

**Wissahickon Charter School  
Board of Trustees Meeting  
July 26, 2018 9:27am - 12:08pm**

**Wissahickon Charter School Awbury Campus (Library)  
815 E Washington Ln, Philadelphia, PA 19138**

**Board Members Present:** Rosi Barbera (Chair), Ebony Staton Weidman (Vice Chair), Justin Wheeler (Treasurer), Bob Anderson, Fran Bradley, Rachel Loeper, Charles Case

**Staff Present:** Kristi Littell (CEO), Jamal Elliott (COO), Jane Walsh (Development Associate)

**Guests Present:** Mike Whisman (Charter Choices)

**Board chair called the meeting to order at 9:27am.**

**Review of Wissahickon Charter School By-laws (Jamal Elliott, COO)**

Jamal reviewed each article of the by-laws with the board members. Jamal suggested that, in particular, Board Members may want to review Article III and Article V, which addresses the responsibilities of the Board Members, to ensure they agreed with the by-laws and were familiar with the scope of their powers. Possible changes to the by-laws were discussed. Jamal will bring the amendments to the September Board meeting for a vote.

**Financial Oversight (Mike Whisman, Charter Choices)**

Mike provided and reviewed the document “Fiduciary Responsibilities & Understanding Financial Statements” to help board members understand the financial aspect of the board and how to read and analyze financial statements.

The purpose and responsibilities of the Finance Committee were described. This committee has previously been comprised of Mike, Justin, Fran, and Marty, who hold their meetings over the phone. Annie Chen of Charter Choices is also on the calls. The Finance Committee for the 2018-2019 year needs to be determined.

**COO/CEO Evaluation Model (Rosi Barbera, Chair)**

Rosi provided a brief summary of the COO/CEO Evaluation structure, which reviews the performances of Dean Kristi and Dean Jamal. There are two parts to the evaluation: First, a staff-wide survey is distributed for personnel to provide a quantitative assessment of Kristi and Jamal’s job performance. Questions relate to their effectiveness at day-to-day functions, problem resolution, and the quality of the community. The second part of the evaluation is a more qualitative survey and is distributed to Kristi and Jamal’s direct supervisees. This survey allows participants to provide more detailed and descriptive responses to questions. Fran will review last year’s evaluation responses in detail at the September meeting.

**Development Expectations (Kristi Littell, CEO)**

Last year, a document was created to detail the expectations of the board members, which members reported was very effective. Kristi specifically reviewed the development expectations detailed in the document. These responsibilities include contributing financially to WCS, either personally or through a corporate or family foundation. Members should also introduce and engage at least 5 new donors annually. Finally, board members are expected to support the Spring Event by attending the function, inviting guests, securing event sponsors, and procuring auction items for the silent auction.

**Development Overview (Kristi Littell, CEO)**

Kristi reviewed the Development Report for Fiscal Year 2018. The amount raised in FY18 was \$718,980. Kristi reviewed grants received, the major donor campaign, and our event wrap-up. Kristi also referenced an EITC Approved Business List, which Jane will email to all board members. Board Members are asked to review this document to determine if they have any connections at the companies/organizations listed and would be willing to make an introduction.

### **May Minutes (Rosi Barbera, Chair)**

The May 2018 Meeting Minutes were reviewed. Justin proposed a more summary statement about the fund balance, which would state "The school's unassigned fund balance remains within the standard range for districts and charter schools." Jane will make this change to the May minutes.

Motion to amend the minutes was led by Ebony and seconded by Fran. The board approved the amendment unanimously. Bob abstained from voting because he was not present at the May meeting.

### **HR/Benefits Update (Jamal Elliott, COO)**

Jamal informed the board that the school-provided dental insurance has changed. The new plan has a more robust network than United Concordia but does not come at a higher cost to the school.

### **Personnel/Hiring Update (Kristi Littell, CEO)**

Kristi reported that a new Lower School Director has been hired at Fernhill campus, Aaron Dukes. Administrators are very excited about this addition to the team. Aaron previously worked at Mastery Charter and Friends schools and demonstrated excellent teaching ability. Four lead positions remained open, two of which had offers pending.

### **Financials (Mike Whisman, Charter Choices, & Jamal Elliott, COO)**

Mike reviewed the Financial Statements. The numbers are largely in line with last year. The balance sheet showed a Current Ratio of 1.9. The District likes to see at least 1.10 so we have exceeded that expectation.

The cash balance was equal to 63.5 days of cash in hand which exceeds our goal of 60 days.

Wissahickon Foundation Financials showed a cash balance of \$411k as of June 30th. There was \$235,155 in unrestricted contributions to the Foundation, which will remain in the Foundation account until the funds are needed by the School.

Restricted contributions were largely comprised of the \$250,000 grant received for school salaries.

The Financials were approved unanimously. Motion to approve was led by Rachel and seconded by Ebony.

Motion to approve the Checks/Expenditures was led by Justin and seconded by Bob. Motion was approved unanimously

### **Culture Data Update (Jamal Elliott, COO)**

Jamal provided an update on culture at Wissahickon Charter. A major goal of administrators this year was to reduce the number of suspensions received and keep students in class as much as possible. Instead of giving suspensions, teachers and administrators worked to provide alternative punishments that promote a restorative culture and teaches students that their behaviour impacts the community. The number of suspensions was dramatically decreased. This work will continue to be a priority in the 2018-19 schoolyear.

### **PSSA Update**

*To be held until September meeting when we have all data*

### **Professional Goals for 2018-19 (Kristi Littell, CEO, and Jamal Elliot, COO)**

Deans Kristi and Jamal reviewed the Professional Goals for 2018-19 document. The Big Picture goals were to begin implementation of Strategic Plan and take stock of the state of our Environmental Mission. Other areas of focus included Development, Compliance and Assessment, Academics, and Hiring and Work Culture.

### **Strategic Plan Update (Kristi Littell, CEO)**

Kristi reported that the Strategic Planning process is well underway and that a new plan will be developed and ready to implement by the winter. The areas of priority in the plan are: Race and Equity; Financial Sustainability; Curriculum; Social/Emotional Resources; and the Environmental Mission. Technology may be added as a sixth area of focus.

### **Committees**

Committees for the 2018-2019 year were decided. The Governance Committee will be comprised of Rosi, Bob, and Fran. Justin D, who was not present today, will also be asked to serve. The Financial Committee will include Rosi, Charles, Justin W and Fran. Marty, who was not present today, served last year and will be asked if he wants to continue on the committee.

### **Swearing In**

New members Rachel, Bob, and Charles were sworn in by Justin.

**Motion to adjourn was led by Ebony and seconded by Bob. Motion to adjourn was unanimously approved.**

**The Board Chair adjourned the meeting at 12:08pm.**

### **Handouts that were distributed are attached.**

- Amended and Restated Bylaws of Wissahickon Charter School
- Wissahickon Charter School Financial Statements
- Expectations for the Board of Trustees
- Professional Goals for 2018-2019
- List of Foundations where we are seeking to grow our relationship
- Charter Choices' Fiduciary Responsibilities & Understanding Financial Statements
- Wissahickon Charter School Board of Trustees May Meeting Minutes
- Development Report FY18

### **Action Items:**

- Board Members to review the EITC list and list of Foundations which Jane will be emailing. If Board Members have any connections at these organizations and are willing to make an introduction, they should contact Anne.
- Next meeting votes will take place to make changes to the Board By-Laws
- Jane will make approved changes to May Meeting Minutes
- Kristi will develop a page of school highlights about the curriculum