

**Independence Charter School
Board of Trustees Meeting Minutes
October 10, 2007 7:00 pm**

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

Board Members Absent: Ryan Boyer

Others Present: Jurate Krokys, Principal/CEO; Ramzy Andrawos, Director of Operations, Jerry Santilli, Santilli and Thomson; Megan Steelman, Administrative Assistant; Matthew Drexler, Development Associate; Robin Kohles, ICS Owner's Representative (Durham Project); Martha Curran-Preis, Amy Leigh & Andrea Yanez, teachers; Cristina Veal, PTA representative; Stephanie Kindt & Karl Olsen, parents

I. Call to Order

President Becky Baehr called the meeting to order at 7:10 pm, noting that a quorum was present. She noted that the Executive Session will occur at the end of the meeting agenda.

II. Approval of Minutes

Becky asked if there were any changes to be made to the September Board minutes. There were no changes; the minutes were approved.

III. CEO Report

Jurate noted that it has been a solid start to the school year and that we've been able to quickly put into place teacher supports. Attendance continues to be excellent with one day being 99%; the average is between 96 and 97%. Our demographics for this year remain about the same as last year. About 53% of our students are eligible for free or reduced meals, compared to 54% last year. Jerry clarified that while ICS is able to be incorporated into the School District's percentage, which is 60+%, it is important for grant writing and other purposes that ICS keep track of this.

Jurate noted that ICS had its first international visitor of the school year; today we hosted a visitor from Mali. She also called attention to the test score comparison sheet that was circulated with tonight's packet; she noted that ICS student scores tend to go up as the students get older, as opposed to the state and national trend of going down. Pam noted that Curriculum Specialist Kristen Long is working on entering test score data into an Excel spreadsheet, which will then be able to be exported to a data base in order for ICS to generate various types of reports. Kristen plans to have this available by January.

IV. PTA Report

Cristina reported that the PTA is sponsoring an ad in the ICS calendar and will again be subsidizing the parent Spanish classes. The book fair raised about \$7,000 which was approximately the same as last year; the PTA receives half of its profit in books and the other in money. The Cherrydale fundraising is winding down this week. The PTA also funded the painting of the teachers' lounge on the third floor. Cristina reported that the Italian classes, although not a PTA-funded activity, have started this week and are going well.

V. Teachers' Report

Amy reported that the Early Dismissal Wednesday teacher meetings have been going well. She stated that one of the teacher committees is now the Healthy Kids Committee, which had been a Board committee. Becky asked whether parents will be recruited for that committee. Amy stated that the committee has just been formed and the members will be reviewing the healthy kids policy that was adopted by the Board. Pam noted that does include involvement of parents. Amy agreed to make sure the committee chair touches base with Becky. Amy stated that the YET middle school after school reading program has gotten off to a good start. She also noted that her morning duty is to be in the stairwell between the second and third floor, and that middle school students have been greeting her in multiple languages----Spanish, English, Japanese and now Italian!

VI. Committee Reports

A. Finance

Rosina asked Jerry to review the August financial statements. Jerry stated that our financial condition is good and that we have a strong cash balance. He explained that the reason there are more checks on this report is that the teachers received their yearly classroom supply allotments. He explained that if teachers don't submit receipts up to their allotment amount by April, then the remainder is deducted from their pay. He stated that in almost every case, teachers end up spending more than the allotment and cover the remainder out of their own pockets. Sean stated that since the PTA has reported that in the past some teachers don't use all the money the PTA allots for them, the teachers should probably be reminded that they can ask the PTA for funds.

Rosina moved resolution #2 regarding August disbursements; Anyabwile seconded. The motion passed unanimously. Rosina then moved resolution #1 regarding the lease reimbursement; she explained that this is a resolution that needs to be passed annually to ensure that ICS can request partial lease reimbursement from the state. Jerry clarified that this will continue when ICS moves to the new building due to the way the ownership structure has been designed. Sean seconded the motion; the

motion passed unanimously. Rosina noted that resolution #3 regarding the revised budget will be tabled until next month's meeting.

