towards making the Development section of the budget more in line with the development plan.

C. Community Relations

Joana reported that Consvelia from the PTA is working with the committee to develop this year's parent survey with the goal of increasing the response rate. The committee is also working on getting two school zone lights and a crossing guard through the 17th police district. The committee will be presenting two Board nominees for election at the June Board meeting: Stephanie Kindt and Pedro Rodriguez. Stephanie is an ICS parent and a former Board member, who has agreed to be nominated for to complete the one year remaining of the term of a resigning board member. Pedro Rodriguez was recommended by ICS parent Monika Kreidie; Joana circulated his bio via e-mail to all Board members. Joana thanked committee member Kristin Nocco for her persistence with the committee.

Joana moved the Community Relations mission resolution; Sean seconded with a friendly amendment to include the responsibility of nominating candidates for Founder and Community seats. Joana noted that one change should have been made to the resolution in that it should state that it will be designated as a Temporary committee. It was agreed that since this committee has already been designated a Temporary committee under the committee structure passed several months ago, that line should just be deleted from the resolution. Sean suggested amending the resolution to state that this committee will serve as the nominating committee, since the bylaws state that the Board needs to designate a committee for nominations. Becky asked for clarification as to whether the bylaws state "may" or "shall" designate a committee to make nominations. It was confirmed that the bylaws say "shall." Sean stated that he'd like it to at least include coordinating nominations for Parent seats on the Board. Pam stated that she feels the Board itself needs to take responsibility for electing Board members. Sean stated that any Board member can make a

resolution at any time. Becky stated that since this will be a temporary committee, it really could not have the responsibility of nominations and that she feels that Board recruitment needs to move to the CEO and staff eventually. Anyabwile stated that although anyone can make a nomination, there needs to be a repository for nominations. Joana added that we want to make the process as transparent as possible. Pam stated that with a Board of only eleven members, we need to have a priority process regarding our needs. Nicole echoed Becky's sentiments regarding delegating the nominating responsibilities and suggested that a compromise could be to circulate all names being discussed as potential nominees. Pedro Rodriguez added that he finds that most non-profits handle this by having a Board development committee. Joana stated that if and when the Community Relations Committee disbands, the nominations responsibility can be assigned elsewhere. Rosina stated that if we ever have a plethora of nominees, prioritizing will be especially important. Becky called a roll call vote on the resolution:

Anyabwile- Yes Sean- Yes Joana- Yes Rosina- No
Pam- No Eric- No Nicole- No

The motion was defeated.

Eric suggested designating the responsibility of nominating to a committee of the whole Board and then to delegating this to others. Rosina stated that she is not opposed to the Community Relations plan, but would want to know more about the process. Sean moved to amend the original resolution to include the responsibility of coordinating the election of parent seats to the Board; Anyabwile seconded. The amended resolution passed unanimously. Kristin Nocco noted that there has been a problem with this committee getting access to the ICS list serve in order to allow parent volunteers to add names to it; Becky suggested that this be worked out with ICS staff. It was agreed that the committee can have access to all e-mail addresses for which ICS parents gave consent for the information to be shared.

D. Human Resources

Sean moved the pay policy resolution; Eric seconded. Sean noted that the major changes were 1) allowing a Middle School teacher who is certified in both math and science and assigned to teach both Middle School math and science to be compensated for both certifications, 2) increased the Coordinator pay range, and 3) expanded the staff who are eligible for tuition reimbursement. The motion passed unanimously.

Sean then moved the 2008-2009 Coordinator position resolution; Joana seconded. Jurate clarified that other schools have salary scales for extra responsibilities and that we have tried to adjust the compensation according to the responsibilities of each position. Eric asked if this was all budgeted; Jurate confirmed that it has. Pam asked if those appointed as coordinators are freed up in order to do some of these things. Jurate stated that depends on what the position entails. Pam asked for clarification as to whether if only one Immersion Coordinator was assigned, would that person be paid \$2,000. Jurate stated that she is still working to clear up

some issues regarding Immersion-----finishing curriculum writing, etc. and that she will set up a timeline. There is a possibility of needing a third coordinator for assessments. The motion passed unanimously.

