

Independence Charter School Board of Trustees Meeting October 13, 2004, 7:00PM

Board Members Present: Pam Prell (via phone), Becky Baehr, Michelle Campbell, John Baram (via phone), Eric Cramer, Susan Gobreski, Ingrid Schafroth, David Webber, Sandra Aidar, Gary Shepard

Board Members Absent: William Boyd, Rosina Miller, Sean Hennessy

Others Present: Jurate Krokys, CEO; Andrea Soelter, Dean of Students; Rachel Smith, Foundations; Mark Spector, Business Manager of Foundations; Ramzy Andrawos, Operations Manager; Krista Pfeiffer, Board Liason; Michelle Coats, PTA Liason; Mr. Sam Garst, parent; Blake Smith, prospective parent; Kristine Chisholm, prospective participant; Stephanie Kindt, parent; Yvonne Ruiz, prospective board nominee; Andre Jalon, prospective board nominee

I. Call to Order

President Rebecca Baehr called the meeting to order at 7:20 PM

II. Reading and Review of Minutes

The minutes from the last Board meeting were circulated. No objections or modifications were made and the minutes were approved.

III. CEO Report

IV. Treasurer's report / Budget Committee Report

Be it resolved that the ICS board of trustees approves the spending of \$390,046.44.

Eric Cramer moves to approve the spending.

Susan Gobreski seconds this motion.

Roll Call Vote

Becky Baehr--aye
Michelle Campbell--aye
Eric Cramer--aye
Susan Gobreski--aye
Ingrid Schafroth--aye
David Webber--aye
Sandra Aidar--aye
Gary Shephard--abstain

Motion Carries.

Susan Gobreski moves to approve the balance sheet.

Eric Cramer seconds the motion.

Roll Call Vote

Becky Baehr--aye
Michelle Campbell--aye
Eric Cramer--aye
Susan Gobreski--aye
Ingrid Schafroth--aye
David Webber--aye
Sandra Aidar--aye
Gary Shephard--aye

Unanimous to adopt.

V. Updates

A. PTA report

Bus service is being handled as well as it can, but it is not better than last year and we have lost students due to this issue. Jurate Krokys—There have been many phone calls and letters written to Alice Heller and Paul Vallas in order to get the change that is needed. Eric Cramer—ICS is not responsible for bussing service and it is provided by PSD by law. One of the main concerns is that the drivers are not consistent and this creates pick up and drop off errors and time delays. The PTA has compiled a parent contact list for the bus routes in order for parents to contact each other when there are issues. The PTA has also directed parents in what they can do to help the situation. Stephanie Kindt—there is a definite bus issue. There are also bus dismissal issues. There are internal processes that need to be worked through in order for children to get home before 5:00pm. Jurate Krokys—the lines are down on the street boarding by 3:25 and are waiting to get on the busses. Stephanie Kindt—is there a way to get police on the scene to help out during dismissal times. Susan Gobreski—we need committees in order to trouble shoot dismissal procedures and see if anything can be tightened up.

Jurate Krokys--Change in dismissal time. Some parents are thrilled with the change and some parents want to pick up earlier. It is a safety issue releasing to parents/adults at the front desk doesn't allow for safe release for all children. If it is a consistent early dismissal this is allowed and is not a problem, but daily changes cannot be accommodated. Becky Baehr—what about a crossing guard. The PTA will be in charge of setting up a meeting for bus and dismissal procedures with Andrea Soelter and Susan Gobreski.

Corbi Pizza and Cookie Dough sale is going on. The proceeds will go toward a school wide trip to a theatrical production.

B. Teacher representative report

Are there any particular issues that the Board of Trustees would like to see presented by staff at the Board meetings? Susan Gobreski—from the older grades, FLES program information; Krista Pfeiffer—Lectura program;

Issues—Elevator and transfer between the floors, dismissal issues (Jurate Krokys—when we present our CAD formula we have to take into account that we subtract for recess and lunch and dismissal times)

Next meeting Krista Pfeiffer will have a list of staff members that would like Board members to shadow them.

C. Committee Report

1. Executive Renewal

Jurate Krokys, Ramzy Andrawos and Rebecca Baehr went to a meeting where Alice Heller presented on “what you can expect during renewal”. Spencer has been on the phone with Jurate Krokys everyday.

We would like to ask all new board members to be readers for the renewal application. Please let Becky know if you would be willing to read the initial application for continuity between the first application and the renewal application. There will be a safety audit first which Ramzy Andrawos is working on. There will be teacher observations made where teachers will be questioned on things like fire drills and code blue, etc. There will be a renewal meeting on November 04, 2004 at a place to be named later.