Becky stated that resolution #4, regarding construction change orders, is being introduced because various changes to construction plans will be needed along the way and due to the tight construction schedule we don't want to need to wait until the monthly Board meetings to approve changes. The proposed policy is loosely based on the current purchasing policy. Sean then moved resolution #4; Rosina seconded. Rosina clarified that there is a \$750,000 contingency allotment in the construction plan. The motion passed unanimously. Jerry stated that he will be providing a separate monthly financial report on the project; Rosina noted that report will be circulated monthly, along with the other Finance Committee documents. Jerry was asked to provide a brief summary about the official bond statement that Jurate circulated at the beginning of the meeting. Jerry stated this document is written for prospective bond investors and includes full disclosure regarding ICS's plans for the new building. He stated that there was a phone conference held with potential investors and that it went well; none of the investors had any questions. Most of those who purchased the bonds were institutional investors. Sean asked how the actual debt service compares to the original projection; Jerry said it is right on target with the projection.

B. Development

Lisa, the Interim Chair of this committee, stated that we need people to participate and chair various Development subcommittees and that the committee is hoping to have those people in place by its November 6th meeting. She publicly thanked parent Stephanie Kindt, who has been working tirelessly on this year's calendar event. Lisa stated that all Board members are expected to contribute and participate in that November 30th event at the Fleisher Art Memorial. Lisa agreed to circulate the calendar subcommittee meeting notes. Lisa also reported that the committee has reviewed the first quarter plan with Fairmount Ventures and that they are in the process of scheduling a Board training at which Fairmount will teach Board members how to make visits to ask for donations. She stated that Matt (Development Associate) is working with Jerry's office to complete the RCAP funding application. Lisa announced that the new school ground breaking ceremony will take place on Friday, November 2nd at noon.

Rosina asked what amount we'll be requesting in the RCAP application; Lisa stated that we've now been advised to use a realistic figure. Matt stated that we'll probably be requesting \$1.5 million. He also noted two corrections to the Development Committee report: 1) the Durham Fundraising committee will not be asked to write grants; that will be the responsibility of Matt and Fairmount Ventures and 2) the "xx" in the

“Foundation Board Development Subcommittee” section should say “\$6,000” as the amount prospective foundation board members are expected to raise per year. Becky asked whether we have a comprehensive invitation list for the groundbreaking to ensure that all those who have assisted in the building acquisition be invited. Lisa stated that is being done; Matt added that the invitations will be mailed this Friday.

Lisa agreed to submit something for the November newsletter to recruit parents for the Development subcommittees. Jurate noted that today there was a meeting with Fairmount Ventures and some members of the Development Committee and PTA representatives to clarify fundraising roles. Lisa noted that we want to make sure that Fairmount recognizes all the various types of giving, not just financial, that people make to ICS.

Anyabwile asked whether the whole Board will be trained by Fairmount at once, or whether there will be a few different sessions. Lisa stated that we need to stay within the Fairmount budget and that only one session will be held. Pam asked whether the training can be broadened to include members of the Development Committee and other interested people. Lisa stated that Development Committee members will be included, but that we don't want to make the training too big, since the main goal is to ensure that Board members feel comfortable as ambassadors for ICS when seeking funds. Anyabwile suggested that part of the training include a “train the trainer” piece; Lisa agreed to look into that possibility. Becky asked whether anyone has agreed to chair the Foundation Board Development Subcommittee yet; Lisa said she doesn't think they have a chair yet, but that there are committee volunteers.

C. Curriculum

Pam noted there is one update to the committee report, which is that very soon we'll be passing on information to the HR Committee and to our legal counsel in regard to what is required of ICS if we want to seek teachers through the Spanish Embassy. Decisions will need to be made quickly if we want to try to do this for the 2008-2009 school year.