Sean moved the resolutions regarding annual reviews of the coordinator and administrative staff jobs descriptions; Anyabwile seconded. Those passed unanimously. Sean moved the new hire resolution; Rosina seconded. The motion passed unanimously.

Sean moved the Principal hire resolution; Pam seconded. Joana asked for clarification on the length of the contract. Becky stated that it will be a one-year contract. Jurate circulated a sheet outlining the strengths of both finalists; Jurate clarified that we did not get a qualified, Spanish speaking candidate. Jurate thanked the teachers who developed the rubric that was used to choose teachers for the interview panel. She stated that Stephanie Bungard appears to be a good match for what ICS needs. She stated that Stephanie brings a lot of experience and will be able to provide good support for ICS teachers. The motion passed unanimously. Jurate agreed to invite Stephanie to attend the June Board meeting.

E. Policy

Nicole reported that the committee expects to bring a resolution regarding a revised student absence and lateness policy to the Board soon, but is going through the newly adopted committee process before doing so to ensure that we are not unnecessarily revising policies. Nicole moved the sick leave resolution; Sean seconded. Nicole stated that the proposal is to go back to the policy of staff accruing ten general sick days with no designation as to long or short term, since this seemed to be the biggest teacher priority. The other change is the way that unused sick days would be paid out to someone leaving ICS. Nicole explained that our business manager has concerns about our current policy of paying out 25% of an employee's remaining, accrued sick time when they leave ICS, since that has a major impact on budget projections. Jurate clarified that it means that each year the total accrued amount for all staff needs to be set aside in case people would leave, even though that would be highly unlikely. Rosina stated that the proposed policy does not seem to do anything to discourage people from using sick days and asked the committee to discuss that further. Nicole summarized that there are two conflicting interests: teachers need readily usable sick days and pay out is expensive. Jurate suggested tabling this resolution to allow more discussion and that possibly the teachers can develop a creative alternative plan. Pam stated that we also need to take into consideration what type of budget we have for substitutes. Amy suggested that possibly a nominal pay out after five years might be a compromise. Rosina moved to table the resolution to allow time to get more financial input; Eric seconded. Nicole clarified that the intention of the sick leave policy is to make sure there is adequate time off for sickness and that possibly an incentive needs to be in a separate policy. The motion passed unanimously.

F. Finance

Rosina reported that Jerry was not available to attend tonight's meeting. She stated that we continue to have a strong cash position and that the current budget figures do not show a lot of variance. She explained that \$80,000 from the Lenfest grant is being deferred for use under our tech plan for next year. She also stated that there is a \$60,000 development deficit due to our not having the spring fundraising event as originally planned. She stated that we are close to \$500,000 ahead of target on our budget and that Jerry has commended Jurate for her diligence in sticking to the budget. Rosina moved the March disbursement resolution; Sean seconded. The motion passed unanimously.

Rosina introduced the development budget addendum for 2008-2009 and explained that it is revenue neutral due to our wanting to hire a Development Director. Rosina moved the resolution; Sean seconded. The motion passed unanimously.

Rosina asked Conswelia McCourt to give an update on the food service proposal. Conswelia summarized the process that took place and reported that two "reviewable" (having all requirements in the RFP) bids were received. The RFP left the decision about whether we'd have a satellite or full service kitchen open. Both bids included a full service plan. In reviewing both bids, it was decided that the full price meals will need to be raised by 25cents each; this will not affect students who pay the reduced price rate or those who receive free lunch. She clarified that the federal food rate for 2008-2009 will be decided by the government by July 1st. The recommendation is for ICS to contract with Linton. Conswelia clarified that when the kitchen is not in use serving meals, the kitchen and the food service staff will be available. That means that the kitchen will be able to be used for things like teachers having hands on lessons with students. Rosina clarified that if the proposal is approved, we would most likely use money from the undesignated funds line item. Robin stated that some these numbers were just received today, so Jerry hasn't had time to review them. Becky stated that Jerry had told her he'd be comfortable with our passing this if there was a cap put on the amount to be spent. Rosina clarified that we have already passed the \$50,000 to purchase the stove hood. Robin stated that she is still waiting for more clarification about the need for the hood, since some of the codes seem to contradict each other. Rosina stated that it seems we're getting a lot for the additional money, especially since even with a satellite kitchen the hood may have been needed. Rosina moved the food service provider resolution with a friendly amendment indicating that it includes kitchen renovations, the cost of which will not exceed \$98,000; Anyabwile seconded. The motion passed unanimously.