2. Human Resources

None

3. Curriculum

None

4. Discipline

None

5. Technology

Eric Tippenhauer, John Baram, and Ramzy Andrawos have updated all school computers (running on Windows XP) and all staff e-mails are working. The internal teachers@independencecharter.org should be used internally. Susan Gobreski feels that teachers should come up with a schedule when they will be ready for parents to have their e-mail addresses (teachers may be overwhelmed by the new use of e-mail information). Rebecca Baehr suggests that parent/teacher conferences be the time when teachers present to parents the e-mail option and what may and may not be addressed via e-mail. Jurate Krokys will discuss with teachers what this list entails.

6. Community Relations

None

7. **Fundraising** (next week to be named development committee)
Last Wednesday there was a meeting with Schultz & Willismas, Inc. A proposal was passed around at tonight's meeting and the recommendation was to wait to come up with a plan internally. Eric Cramer e-mailed CHAD's fundraising brochure around...take a look.

VI. Resolutions

A. Old Business

1. **LaSalle Membership**

Be it resolved that Independence Charter School Board of Trustees enroll in the LaSalle Non-Profit Center for the purposes of participating in relevant workshops and for receiving support in the areas of leadership at a cost not to exceed \$600.00.

Susan Gobreski moves to adopt the resolution.

Eric Cramer seconds the motion.

Unanimous to adopt.

2. **Policy Approval**

Be it resolved that the Independence Charter School Board of Trustees approve the Employee Handbook policies as presented, with a note to edit all "CAO's" to CEO's" and minor language and "staff" edits in the copy.

Discussion

There are some issues that are not included: domestic partners, grievance procedure. There are also some global edits that need to be made CAO changed to CEO. We need an adopted set of policies to attach to our application for renewal, which will occur before the next Board of Trustees meeting. For new Board members: if after you read the handbook you are able to make a resolution for amendments by contacting Becky Baehr or Jurate Krokys.

Susan Gobreski moves to adopt the resolution.

Gary Shepard seconds the motion.

Unanimous to adopt.

3. **Signatures on business accounts**

Be it resolved that all school business accounts: payroll, general, money market handled by the business manager may have the following signature for approval:

Randy Ostrow, Foundations

Mark Spector, Foundations

Jurate Krokys, CEO

Current Board President

Current Board Treasurer

Current Board Secretary

Eric Cramer moves to adopt the resolution.

Gary Shepard seconds the motion.

Unanimous to adopt.

B. New Business

1. **Flex Plan**

Be it resolved, that Independence Charter School Board of Trustees approve the installation of a full time employee FLEX plan to commence December 2004 at a cost to the employer not to exceed \$3,600.00 in year one.

Eric Cramer moves to adopt the resolution.

Michelle Campbell seconds the motion.

Discussion

A Flex Plan allows staff members to set aside pre-determined amount of monies for medical spending and dependent care. This money is tax free and is a "use it or lose it" plan.

Unanimous to adopt.

2. **New Board Member – Community Seat: Ingrid Schafroth**

Be it resolved that Ingrid Schafroth be appointed to the Independence Charter School Board of Trustees.

Susan Gobreski moves to adopt the resolution.

Eric Cramer seconds the motion.

Unanimous to adopt.

3. Board Parent Seats – Sandra Aidar, David Webber

Be it resolved that the parent nominees, Sandra Aidar and David Webber, be appointed to the Independence Charter School Board of Trustees.

Susan Gobreski moves to adopt the resolution.

Eric Cramer seconds the motion.

Unanimous to adopt.

The new board members are sworn in by President Becky Baehr.

4. Personnel: Eric Tippenhauer as Tech Assistant

Be it resolved that Independence Charter School offer a full time position of Technology Assistant and Receptionist to Eric Tippenhauer under the terms and conditions specified by the CEO and the ICS contract.

Eric Cramer moves to adopt the resolution.

Susan Gobreski seconds the motion.

Discussion

Eric will be coordinating our Fast ForWord grant. He will be a part-time tech assistant and part-time receptionist on the 5th floor. He will begin working with Spanish immersion students on the computers very shortly.

Unanimous to adopt.

5. Be it resolved that William Boyd, who served as parent member of the board, be given founder status.

Eric Cramer moves to adopt the resolution.

Gary Shepard seconds the motion.

Discussion

Founder status means that people are involved in the development of the school.

Unanimous to adopt.

VII. Public Comment Period

Kristine Chisholm--Who can I talk to about the interest in the International Baccalaureate Program.

Pamela Prell and Rosina Miller would be the appropriate contacts.

Reminder to Board Members

One paragraph bios are needed for the website. ICS e-mails to be assigned to those who do not have them. Description of BOT committees need to updated on the website.

X. Adjournment

Eric Cramer moves to adjourn.

Susan Gobreski seconds the motion

Meeting adjourns at 8:40.