Anyabwile commented that he is pleased with the Japanese and Italian classes that are occurring and that he really likes the suggestion of changing the name “FLES” to “Spanish Enhanced,” since it is a much better reflection of the program. Becky asked Jurate what impact in regard to space at the new building there would be if the Board would decide to adopt a more self-contained 6th grade classroom model as is being discussed by the Curriculum Committee. Jurate stated we'd still need the same amount of space, so there would not be a negative impact in that regard. Joana asked Pam why this suggestion has been raised. Pam

noted that one reason is due to yellow school bus service extending to sixth graders, which impacts whether or not you have the flexibility to extend the school day, etc. In addition, there are child development issues that come into play.

Pam moved resolution #5 regarding the committee mission and composition; Nicole seconded. The motion passed unanimously. Pam then moved resolution #6 regarding the FLES name change; Nicole seconded. The motion passed unanimously. Nicole stated that this change needs to be circulated widely. Pam recommended that as we publicize the new name, we focus on the fact that we're a Spanish language school. Anyabwile added that we need to emphasize that only the name has changed; it's still the same program.

D. Human Resources

Sean moved resolution #7 regarding the committee's mission and composition; Anyabwile seconded. Eric asked what the purpose is. Sean replied that the Board has decided that each committee should have a specific mission and that mission should bolster the school's mission. The motion passed unanimously.

Sean moved resolution #8 regarding the ICS organizational chart; Eric seconded. Rosina asked why we are voting on something we already approved in the spring. Sean explained that while the Board did adopt a model in the spring, this is a streamlined version. He noted that he continues to feel that too many people report directly to the CEO. Anyabwile suggested that we need a functional chart that indicates positions we need whether or not they exist at this time and moved to table the motion; Nicole seconded. Rosina asked again why we need the original resolution. Sean stated that it's good to have a baseline as we move to considering other models for the future. The vote was unanimous to table the original motion.

Sean moved resolution #9 regarding the Teacher/Curriculum Specialist Pay scale; Nicole seconded. Sean explained that when the Board revised the teacher pay scale for this year it had been decided not to modify the Curriculum Specialist scale at that time. However, the committee feels that since Curriculum Specialist experience is based in teaching that it makes sense to combine the two pay scales. He noted that for the 2007-2008 school year, this change would have about a \$7,000 budget impact. Nicole asked whether the HR and Curriculum Committees worked together on this draft. Sean noted that he didn't specifically work with Pam on the draft, but that Jurate is recommending the draft. The motion passed unanimously.

E. Policy

Nicole moved resolution #10 regarding the committee structure bylaws changes; Eric seconded. Becky clarified that in the committee discussion we decided that the bylaws should remain broad and that the specific policy doesn't need to be included within the bylaws. She reminded the Board that bylaws changes require at least a two-thirds vote. Rosina moved to table this resolution until the Board votes on resolution #11a regarding the optimum number of Board Members so that we'd only need one resolution regarding bylaws changes; Sean seconded. The vote was unanimous to table the resolution for now.

Nicole moved resolution #11a regarding the optimum number of Board Members; Rosina seconded. Nicole stated that the committee is recommending between 9-11 members to allow flexibility if/when a Board seat vacancy occurs; Sean asked whether the committee discussed the potential problem of having an even number of Board members, which could result in tie votes. Nicole stated the committee did discuss that possibility. The committee noted that a minimum of 8 members are needed within the new committee structure, since there needs to be at least two Board members on each committee. Rosina stated she feels this recommendation makes sense, especially if we're starting a separate fundraising board. Anyabwile stated that we haven't had a thorough discussion yet regarding a separate fundraising board. Nicole clarified that the committee discussed this and put wording in its recommendations regarding what would be needed if a separate board is not developed. Eric stated that he feels the term "founders" has to be clarified. Becky agreed that does need to be clarified at some point, but that doesn't need to be decided tonight. Sean suggested the wording "five people currently in Founders seats." Sean moved to table the motion and send the issue back to the committee; Anyabwile seconded. Several members stated that they didn't feel the motion needed to be tabled, since we'd be voting on the number of member seats and would be keeping the same vague "founders" phrase until better wording is adopted. Sean withdrew his motion to table. The motion passed unanimously.

