

**Wissahickon Charter School (WCS)
Board of Trustees Meeting
December 13, 2016 6:34pm - 8:30pm**

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

Board Members Present: Ellen Lutz, Justin Diberardinis, Fran Bradley, Rosi Barbera, Justin Wheeler (phone), Isaac Ewell, Richard Binswanger, Martin Millner, Reverend Rice

Board Members Absent: Ebiho Ahonkhai

Staff Present: Kristi Littell (CEO), Jamal Elliott (COO), Anne Pennington Wang (Development Director)

Staff Absent: Allie DiTucci (Development Associate)

Guests Present: David Sekerak (CliftonLarsonAllen, CPA signing director), Chris Truman (CliftonLarsonAllen, engagement manager), Ebony Weidman (prospective board member), Mike Whisman (Charter Choices)

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

Approval of Meeting Minutes (Fran, Board Chair)

The November 2016 Meeting Minutes were approved unanimously. Motion to approve was led by Ellen Lutz and seconded by Marty Millner.

Parent Visitor

A parent spoke on behalf of the student about whom there will be a DRC decision.

Audit Report (David Sekerak and Chris Truman, CliftonLarsonAllen)

David and Chris presented on the audit report for the 2015-2016 fiscal year. They shared areas for audit focus, reiterated their high opinion of Wissahickon's financial statements (free from material misstatement, no significant difficulties encountered in performing audit, no material weakness or significant deficiencies noted). The next steps are to receive final approval from CliftonLarsonAllen, and to formally accept and finalize audited financial statements.

Motion to approve the audit absent any significant changes approved unanimously. Motion to approve was let by Richard and seconded by Rosi.

Financials Update (Mike Whisman, Charter Choices)

Mike presented on the school's financials. The school has 51.1 days of cash on hand due primarily to the collection of receivables (federal, state, and foundation). We have budgeted conservatively this year. Jamal reported that we have received funding for almost all of the special education students that we are serving (serving 191, receiving funds for 186). We expect to learn about the district monies within the next couple of months.

Development Update (Kristi, CEO; Anne, Development Director)

Anne and Kristi reported on recent development updates. The school has received or been pledged \$162,300. An additional \$104,500 in asks are out, or will be made. In the 2015-2016 fiscal year, we had raised \$6,100 in Annual Fund contributions to date, and in the current fiscal year, we have raised \$11,500 in Annual Fund contributions to date. The Annual Spring Event will be held on May 13, 2017, and will honor Hallee Adelman. Anne will follow up with Board members about sponsorships in January.

Bonus Update (Jamal, COO)

Jamal reported that staff were alerted about the bonus and upcoming salary structure adjustment, and responded positively. The only challenge was that there is the small cohort of hourly employees who have been at WCS for a many years, but did not receive the large bonus. This has prompted conversations about

how to best apply the bonus structure to hourly staff to demonstrate that their continued commitment to the school is valued.

Consultant Search Update (Kristi, CEO; Jamal, COO)

Jamal and Kristi reported on the search for a consultant. They received four proposals, and have selected two finalists. The next steps are to schedule an in-person interview with one candidate and to follow up with the other candidate. Kristi and Jamal will reach a final decision before the Winter Break, and will alert the Board. Kristi and Jamal will report back to the Board about the consulting experience.

School Spotlight: Schoolwide Goals for Fernhill & Awbury (Kristi, CEO; Jamal, COO)

Since the last Board meeting, Kristi and Rosi met to discuss academics, and decided that during each Board meeting, Kristi and Jamal highlight one academic area. Kristi and Jamal reported on the process for setting site-specific goals. The academic and cultural goals for each campus are as follows:

- Awbury (Academic)
 - LS Reading Goal: 90% of students will make 1 year of growth
 - Grades 3-8 Goal: PSSA Proficient/Advanced levels will increase 10% (measure with IRA on level)
 - MS Reading Goal: 10% increase in the number of students on grade level
MS Reading Goal: 75% will make one year of growth
 - Increase open ended Math problem score by 25% by June
 - Improving the school average for Math fluency facts to 85% by June
 - Teachers will lead students in multi-step grapple problems 3-5 times a week
- Fernhill (Academic)
 - Lower School: 70% of students make at least 1 year of growth
 - Middle School: 60% of students make at least 1 year of growth
 - Teachers meet with all students at least once/week in 1-1, small group or assessment settings (giving the IRA) (as measured by lesson plans or weekly conferring schedule)
 - Average student scores on open-ended math benchmark questions will increase
 - Lower School: 2.0 to 2.75
 - Middle School: 1.1 to 1.75
- Awbury (Culture)
 - 10% reduction in discipline referrals: 10% reduction in suspensions
 - 10% decrease in repeat suspensions (students suspended more than 1 time)
- Fernhill (Culture)
 - Decrease the number of frequent flyers (students with 3 or more write ups per month) by 20% from October to June
 - Increase the number of students never sent to ReSet by 10% over 15-16 (from 57% to 63% of total student body)
 - Decrease the number of monthly incidents of severe disruption of class (as measured by discipline referrals in that category) by 25% from October to June

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 Justin D.

The Board Meeting adjourned at 8:30pm.

Action Items:

- Board members will submit one recommendation for event sponsorship to Development Director before next Board Meeting.

- Kristi and Jamal will select a consultant before Winter Break, and will alert the Board.
- Kristi and Jamal will report back to the Board about the consulting experience.

Handouts that were distributed are attached.