G. Executive

Becky reported that there were two recent expulsion hearings and commented as to how difficult those situations are for all involved. Nicole moved the expulsion resolution; Sean seconded. Eric asked if we had formal hearings and followed due process. Becky confirmed that we had and that the vote was unanimous for expulsion in both cases. She stated

that counsel for the school was present and that the parents were notified of the right to bring counsel, but did not bring any. The motion passed unanimously. Becky announced that there are two more expulsion hearings set for May 19th and that a Board panel needs to be formed for those.

Becky asked Jurate to review the proposed 2008-2009 calendar, which was circulated. Jurate clarified that the proposed calendar is the only that's by itself and that the other sheet is a calendar comparison among the School District's calendar, the calendar proposed by ICS administration and the calendar proposed by ICS teachers. Jurate stated that due to our move, ICS will be starting later than usual with a 1st-8th grade start date of September 15th and kindergartners starting on the 17th to make sure that we have plenty of time to ensure that everything is ready for the start of the school year. She explained that regular public schools need to have 180 student days and that charter schools need at least 990 hours for K-5th grade students and slightly more for 6th-8th graders. She stated that we do not want the perception of only have the minimum requirement. She stated that although the School District does not specifically have off on Christmas and Easter, Winter Break and Spring Break always fall during those holidays and that she feels that ICS having off on Yom Kippur is a way of ICS recognizing families who celebrate that holiday. Rosina asked how the teachers feel the calendar addresses their concerns, since they had said they felt penalized by the calendar proposal. Andrea stated that there have been discussions with Jurate and that many concerns were taken into account with the most recent version. Pam clarified that it seems that concerns were being raised, which had already been addressed by administration. Becky asked Jurate to clarify the difference with report card day. Jurate stated that having the second report card day in March, instead of immediately before Spring Break, allows the teachers to meet with parents earlier, therefore giving students more time to work on challenges. She added that having it in March also gives a bit of a break for teachers during the winter. Sean asked the teachers whether this calendar addresses the concerns teachers had about the August in-service time. Amy said there were a range of concerns about the August in-service time, one of which is the rate of pay for those days. Andrea also said that there is a question about whether or not the August days are mandated, since that is not part of the contract. Jurate stated that we've been advised by our attorney not to include it specifically in contracts. Rosina asked where the August in-service training will be held. Jurate stated that at least for the beginning of the week, it will likely be held at our current location and that we may be asking some of our new neighbors----Tenth Presbyterian Church, University of the Arts, etc, for use of space for the latter part of the week. Joana asked why we have only had one report card day over the last several years instead of two half days. Jurate stated that parent feedback was that it is easier to find child care for one whole day than two half days. Joana asked whether we are having early dismissal Wednesdays and whether we are keeping the same start and end time for the school day. Jurate stated that the calendar was created with the assumption of early dismissal every Wednesday and that

the school day will still start at 8:30a.m., but that we are working on how to make dismissal go faster, so are still working on the end time for the school day. She stated that we will get the specific information out to parents by early June. Rosina moved the calendar resolution; Sean seconded. The motion passed unanimously.

VIII. Public Comment Period

There were no public comments made.

IX. Old Business

Becky reminded members that financial disclosure forms are past due.

X. New Business

Sean stated that we have no process in place for nominating a slate of officers and suggested we might want to formalize that process. **Becky** stated she feels that at some point that should become the CEO's responsibility. **Sean** said he thinks it should come from the Board.

Eric then moved to give responsibility of nominating non-parent Board seats to a committee of the whole; Rosina seconded. **Becky** asked for a roll call vote: Sean- No Joana- No Nicole- Abstained
Anyabwile- Yes Eric- Yes Rosina- Yes Pam- Yes
The motion carried.