Nicole moved resolution #11b regarding bylaws changes needed to put the last resolution into affect; Eric seconded. Sean stated we should wait on this, since we'd be passing something that is ambiguous. Becky stated there is no ambiguity in the changes; Nicole added that the current ambiguities have nothing to do with the number of seats. Rosina stated that her suggestion is to hold off on the bylaws amendment until we have several to make at once, including updating the Board member terms, so that we're not constantly updating the bylaws. Becky stated that the Policy Committee has been asked to look at several issues and that the Board may be receiving recommendations in dribs and drabs, so we won't always be able to consolidate bylaws changes. Anyabwile stated that the way the proposed policy reads you'd need five founders, which would

have to be a unanimous vote when one of those seats could be a vacant one; he moved to amend the motion to say “80% of Founders members.” There was no second to the motion to amend. Becky asked for a roll call vote on resolution #11b:

Joana: Abstain
Anyabwile: No
Sean: No
Pam: Yes
Nicole: Yes
Becky: Yes
Rosina: Yes
Eric: Yes

(Lisa was no longer on the phone at this point in the meeting)

The motion was defeated, as it needed seven affirmative votes to pass; Becky asked the Policy Committee to look recommend additional wording changes. Nicole stated that the committee will need input from founders in order to do that, since the committee needs to have a better understanding of the intention of the founders when drafting the bylaws. Becky also asked the Policy Committee to recommend a specific policy in regard to a nominations process. Nicole stated that is included at the end of the committee report. Becky asked that the committee suggest a specific process. Pam agreed that it would be good to have a transparent process and stated that we should always be working on cultivating a pool of potential Board members, so that when vacancies occur, we’re not scrambling. She suggested that recommendations from Jurate would be welcomed. Nicole recommended that this should be a whole Board process. Sean stated that when something is “everybody’s job, it tends to also be “nobody’s job.” He added that he feels that nominating should be assigned to a specific committee, but not to the Executive Committee. Nicole suggested that we might want to add a regular item to our agendas regarding Board seats that will be coming up or that are currently vacant.

F. Executive

Becky nominated ICS parent Dawn Ang to a Community seat, which expires in 2009, on the Board; she stated that due to the late notice of the nomination, she will be asking the Board to vote on the nomination at the November meeting instead of tonight. In the meantime, she encouraged Board members to get to know Dawn. Anyabwile stated that the Board is already familiar with the work that Dawn has been doing with the Development Committee and that her name is not new. Jurate added that while the new committee structure would allow for a non-Board member to chair a non-standing committee, it can be an awkward situation for a non-Board member to be granted the authority of the chair position by all committee members, since they are used to having a Board member in the role of chair.

Becky moved that Dawn Ang be appointed co-chair of the Development Committee; Sean seconded. The motion passed unanimously.

Becky stated that we'll move to New Business next and then will go on to the rest of the agenda.

VII. New Business

A. Designation Founders

Becky stated that the Board has not designated any additional Founders in quite awhile. She clarified that the Board has the authority to designate someone as a "Founder," who was not involved in the founding of ICS, but who is someone who has greatly contributed to the mission and vision of the school and who has helped ICS get to where it is today. She reminded everyone that this is not a designation reserved only for current Board members, but can be anyone who merits this title. She asked everyone to think about this and said she hopes the Board will act on designating more "Founders" before the current Board year ends.

VIII. Public Comment Period

No one signed up to speak at the meeting.

VIII. Old Business

A. Construction Update

Robin reported that construction started on Friday; asbestos abatement has also begun. The demolition permit has been granted and we are applying for the building permit. She noted that we've been finding interesting things around the building, but that we have not been able to find anyone who can use the old textbooks that were left at the site. We have transported old library books to the basement in our current space; they will be incorporated into our library. She reported that Ryan Boyer is still working on securing discounts from the various construction unions. She also noted that everyone will be working on calling the project "Our new home" instead of "Durham".

