

**Wissahickon Charter School  
Board of Trustees Meeting  
October 17, 2018 6:35pm - 8:20pm**

**Wissahickon Charter School Fernhill Campus (Library)  
4700 G Wissahickon Ave, Philadelphia, PA 19144**

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

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

**Guests Present:** Mallory White (Clifton Larson Allens), David Sekerak (Clifton Larson Allens)

**Board chair called the meeting to order at 6:35pm.**

**Review of September Minutes (Rosi Barbera, Chair)**

The Board reviewed the September minutes. It was decided that Jane should edit and condense the minutes. The edited minutes will be voted on at the next meeting.

Motion to amend the minutes was made by Fran and seconded by Bob. The board approved the amendment unanimously.

**Audit (Mallory White and David Sekerak, Clifton Larson Allen)**

Representatives from our auditors, Clifton Larson Allen, were present at the meeting. Mallory White, Manager of the Audit, and David Sekerak, Engagement Director, presented a Powerpoint they prepared detailing the results of the audit (see attached).

Mallory and David reported that the audit process went well and the results of the audit were positive. The audit showed no surprises, material weaknesses, or significant deficiencies.

At the time of this meeting, there is still one open item for which a small additional accrual may be necessary. CLA should have that final approval by tomorrow, 10/18/18. Once they clear up this final unresolved issue, a formal acceptance and finalization of audit can occur.

The Board went into a Closed Executive Session to allow for questions without the presence of management.

Ebony made a motion to approve the review of the audit and Fran seconded the motion. The Board voted unanimously to approve the audit.

**Personnel and Hiring (Kristi Littell, CEO, and Jamal Elliott, COO)**

Kristi reported that Awbury lost two teachers within a week and a half of each other, a Middle School Math Teacher and a Middle School Math and Science Teacher. The jobs have been posted widely and administrators are reaching out formally and informally to their contacts as part of the search. An Apprentice Literacy Teacher and Apprentice Math Teacher have stepped in as substitute Lead Teachers while the job search occurs.

A Fifth Grade Math Teacher will be out for paternity leave for 6-8 weeks. The Lower School Math Apprentice Teacher will fill the lead teacher role. We are searching for a Long Term Substitute Math Apprentice Teacher for the duration of the Lead Teacher's leave.

Jamal reported that a Fernhill Discovery Teacher has been hired. Administrators are confident she will be successful in the role.

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

Kristi provided a Development Report (see attached) which showed that she and Anne Wang, the Director of Development, as of October 15, 2018, had raised \$84,500 in pledged or received major gifts. This leaves \$115,000 remaining to raise in order to meet their fundraising goal.

Kristi discussed that our Spring Event planning is getting started as she and Anne begin to think about who to name as this year's honoree. She made one suggestion of a person and reminded the Board that honorees must have an authentic relationship with the school and have capacity to support a successful event.

Additionally, Kristi shared that the Foundation Board proposed that we honor a volunteer and a student at the event as well. This will be under consideration in the coming months.

Kristi presented a document from Anne listing the Fox & Roach Charities Board of Trustees (see attached). Anne and Kristi are interested in seeking grants from this foundation. Kristi asked all members to review the list to see if they have any connections on the Board and would be willing to make an introduction.

#### **Student Update (Jamal Elliott, COO)**

Jamal reported that there are three Discipline Review Committees scheduled. One will take place tomorrow, 10/18/18, and the other two are scheduled for the following week.

#### **PSSA Update (Kristi Littell, CEO)**

Kristi gave a Powerpoint presentation on the Pennsylvania System of School Assessment (PSSA) results. Kristi provided some background on the test and reviewed the test scores from 2011-2017. The results of the 2018 PSSA were slightly higher for WCS as an institution in 2018. Greater variation in scores can be seen by looking at the individual Lower and Middle Schools at the two campuses. Scores for the past two years are higher for students who have been at WCS longer and when there is faculty consistency.

Kristi shared some of the changes that have been implemented to improve student learning and performance on PSSA scores. Our benchmark testing, standardized tests that take place throughout the year, has changed from the Classroom Diagnostic Test (CDT) to MAP. While CDT was free, MAP is 100% aligned with the PSSAs, has a good reputation, and is used by many other schools. This change will allow teachers to see where students are struggling and make informed decisions about instruction. Bloom Consulting, the firm that helped to create our social studies curriculum, will be working with us to find a K-8 Common Core aligned math curriculum.

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

Jamal reviewed the financials from Charter Choices (see attached).

Justin reported that, three months into the fiscal year, personnel costs are projected lower due to the timing of new hires coming onto health insurance, projected property services are projected lower due to a credit balance on our common area maintenance costs at Fernhill, and other local revenues are higher because cash was moved to an account where it will earn more interest.

Motion to approve the financials was led by Ebony and seconded by Fran. The financials were approved unanimously.

Motion to approve the expenditures was led by Fran and seconded by Rachel. The expenditures were approved unanimously.

**The Board went into a Closed Executive Session.**

**The Board Chair adjourned the meeting at 8:20pm.**

**Handouts that were distributed are attached.**

- Wissahickon Charter School Financial Statements; September, 30th 2018
- Board Meeting Minutes 09.20.18
- Development Update for Board Meeting
- Board of Trustees, Fox and Roach Charities
- Wissahickon Charter School 2018 Audit Exit Meeting

**Action Items:**

- Board Members are to review the Fox & Roach Charities Board of Trustees, to determine if they have any connections on the Board and would be willing to make an introduction