

**Wissahickon Charter School  
Board of Trustees Meeting  
May 15, 2019 6:30pm-8:27pm**

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

**Board Members Present:** Rosi Barbera (Chair), Justin Wheeler (Treasurer), Fran Bradley, Bob Anderson, Charles Case, Marty Millner

**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 6:30pm.**

**Review of April Board Minutes (Rosi Barbera, Chair)**

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

**Financials (Mike Whisman, Charter Choices)**

Mike Whisman from Charter Choices reviewed the Financial Report for April 2019 and reported positive financials for both the School and the Foundation. Cash-in-hand for both organizations continues to go up.

A motion to approve the Financial Statements was led by Justin and seconded by Fran. The motion was approved unanimously.

A motion to approve the Disbursement Detail was led by Marty and seconded by Bob. The motion was approved unanimously.

Mike reminded board members of the board requirements, including four hours of online training for new members. Kristi recommended that a document be created for new members to sign, indicating that they have completed the online course. She and Jane will work together to create and distribute that document.

Mike reviewed the new Fund Balance Policy which states that we will commit 2.3 million to future operating costs.

Motion to approve the Fund Balance was led by Justin and seconded by Marty. The Fund Balance was approved unanimously.

Mike discussed a rent reimbursement of \$130,000. Motion approving the readmission of the rental reimbursement forms was led by Marty and seconded by Fran. The motion was approved unanimously.

Mike reviewed the 2019-2020 Draft Budget. This budget is crafted with the assumption that there will be some small amendments over the summer and early fall as personnel changes come to light, enrollment numbers are confirmed, etc. The budget includes the COLA increase of 2.5% that will go into effect and the addition of several staff positions.

A motion to approve the Budget was led by Fran and seconded by Marty. The motion was approved unanimously.

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

Anne reviewed the numbers and trends from the Spring Benefit over the past 8 years, including those from the most recent event earlier this month. This year's event raised \$146,653.

Kristi reported that there were more donations made on the night of the event compared to years' past and that Sponsorship retention has been consistent.

### **Food Services Re-bid (Kristi Littell, CEO)**

This year we were required to open up bids for a new food service provider. Kristi proposed that the Board accept the bid from the School's current provider, Lintons Food Service Management.

A motion to approve Lintons proposal was led by Justin and seconded by Charles. The proposal was approved unanimously.

### **Personnel and Hiring (Kristi Littell, CEO)**

Kristi reported that we are in the final stages of filling both the Director of School Operations and the Math Coach positions with interviews taking place this week and early next week.

There have been no new openings since the Board last met, but there are still several positions that need to be filled,

Overall, Kristi reported that faculty retention has been high this year. There are no employees with contracts that will not be asked to return next year.

### **Board Recruitment (Governance Committee)**

There are three Board positions opening this year that will need to be filled. The Board will be meeting with one candidate in the near future.

During the last meeting, the Board discussed changing the length of term limits and/or increasing the number of consecutive terms that a member could serve. The Board will continue to consider this option and discuss in the future meetings.

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

Kristi shared the progress and process for development of Wissahickon's Strategic Plan. While the plan is not yet complete, significant progress has been made. Kristi and Anne are hoping to use the Strategic Plan when they present to potential donors as it will hopefully demonstrate the goals and work of the school.

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

**The Board Chair adjourned the meeting at 8:27pm**

**Handouts that were distributed are attached.**

- Board Meeting Minutes, 04.17.19
- Development for Board Meeting 5/15/19
- WCS 2019-2020 Budget Draft
- WCS Financial Report 2019.04
- Lintons Food Service Management Cost Proposal

**Action Items:**

- Kristi and Jane will create a document for new Board Members to sign indicating that they have completed the training
- Jane will add June 19th Board Retreat (9am) to the School Calendars and send an invitation to all members
- Any new board members will complete the required four hours of online training