B. Executive Committee Status Discussion

Becky stated that since the Policy Committee has not yet had time to discuss this issue, the Board discussion will be postponed until the Policy Committee has recommendations.

IX. Executive Session

The Board went into Executive Session at 9:11p.m. to discuss confidential personnel matters; they reconvened at 9:30p.m.

X. Other Business

Sean moved an amended version of the resolution regarding the current organizational chart, which was defeated earlier in the meeting:

Be it resolved that the Independence Charter School Board of Trustees hereby adopts the attached organizational chart for the 2007-2008 school year. It was noted that the 9/27/07 date will be deleted from the chart and that it will be labeled “draft.” Anyabwile seconded. The motion passed unanimously.

XI. Adjournment

Nicole moved for adjournment; Anyabwile seconded. The meeting was adjourned at 9:33 p.m.

Handouts circulated at this meeting:

Agenda

Minutes from the September 2007 meeting

CEO report

State Test Score Comparison Chart

Finance Committee minutes

August Financials

July Financials

HR Committee minutes

Policy Committee minutes

Curriculum Committee minutes

Development Committee Minutes

Proposed bylaws changes

**Independence Charter School
October 10, 2007**

**Resolutions
ADOPTED**

1. August Disbursements

Be it resolved that the Independence Charter School Board of Trustees hereby approves disbursements from August 2007 in the amount of \$213,765.33 as presented to the Board.

2. Lease Reimbursement

Be it resolved that the Board of Trustees authorize the CEO and the Controller to make application to the Commonwealth of Pennsylvania for the Lease Reimbursement subsidy in accordance with Pennsylvania Department of Education Regulations.

3. Change Orders

Whereas, ICS is embarking on a large construction and renovation project of the property at 1600 Lombard Street; and

Whereas, time is of the essence in order to complete the construction and renovation in time for the planned opening of school in the new facility in September 2008; and

Whereas, timely approval of change orders for the various contractors employed in the project are crucial to completing the project on time;

Be it hereby resolved as follows:

The ICS Board of Trustees hereby delegates the authority to ICS's Owners Representative, Robin Kohles, RA, to approve change orders relating to the project when the amount of the change results in a cost to ICS of no more than \$5,000.

Change orders resulting in a cost to ICS between \$5,000 and \$20,000 may be approved by the CEO, at the recommendation of the Owners Representative.

Change Orders resulting in a cost to ICS between \$20,000 and \$50,000 may be approved by the Finance Committee.

Any change order resulting in a cost to ICS that is greater than \$50,000, must be approved by the Board of Trustees. The Owners Representative may call for a Special Meeting of the Board of Trustees in order to bring such a matter before the full Board.

4. **Curriculum Committee Mission and Composition**

Be it resolved that the Independence Charter School Board of Trustees hereby adopts the mission and composition statement of its Curriculum Committee

ICS Curriculum Committee Mission and Membership

Mission

The mission of the Curriculum Committee is to advance the mission of ICS by performing the following functions:

- 1) advise the Board of Trustees on: adoption of new materials, and resources needed to enhance and improve the academic program for ICS students;
- 2) communicate to the Board of Trustees regarding new academic partnerships, initiatives and implementation of best practices to promote the mission and vision of ICS and
- 3) support the CEO and staff in ongoing evaluation of current programs, curriculum and educational models.
- 4) other responsibilities as charged by the Board of Trustees.

Membership

Membership in the CC Committee is open to interested ICS Board Members, ICS parents, and ICS staff as well as members of the larger educational community.

CC committee members for 2007-08 are:

Pamela Prell (chair)
Nicole Kilcullen
Claudia Lee
Kristen Long
Barbara Kay
Andrea Yanez
Odamis Fernandez-Sheinbaum
Rona Buchalter
Donna Sharer
Cameron Voss
Jurate Krokys (ex-officio)

5. **FLES Name Change**

Be it resolved that the two program instructional model currently implemented at Independence Charter School adopt the following names for the programs:

Spanish Immersion Program

Spanish Enhanced Program

These terms seem to accurately represent the different levels of Spanish instruction in the two programs, emphasizing that both programs provide an exciting opportunity for ICS students to learn Spanish.