Discussion about nominating a slate of officers then resumed. **Becky** said that for now, she's fine with how things have been working. **Sean** stated that he disagreed and feels it should be done from someone not currently on the Executive Committee. **Pam** stated that some members not currently on the Executive Committee may not be as informed on some issues. **Sean** asked whether anyone knows who will be running as officers next month. **Becky** said that she has been talking with people regarding the slate for next month's meeting.

XI. Executive Session

The Board went into Executive Session at 10:03p.m. to discuss the CEO evaluation and returned at 10:14p.m.

XII. Adjournment

Pam moved for adjournment; Anyabwile seconded. The meeting was adjourned at 10:15p.m.

Handouts circulated at this meeting:

Agenda

Minutes from the April 2008 meeting

CEO report

Proposed calendar & comparison chart

Finance Committee minutes

March Financials

Development Budget Addendum for 2008-2009

Construction Report & Financial Summary
Development Committee Report & Revenue Report
Human Resources Committee minutes
Community Relations Committee reports (March & April)
Policy Committee Minutes
Food Service PowerPoint
Recommendation for Principal

Independence Charter School

May 14, 2008

Resolutions

ADOPTED

Construction Services Contract Change

Wherefore, delays in obtaining building permits and other necessary approval were not due to the failure of Sullivan Construction Company to perform its obligations under the contract

Therefore, be it hereby resolved that the ICS Board of Trustees approves the following change from August 5, 2008 to September 1, 2008 of the contract for construction services between ICS and Sullivan Construction Company.

Community Relations Committee Mission Be it resolved that the Independence Charter School Board of Trustees hereby designates that the mission of the Community Relations Committee shall be as follows:

Operating in a complementary fashion to the Mission of ICS we will:

- Serve as ambassadors of goodwill for our school (internally and externally)
- Help to develop and maintain relationships/partnerships with local businesses, government officials, local politicians, SRC, etc.
- Serve as central repository for Community Relations related issues
- Serve as central repository for Board nominees
- Coordinate elections for Board Parent seats

Teacher and Curriculum Specialist Pay Policy

Be it resolved that the ICS board of trustees hereby approves the attached pay scale for teachers and curriculum specialists, beginning with the 2008-09 school year.

Teacher and Curriculum Specialist Pay Policy (marked up copy attached)

Independence Charter School
Teacher and Curriculum Specialist Pay Policy
To take effect beginning with the 2008-2009 School Year

This policy shall be used to calculate the annual salary for full-time teachers and curriculum specialists. This policy does not apply to teaching assistants, support staff, or other administrative staff, unless specified Salaries for part-time teachers shall be pro-rated based on the number of classroom teaching hours worked.

Base Pay: **\$38,000***

Additional factors:

- **Prior Experience as a K to 12 Teacher or Curriculum Specialist:** **\$750/**
year (\$9000 maximum)

This is awarded per full year of prior experience as a K-12 teacher or curriculum specialist, and is capped at twelve years. This increment is awarded only for years in which a satisfactory or better evaluation is received.

- **Prior Experience at ICS**

Compensation for prior experience as a teacher or curriculum specialist at ICS shall be further increased as follows: After completion of three full years as a teacher or curriculum specialist at ICS:

\$1,500 for individuals with PA Teacher Certification
\$500 for individuals without PA Teacher Certification

After completion of six full years as a teacher or curriculum specialist:

\$1,000 for individuals with PA Teacher Certification
\$500 for individuals without PA Teacher Certification

- **Cost Of Living Increase:**

\$750/year

Awarded annually after the first full school year of employment as a teacher or curriculum specialist at ICS. This increase shall not be applied to school years prior to the 2007-08 school year.

For the purposes of determining Prior Experience as a K to 12 Teacher or Curriculum Specialist, Prior Experience at ICS, and Cost of Living Increase, an individual who takes an FMLA-qualified leave of 12 weeks or less shall be considered to have a full year. Individuals who take a leave longer than 12 weeks shall receive an amount under these sections that are pro-rated based on the length of the leave in excess of 12 weeks.

