

**Wissahickon Charter School
Board of Trustees Meeting
September 20, 2018 6:38pm - 8:08pm**

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

Board Members Present: Rosi Barbera (Chair), Justin Wheeler (Treasurer), Bob Anderson, Fran Bradley, Rachel Loeper, Charles Case, Martin Milner, Isaac Ewell (by phone)

Staff Present: Jamal Elliott (COO), Jane Walsh (Development Associate)

Guests Present:

Board chair called the meeting to order at 6:38pm.

Review of July Minutes (Rosi Barbera, Chair)

The July 2018 Meeting Minutes were approved unanimously. Motion to approve was led by Bob and seconded by Martin.

Personnel and Hiring (Rosi Barbera, Chair)

New faculty are starting the year strong, in particular Fernhill's new Lower School Director.

Discovery Teacher at Fernhill gave their notice unexpectedly on Thursday, Aug 23rd so the Discovery Teacher position is currently empty. The hiring process has begun and administrators are working hard to get the position filled.

Director of Human Capital, Kim Krasnow, just began her maternity leave. Her responsibilities have been divided amongst several administrators so no task will go unresolved.

Development (Rosi Barbera, Chair)

Rosi gave a reminder to all Board Members to review the EITC list and the Foundations list that was introduced at the previous meeting.

Board Members should be prepared to make their giving pledges. Kristi will be reaching out to each Member to set up a meeting to discuss how they plan to contribute financially and otherwise be involved in development.

We currently have \$77,000 of our \$300,000 goal pledged or in bank to date. To raise the remainder of our goal, we will be seeking \$200,000 from major donors and \$100,000 from the event.

COO and CEO Evaluation Review (Fran Bradley, Board Member)

Fran gave a presentation on the CEO and COO performance evaluation, summarizing the surveys that were distributed to staff. Each survey question was scored between 1-5. The Board considered any response over a 3 to be positive. Both Jamal and Kristi received all 3s or higher, with many scores being over 4.

Bylaw Changes (Jamal Elliott, COO)

Jamal addressed some of the bylaws. Taking legal advice from our lawyer, the school will amend specific sections of the bylaws where needed. Jamal will get formal writing from the lawyer and email it to all Board Members.

Financials (Justin Wheeler, Treasurer; Jamal Elliott, COO)

The financial statements ending August 31, 2018 were reviewed by the Finance Committee (see distributed supporting document) and presented to the Board.

Justin reviewed the Revised Budget prepared by Charter Choices (see distributed supporting document). The Revised Budget reflected a decrease in salaries as well as the increased per pupil rate provided by The School District of Philadelphia.

Justin proposed a fund balance resolution (see distributed supporting document). Proposal has us increasing the fund balance to \$550,000 for future operating costs. All Members were asked to sign the resolution.

Motion to approve the Financial Statement was lead by Bob and seconded by Martin. The resolution was approved unanimously.

Motion to approve the Revised Budget was lead by Fran and seconded by Rachael. The budget was approved unanimously.

Food Service Contract (Jamal Elliott, COO)

The school's contract with our food provider, Lintons Food Service Management needs to be renewed. Kellie Coleman, Director of Food Services, Jamal, and Charter Choices all agree that Lintons has been a good provider and support a renewal.

Motion to approve was led by Justin and seconded by Fran. The motion was approved unanimously.

Requirements of Board PD (Jamal Elliott, COO)

Jamal reviewed Act 55 of 2017 Training Requirement for Charter School Board of Trustees (See distributed supporting document). All Board Members need to fulfill the requirements listed in Act 55. Jamal will send all Members a link to the requirements for their review.

Motion to adjourn was led by Justin and seconded by Fran. Motion to adjourn was unanimously approved.

The Board Chair adjourned the meeting at 8:08pm.

Handouts that were distributed are attached.

- WCS 2018-2019 Budget Draft
- Wissahickon Charter School Financial Statements
- 16-17 EITC Business for Boards
- Proposed Renewal- Wissahickon CS
- Board Meeting Minutes 07.26.18
- Act 55 of 2017 Training Requirements for Charter School Board of Trustees
- WCS Board Resolution- Fund Balance- June 2018

Action Items:

- If they have not done so already, Board Members are to review the EITC list and list of Foundations. If Board Members have any connections at these organizations and are willing to make an introduction, they should contact Anne.
- Jamal will send a link to all Board Members to the online training required under Act 55.
- All Members will complete the online training required under Act 55.
- Kristi will reach out to all Board Members to schedule an individual meeting to discuss Development and personal giving
- Jamal will get formal writing for the provisions to the by-laws and email it to all Board Members.
- All Board Members will sign the Fund Balance Resolution.