

**Wissahickon Charter School (WCS)  
Board of Trustees Meeting  
November 15, 2016 6:35pm - 8:05pm**

**Wissahickon Charter School Awbury Campus (Conference Room)  
815 E Washington Lane, Philadelphia, PA 19139**

**Board Members Present:** Martin (Marty) Millner, Fran Bradley, Rosemary (Rosi) Barbera, Richard Binswanger, Ebiho Ahonkhai (phone), Charles Rice (phone, joined at 7:30pm)

**Board Members Absent:** Justin Wheeler, Ellen Lutz, Justin DiBerardinis

**Staff Present:** Kristi Littell (CEO), Allie DiTucci (Development Associate)

**Staff Absent:** Jamal Elliott (COO)

**Guests Present:** Gili Ronen (Awbury parent), Mike Whisman (Charter Choices, phone)

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

**Approval of Meeting Minutes (Fran, Board Chair)**

The October 2016 Meeting Minutes were approved unanimously. Motion to approve was led by Richard and seconded by Rosi.

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

A revised budget for the 2016-2017 fiscal year was presented for the Board's approval. The revised budget reflects actual per pupil allotment rates from the district, which were higher than the original budget accounted for. It also reflects recent gifts to the school.

The revised 2016-2017 budget was approved unanimously. Motion to approve was led by Richard and seconded by Marty.

**Development Update (Kristi, CEO)**

The Development Team has raised \$5,900 for the 2016-2017 Annual Fund to date, as compared to the \$3,800 raised by this time last fiscal year. Upcoming Annual Fund campaigns include #GivingTuesday and Report Card Conferences. \$136,800 has been received or pledged thus far toward \$284,000 goal. An additional \$139,000 in asks will be made in the next month.

The Spring Event this year will be raising funds for general operating support. Hallee Adelman will be the event honoree. The tentative date for the Spring Event is May 13.

**Bonus Update (Kristi, CEO)**

A donor donated \$250,000 per year for three years. These funds were given for salary scale improvement for full-time salaried staff. The first installment of this gift will be dispersed as bonuses to full-time salaried staff on December 2nd. The funds that are typically allocated for all staff bonuses will be allocated for part-time staff bonuses.

**Personnel Update (Kristi, CEO)**

There is still one Assistant Teacher opening for 3rd grade at Awbury. There is also still one opening for a lunch staff person at Fernhill.

**Consultant Search Update (Kristi, CEO)**

An ad hoc Consultant Committee has been formed, consisting of Kristi, Jamal, Ellen, and Justin D. There are two donors who are willing to pay for a consultant, totalling \$23,000. If we exceed this amount, the funds will come out of the operating budget. Ellen created a Request for Proposal (RFP), and it was sent out to three people today. The committee is still looking to grow the list of candidates. Proposals are due November 29, and the committee expects to award a contract by December 9.

The Board unanimously approved the hiring of a consultant chosen by the ad hoc Consultant Committee for a fee not to exceed \$30,000. Motion to approve was led by Rosi and seconded by Marty.

#### **Parent Participation Policy Update (Richard)**

The following Parent Participation Policy was proposed to the Board:

*All Board Meetings of the Wissahickon Charter School are open to the public and all are welcome. Anyone wishing to address the Board must show up prior to the meeting and make their intention known to the Board Chair or the person presiding over the meeting.*

*That person will be given three minutes to address the board at some point in the meeting as decided by the chair, however there is no expectation that the board will respond directly. To ensure a response, the person must follow the appropriate board procedure.*

*If the person wants to make their statement a part of the board minutes, they must also submit that statement electronically to the Board Chair or the person presiding.*

The Board unanimously approved the adoption of the above policy for Parent Participation at Board Meetings. The motion to approve was led by Richard and seconded by Rosi.

The Board also agrees that the chair of the Academics Committee will report to the Board three times per year, once per trimester.

#### **Compliance Update (Kristi, CEO)**

Recently completed:

- PIMS reporting (October 1 student - official count for year, professional staff and support staff reporting, 14-15 dropouts, Interscholastic Athletic Opportunities, Title 1 Staff and Student participation, Special Ed Services cost per student. (All were due 10/18 with corrections due by 11/15)
- Formal Charter Amendment for expanded enrollment

Upcoming:

- PIMS ACCESS for ELLs Pre-code due (11/19)
- PIMS special education reporting (due 12/14)
- PIMS PSSA Precodes (due 12/14)
- 2017-2018 School Calendar
- State Comprehensive Plan (completed but in public review through 11/29)
- Transportation plan for foster care youth (due 12/10- new ESSA requirement for Title I LEAs)
- Title I (Spring 2017)

**The Board entered Closed Session to discuss a Disciplinary Review Committee (DRC) recommendation, as allowable under PA State Sunshine Laws.**

#### **DRC Recommendation Vote (Charles, DRC chair)**

The Board unanimously approves the DRC chair's recommendation for expulsion of the student discussed during closed session. The motion was led by Charles and seconded by Marty.

**The Board entered Closed Session to discuss a personnel issue, as allowable under PA State Sunshine Laws.**

**The Board Meeting adjourned at 8:05pm.**

#### **Action Items:**

- Board members will submit their annual pledges to Director of Development ASAP.

- Board members will report to Development Director about any leads for new donors and any contacts at this year's foundation targets.
- Board members will report any suggestions for consultants to CEO ASAP.
- The ad hoc Consultant Committee will select and award a contract to a consultant by December 9th.

**Handouts that were distributed are attached:**

- Financial Statements, October 30, 2016
- Revised 2016-2017 Budget
- Board Meeting Minutes 10/18/16