

**Wissahickon Charter School
Board of Trustees Meeting
April 17, 2019 6:34pm-7:54pm**

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

Board Members Present: Rosi Barbera (Chair), Ebony Staton Weidman (Vice Chair, By Phone), Fran Bradley, Bob Anderson, Rachel Loeper, Charles Case, Isaac Ewell, Marty Millner

Staff Present: Kristi Littell (CEO), Anne Pennington Wang (Development Director), Jane Walsh (Development Associate)

Guests Present: Gili Ronen (Awbury Parent), Mike Whisman (Charter Choices, by phone)

Board chair called the meeting to order at 6:34pm.

Review of February 22nd Conference Call Minutes (Rosi Barbera, Chair)

The Board reviewed the minutes from the February 22nd Conference Call.

Fran made a motion to approve the minutes and Charles seconded. The motion was approved unanimously

Review of March Board Minutes (Rosi Barbera, Chair)

The Board reviewed the minutes from the March Board Meeting. Marty made a motion to approve the minutes and Bob seconded. The Board approved the minutes unanimously.

Statement of Financial Interest (Rosi Barbera, Chair)

Board Members were provided with the Statement of Financial Interest form, which all completed and returned.

Financials (Mike Whisman, Charter Choices)

Mike Whisman from Charter Choices reviewed the Financial Report. Mike reported that both the School and the Foundation have healthy finances currently. In particular, he noted that cash-in-hand was up and accrued expenses were down.

Mike reminded all members that the Board Requirements are to be completed by new members by June 30th. Mike offered to send a link for the training to Kristi to distribute to all new board members (those sworn-in after July 1, 2018).

The Financial Statements were approved unanimously. The motion to approve was led by Fran and seconded by Rachel.

The Transaction Details were approved unanimously. The motion to approve was led by Bob and seconded by Charles.

Mike also reviewed the 2019-2020 Budget Draft. Charles brought to attention what seemed like an excessive amount of duplicates. Mike noted that what appears like duplicates are actually individual charges for each campus, but agreed to review the budget to ensure that all duplicates were intended.

It was recommended that a Cost-of-Living Adjustment of 2.5% be applied to the faculty salary scale for the 2019-2020 school year. While the C.O.L.A is largely for faculty, hourly staff and administrators would also see an increase. Kristi noted that she expects this change will have a huge effect on teacher morale and will be a very good thing for the school community overall.

A motion to approve the 2.5% Cost-of-Living increase for teachers was led by Marty and seconded by Charles. The motion was approved unanimously.

Development/Event Update (Kristi Littell, CEO, and Anne Pennington Wang, Director of Development)

Anne reported that Wissahickon was approved for a \$40,000 grant from the Hamilton Family Foundation, which will fund our environmental program and outdoor trips. The Development Team has several other grant requests out, for which we will hopefully hear determinations soon.

Anne and Kristi provided Board Members with an event update:

\$119,000 was raised for the event so far, exceeding the Development Team's fundraising goal.

The number of guests who have RSVPed for the event is still low. Because high attendance is an important factor to a successful event, Anne requested that all Board Members bring at least 5 guests to the event.

Kristi shared some of the event menu with the Board and Bob suggested that we share the menu in an upcoming invite. Anne and Kristi agreed this was a good idea.

Anne thanked members for their auction donations and reminded them to bring in any items that have not yet been submitted or to provide any missing details.

Personnel and Hiring (Kristi Littell, CEO)

Kristi reported that there are several positions that will be open next year including Lower and Middle School Apprentice Teachers, a Fifth Grade English Teacher, a Middle School English Teacher, Behavioral Support Staff, and a Middle School Director. The search for these positions has already started and resumes are starting to come in.

Job descriptions for two new positions were distributed to the Board to share, a Director of Operations role and a Math Instructional Coach role. Current staff have been largely positive about the addition of these two roles.

Board Recruitment (Governance Committee)

Rosi reported that we have three potential openings coming this year and others occurring in the following couple of years. Jane will look into term limits for each member to see if anyone is approaching the end of their term.

Currently, we have two candidates for the Board. Kristi is scheduled to meet with one in the upcoming weeks to give him a tour of the school.

Rosi suggested that we should include a parent from the Awbury Campus and that, in particular, the addition of an African American parent would be highly valuable.

The Board discussed the possibility of amending the current Board Terms to create longer terms and/or permit more successive terms.

The Board Chair adjourned the meeting at 7:54pm.

Handouts that were distributed are attached.

- Board Meeting Minutes, 02.22.19
- Board Meeting Minutes, 03.20.19
- SEC Statement of Financial Interests
- WCS 2019-2020 Budget Draft
- WCS Financial Report 2019.03

Action Items:

- Mike will send Kristi a link to the training that new Board Members must complete. Kristi will distribute this link to all members sworn-in after July 1, 2018.
- Jane will look into term limits for each member to see if anyone is approaching the end of their term.
- All Board Members will bring in any auction donations they have not yet submitted and/or provide Anne with any details still needed for items already procured.
- All Board Members will forward the event invitation that will be emailed out next week to their guest list and encourage their contacts to RSVP. It is expected that all Members will bring at least five guests to the event.