The term FLES (Foreign Language in the Elementary School) describes the instructional method of offering language instruction on a daily, or near-daily basis. This term accurately represents the means in which Spanish instruction is provided in the Spanish Enhanced Program. We will no longer use this term to describe the entire program, students or classroom teachers enrolled in the "Spanish Enhanced" or "Enhanced Program."

6. Human Resources Committee Mission and Composition

Be it resolved that the Independence Charter School Board of Trustees hereby adopts the mission and composition statement of its Human Resources Committee

ICS Human Resources Committee Mission and Composition

Mission

The mission of the Human Resources (HR) Committee is to advance the mission of ICS by performing the following functions: 1) advise the Board of Trustees on: adoption of policies and practices related to recruitment, hiring, retention, compensation, performance, conduct, discipline, and termination of ICS employees; 2) advise the CEO on issues related to hiring and managing personnel; and 3) perform other duties explicitly delegated to it by the Board of Trustees.

Membership

The composition of the HR Committee is governed by the guidelines established by the Board of Trustees. Because the HR Committee discusses confidential personnel issues, portions of meetings or entire meetings may be limited to members of the ICS Board of Trustees, the CEO (ex-officio), and the CEO's designee(s) (ex-officio).

7. Teacher/Curriculum Specialist Pay Scale

Whereas, employment as a teacher or curriculum specialist at ICS confers many benefits, many of which cannot be quantified or valued in a pecuniary manner; and

Whereas, the ICS Board of Trustees desires to implement a competitive compensation plan for ICS teachers and curriculum specialists;

Be it hereby resolved that the ICS Board of Trustees adopt the following Teacher and Curriculum Specialist Pay Policy, to take effect beginning in the 2007-2008 school year. The policy will apply to all teachers and curriculum specialists at ICS, except that if any returning teacher or curriculum specialist would be paid less under this policy than under the previous policy, that employee will be entitled to an increase in pay for the 2007-2008 school year of no less than \$1100.

Teacher and Curriculum Specialist Pay Policy
To take effect 2001-2008 School Year

The following will be used to calculate the annual salary for full-time teachers and curriculum specialists. The base year for this policy shall be the 2007-2008 school year. This does not apply to teaching assistants, other administrative staff, or to support staff. Salaries for part-time teachers will be pro-rated according to this policy based on the number of classroom teaching hours worked.

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

Additional factors:

• **Years of K to 12 Teaching Experience:** **\$750/year**

This is given per year, beginning in the second year of teaching or curriculum specialization at ICS, capped at 12 (twelve) years. This increment is awarded only for years in which a satisfactory or better evaluation is received.

• **Cost Of Living Increase:** **\$750/year**

Awarded annually after the completion of the base year of employment at ICS.

Additional compensation for teachers and curriculum specialists employed by ICS for multiple years is calculated as follows:

After completion of 3 (three) complete years of teaching or curriculum specialization at ICS for individuals possessing Pennsylvania Certification
\$1,500

After completion of 3 (three) complete years of teaching or curriculum specialization at ICS for individuals NOT possessing Pennsylvania Certification
\$500

After completion of 6 (six) complete years of teaching or curriculum specialization at ICS for individuals possessing Pennsylvania Certification
\$1,000

After completion of 6 (six) complete years of teaching or curriculum specialization at ICS for individuals NOT possessing Pennsylvania Certification
\$500

For the purposes of this section, an individual who takes an FMLA qualified leave of 12 weeks or less shall be considered to have a complete year of teaching experience. Individuals who take a leave longer than 12 weeks shall receive an amount under this section that is pro-rated based on the length of the leave in excess of 12 weeks.

For the purposes of this section, the annual pay increase for curriculum specialists shall be either \$1500, or the same percentage increase awarded to other ICS administrative staff, whichever is greater.

• **Masters Degree and Masters + 30 hours coursework:** **\$1,500 each**

Awarded with proper documentation, added to annual salary calculation and pro-rated. Eligibility for Master's Degree + 30 hours is subject to approval of the CEO and HR Committee. 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.