- **Masters Degree and Masters + 30 hours coursework:**

\$1,500 each (\$3000 maximum)

Awarded with proper documentation, added to annual salary calculation and pro-rated. Eligibility for Master's Degree + 30 credits is subject to approval of the CEO. If a degree is awarded or coursework completed at any time other than before the start of the school year, the total amount of \$1,500 will be pro-rated accordingly.

- **PA Special Education Certification:**

\$1,500

Awarded to Special Education teachers who have Pennsylvania certification in Special Education.

- **Positions which require fluency in the Spanish Language**

\$2,000

For individuals fluent in Spanish who are working as a primary teacher or curriculum specialist in the Spanish Immersion program or as a Spanish FLES teacher.

- **Positions that require PA Middle School Certification:**

\$750

For individuals with PA Middle School Teaching Certification in the subject area being taught for positions requiring such certification. Limited to one certification, unless the teacher is teaching both Math and Science

- **Curriculum Specialist Certification**

\$750

Awarded for each Pennsylvania Teaching Certification, other than Pennsylvania Instructional 2, that is relevant to the job of the curriculum specialist, as determined by the CEO. This applies to curriculum specialists only.

- **Additional Work Experience**

In limited circumstances, other work experience relevant to the ICS mission, as determined by the CEO, will be compensated as listed below.

Teaching intern experience for a full year. Maximum of two years .

\$300 (\$600 maximum)

At least six months spent working in a country other than one's native country and other than the United States in a service or educational capacity, for which compensation is not otherwise granted under this policy. Examples include Peace Corps work and similar service experiences.

\$300

Relevant educational management experience obtained post bachelors degree.

\$200

to \$400.

- The annual salary amount for curriculum specialists generated under this policy shall be increased by 20% in recognition that the curriculum specialist position is a twelve month position, while teacher positions are ten month positions. Further, a 5% increment shall be added to the salary in recognition of the administrative and supervisory nature of the curriculum specialist position. Thus, the annual salary of curriculum specialists shall be 1.25 times the amount otherwise calculated for teachers.

Additional Financial Benefits

- **Program Coordinators:**

\$1,000 to \$2500

This amount will be given to teachers who are assigned additional program coordination responsibilities, beyond regular classroom duties. These positions and amounts shall be designated by the BOT annually. The CEO shall prepare a list of Coordinator positions for the school year, subject to approval by the BOT. This increment is not available for curriculum specialists.

- **Tuition Reimbursement:** Individuals who have completed on year of teaching at ICS shall be eligible to up to \$1,200 per year tuition reimbursement for classes reasonably related to education, as determined by the CEO. Reimbursement is based on two courses costing a maximum of \$600 each. Individuals are required to earn a grade of an A or a B (or an equivalent) in order to qualify for the reimbursement. First year employees may be eligible for a loan, to be paid back by payroll deduction, for the purposes of tuition. To be eligible for tuition reimbursement, the CEO must approve the course in advance, and the teacher must document payment for the course and the grade achieved. (See ICS Policy Manual for more details on the Tuition Reimbursement Program at ICS.) Employees holding the positions of: CEO, Principal, Director of Operations, Dean of Students, Counselor, Social Worker, Nurse shall also be eligible for tuition reimbursement in accordance with this policy as recommended by the Principal

and at the discretion of the CEO. This benefit may be used for non-credit, continuing education not provided for under the professional development policy.

- **Professional Development:** Employees may be reimbursed for up to two hundred dollars (\$200) to attend professional development workshops that are pre-approved by the CEO during the school year. In addition, ICS pays teachers and curriculum specialists an amount of \$100 per day for mandatory professional development days prior to the start of the school year. See the ICS Policy Manual for specific information about these benefits.
- **Classroom Supplies:** ICS provides generous allowances for classroom supplies.
- Assumes that the teacher holds Pennsylvania Instructional 1 Certification or other Pennsylvania Certification appropriate for the grade level and subject matter required for the position. For the purposes of this policy, Emergency Certificates do not count. If the teacher does not possess an appropriate Pennsylvania Certification, the base pay shall be \$36,000.

