

**Wissahickon Charter School
Board of Trustees Meeting
March 20, 2019 6:35pm-8:30pm**

**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), Justin Wheeler (Treasurer), Fran Bradley, Bob Anderson (By Phone), Rachel Loeper, Charles Case, Isaac Ewell

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

Guests Present: Mike Whisman (Charter Choices)

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

Review of February Minutes (Rosi Barbera, Chair)

The Board reviewed the February minutes.

Two amendments to the minutes were proposed:

1. Minutes should indicate that Rachel offered to serve on the Strategic Planning Committee.
2. Remove Justin Wheeler from the list of Members present

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

Financials (Mike Whisman, Charter Choices)

Mike Whisman from Charter Choices reviewed the Finance Report.

Mike reported that the school's balance of cash-in-hand continues to trend upwards. Other metrics remained similar to previous months.

Overall, Mike reported that the school is having a positive year financially and projections for the remainder of the year remain positive as well.

Section 5 of the Financial Report indicated that, pursuant to ACT 55 of 2017, all charter school trustees will be required to complete governance training programs starting in the 2018-2019 school year per. Newly appointed Board Members (as of July 1st, 2018) will need to complete 4 hours of training while existing members will need to complete a two-hour training upon reelection.

Justin recommended that we investigate new insurance options before the current option is set to renew in January 2020.

Justin also reported that Mt Airy Transit Village, the school's landlords at the Awbury Campus, has a cash issue so the school will likely need to pay their rent in advance or increase their payments.

The Finance Committee has a call scheduled with The Reinvestment Fund to discuss the upcoming refinancing of the Awbury Campus.

A motion to approve the financials was led by Charles and seconded by Fran. The Board approved the financials unanimously.

A motion to approve the transactions was led by Rachel and seconded by Charles. The Board approved the transactions unanimously.

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

Anne reported that the Development Team has already met their goals for the year, and are exceeding their sponsorship goals for the event.

Anne requested the support of the Board to help recruit guests and sponsorships in the following ways:

1. Members should send a follow-up email to their guest list to encourage them to attend. Anne suggested forwarding the email invitation with a personal note added.
2. Currently, the total value of our auction items is approximately \$22,000. We typically have at least \$25,000 in auction items to ensure a successful event. If Board Members can procure further auction items, especially vacation homes, travel, and other “big ticket” items, it would be extremely helpful.
3. Anne requested that members have their auction items IN HAND by the April 17th Board Meeting.

Mike Whisman has connected Anne and Kristi to several other Charter Schools in the area to discuss creating a joint “Special Purpose Entity.” Such an entity would help us acquire additional EITC monies.

Kristi reported that the school just received a \$20,000 grant to purchase environmental and social-emotional texts for the Fernhill Library.

Personnel and Hiring (Kristi Littell, CEO)

Kristi informed the Board that there are only a few known vacancies for the 2019-2020 schoolyear and that some of them have already been filled.

Kristi shared that one administrator is leaving WCS before the end of the school year and there is a plan in place to support teachers and students for the remainder of the year.

Calendar Approval (Kristi Littell, CEO)

The Board reviewed the 2019-2020 academic calendar. Justin made a motion to approve and Charles seconded. The Board approved unanimously.

Lottery Preference Policies and Admission Policies and Procedures (Kristi Littell, CEO)

The Board reviewed drafts of the Lottery Preference Policies and the Admission Policies and Procedures. The following edits were requested:

1. The Lottery Preference Policies should be amended to indicate that a child under legal guardianship or foster care should have the same preferences as “siblings” if they live in the same household as a WCS student.
2. Admission procedures should be amended to state that the Governance Committee will designate the third party observer to attend the lotteries.
3. The Board would like the Assessment and Accountability Manager to attend Board meetings in September and February to give updates on enrollment processes.

The Board unanimously approved the Lottery Preference Policies and the Admission Policies and Procedures unanimously, pending the three changes detailed above. A motion to approve the policies was led by Charles and seconded by Rachel.

Board Membership (Governance Committee)

Rosi reminded Board Members that it is part of their responsibilities to actively recruit new members to the board.

The Board reviewed the resume of a potential Board Member, Shauna Mace. The Governance Committee will schedule a time to meet with Shauna to discuss the potential for her appointment.

Another potential Board Member was discussed. However, he is not yet certain that he can commit to the role. If he determines he is unable to serve, he has a colleague he would recommend for the position.

Discussing Board Evaluation and Choosing a Date for June Evaluation Retreat

The Board intends to self-review their performance this year and have Kristi provide a review as well.

The Board decided to hold a June Evaluation on Wednesday June 12th from 6:30-8:30pm.

The Board went into a Closed Executive Session to discuss personnel issues.

The Board came out of closed session and passed a resolution stating that, pending counsel, Kate O'Shea will serve as an Interim Middle School Director and Rebecca Chase will serve as an Interim Specialist Supervisor, qualifying them both for the pay discussed in closed session.

The motion to approve this resolution was made by Charles and seconded by Isaac. The motion passed unanimously.

The Board Chair adjourned the meeting at 8:30pm.

Handouts that were distributed are attached.

- Wissahickon Charter School Financial Statements; February 2019
- Development Update for Board Meeting
- Board Meeting Minutes 02.06.19
- 2019-2020 Academic Calendar
- Wissahickon Charter School Lottery/Admission Procedures
- Sibling and Founder Preference Policy
- Shauna Mace Resume

Action Items:

- Jane to email Board Members their guest lists to indicate who has RSVPed and who has not. Board Members will follow-up with those who have not RSVPed.
- Board Members will have their auction items in hand by the April 17th Board Meeting
- Board Members will work to acquire travel/vacations, experiences, and sports tickets for the auction
- The Governance Committee will schedule a call with Shauna Mace to discuss her potential appointment to the Board.