• **Special Education:** **\$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 working as primary teachers or curriculum specialists for the Spanish Immersion or Spanish FLES programs.

The following applies to Middle School positions only:

• **Positions which require Pennsylvania Middle School Certification in the subject area being taught. Limited to one certification.** **\$750**

The following apply to Curriculum Specialist positions only:

• **Curriculum Specialist Certification Compensation** **\$ 750**

Awarded for each Pennsylvania Teaching Certification, other than Pennsylvania Instructional 2, that is relevant to the job of the Curriculum Specialist.

• The annual salary amount for curriculum specialists generated under this policy will be multiplied by 1.2, recognizing that the curriculum specialist position is a twelve (12) month position, as opposed to a teacher position, which is a ten (10) month position. An additional 5% of this total shall be added to the salary in recognition of the administrative and supervisory nature of the position.

• **Additional Work Experience** **Up to \$1,000**

In limited circumstances, an amount within the range will be awarded to individuals for other work experience relevant to the ICS mission. Examples include time spent working in a foreign country, teaching intern experience and management experience. This increment requires verification and approval of the BOT as recommended by the CEO and Human Resources Committee.

Teaching intern experience for a full year. Maximum of two years **\$300**

Time (minimum 6 months) spent working in another country in an educational environment. Examples include Peace Corps work and similar experiences. **\$300**

Relevant management experience obtained post bachelors degree. **\$200 to \$400.**

* 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 are specifically excluded. If the teacher does not possess an appropriate Pennsylvania Certification, the base pay is reduced to \$36,000.

Additional Financial Benefits

• **Program Coordinators:** **\$1,000**
This amount will be given to teachers who are assigned additional program coordination responsibilities, beyond regular classroom duties. These positions 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.

• **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. 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.)

• **Professional Development:** Employees may be reimbursed for up to two hundred dollars (**\$200**) to attend professional development workshops 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.

8. Optimum number of Board Members

Be it hereby resolved that the Independence Charter School (ICS) Board of Trustees reduce the number of Board member seats to a maximum of eleven (11) members with a minimum of nine (9) members. The composition of the Board will be: No less than five

(5) founder seats, no less than two (2) and up to three (3) community seats and two (2) parent seats. At no point will there be less than a majority of founder seats.

9. 2007-2008 Organizational Chart

Be it resolved that the Independence Charter School Board of Trustees hereby adopts the draft organizational chart for the 2007-2008 school year.

**Resolutions
DEFEATED**

Organizational Chart (NOTE: an amended version of this was passed)

Be it resolved that the Independence Charter School Board of Trustees hereby adopts the organizational chart.

Be it hereby resolved that the Independence Charter School (ICS) Board of Trustees amends its by-laws to read as follows:

Section 4.5 Selection of Members: The Board of Trustees will consist of a minimum of nine (9) members and a maximum of eleven (11) members, selected as follows:

4.5.1 Founders Seats: In order to maintain the continuity of the Founders' vision for ICS, no less than five (5) seats and up to seven (7) on the Board (each a "Founders' Seat) shall be reserved for persons who (a) are Founders or (b) are not themselves Founders, but who are nominated for such a seat by no fewer than five (5) Founders.

4.5.2 Community Seats: Up to three (3), but at least two (2) seats on the Board (each a "Community Seat) shall be reserved for persons active in the community through cultural organizations, businesses, educational institutions, and/or non-profit organizations or otherwise.

**Resolutions
TABLED**

Revised Budget

Be it hereby resolved that the Board of Trustees of the Independence Charter School adopt the revised budget for the 2007-08 fiscal year attached here.

Committee Structure Bylaws Change

Be it hereby resolved that the ICS BOT adopt the attached bylaws, as amended to reflect the policy on committee structure adopted by the ICS BOT on September 12, 2007.

Independence Charter School Organizational Chart 2007-08

Independence Charter School
Organizational Chart 2007-08