2008-2009 Coordinator Positions

Be it resolved that the Board of Trustees of Independence Charter School hereby approves the following list of coordinator positions for the upcoming 2008-2009 school year:

Special Education Chair (1)	\$2,500
Mathematics/Science Chair (1)	\$2,500
FLES Spanish Leader (1)	\$2,000
CSAP (Comprehensive Student Support Process) Coordinator (1)	\$1,000
ICS Village and Special Projects Coordinator (1)	\$1,000
Induction Coordinator (1)	\$1,000
Immersion Leaders (2)	\$1,000 each
Service Learning Coordinator (1)	\$1,000
Voyager Coordinator (1)	<u>\$1,000</u>
	\$16,000

Coordinator Job Descriptions Annual Review

Be it resolved that the Curriculum Committee and Human Resources Committee of the Board of Trustees of Independence Charter School shall review the coordinator position job descriptions annually.

Administrative Staff Job Descriptions Annual Review

Be it resolved that the Human Resources Committee of the Board of Trustees of Independence Charter School shall annually review all administrative staff job descriptions.

New Hires for 2008-2009

Be it resolved that the following individuals be offered full time positions as listed for the 2008-2009 school year under the terms and conditions specified by the CEO and the ICS contract:

Jennifer Ayers: Middle School Math

Katelyn Crawford: Middle School Phys Ed & Gifted Support

Principal Hire

Be it resolved that the ICS BOT offer the position of Independence Charter School Principal to Stephanie Bungard under the terms and conditions set by the CEO and the ICS Principal's contract.

March Disbursements

Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from March 2008 in the amount of \$967,899.55 as presented to the Board.

Development Committee Budget

Be it resolved that the ICS Board of Trustees approve the Development Committee Budget (attached) as an addendum to the 2008-2009 general ICS budget.

Food Service Provider

Be it resolved that the Independence Charter School Board of Trustees hereby authorizes its CEO to enter into a contract, which includes kitchen renovations the cost of which will not exceed \$98,000 with Linton's Managed Services of E. Norriton, PA to provide food services for ICS for a five year period beginning 1 July 2008 according to an annually renewable contract that has been reviewed by ICS's legal counsel.

Expulsions

Be it resolved that the ICS Board of Trustees, following formal expulsion hearings, have determined that two students be expelled from Independence Charter School this day, Wednesday, May 14, 2008.

2008-2009 Calendar

Be it resolved that the ICS Board of Trustees approve the attached 2008-2009 calendar.

Nominations for Non-parent Board Seats

Be it hereby resolved that nominating persons for non-parent Board seats shall be the responsibility of a committee of the whole Board.

Resolutions DEFEATED

Community Relations Committee Mission (with responsibility of nominating non-Parent seats)

Be it resolved that the Independence Charter School Board of Trustees hereby designates its Community Relations Committee as a standing committee, that the mission of the Community Relations Committee shall be as follows:

Operating in a complementary fashion to the Mission of ICS we will:

- Serve as ambassadors of goodwill for our school (internally and externally)
- Help to develop and maintain relationships/partnerships with local businesses, government officials, local politicians, SRC, etc.
- Serve as central repository for Community Relations related issues

- Serve as central repository for Board nominees
- Nominate candidates for Founder and Community seats

Resolutions
TABLED

Revised Sick Leave Policy

Be it resolved that ICS employees who are eligible for sick leave benefits will be eligible for a total of ten (10) sick days (beginning on July 1st for administrative staff). Sick days cannot be used until they are accrued (at a rate of one day per month for ten-month employees and .83 days per month for twelve-month employees).

On June 30th of each year, any remaining, accrued sick days will be rolled over and become part of the employee's bank of long-term sick days. When the employment is terminated, whether voluntary or involuntary, if the employee has worked full-time at ICS for at least ten (10) years, they will be compensated for unused, accrued sick time at the employee's daily pay rate at the time of termination as follows: If the teacher has been at ICS for at least 10 years, they will be compensated at a one to ten ratio for remaining sick days, If the teacher has been at ICS for at least 15 years, they will be compensated at a one to five ratio for remaining sick days. If the teacher has been at ICS for at least 20 years, they will be compensated at a one to 2.5 ratio for remaining sick days. If the teacher has been at ICS for 25 years or more, they will be compensated at a one to one ratio for remaining sick days. This policy shall take effect July 1, 2008.