

**Wissahickon Charter School  
Board of Trustees Meeting  
February 6, 2018 6:36pm - 8:15pm**

**Wissahickon Charter School Fernhill Campus (Library)  
4700 G Wissahickon Ave, Philadelphia, PA 19144**

**Board Members Present:** Fran Bradley (Chair), Justin DiBerardinis (Secretary), Isaac Ewell, Ebony Staton Weidman, Rosi Barbera

**Board Members Absent:** Justin Wheeler (Treasurer), Martin Millner, Richard Binswanger

**Staff Present:** Kristi Littell (CEO), Jamal Elliott (COO), Allie DiTucci (Development Associate), Anne Pennington Wang (Director of Development)

**Guests Present:** Mike Whisman (Charter Choices) (phone)

**Board chair called the meeting to order at 6:36pm.**

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

The December 2017 Meeting Minutes were approved unanimously. Motion to approve was led by Rosi and seconded by Ebony.

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

The financial statements ending December 31, 2017 were reviewed by the Finance Committee.

The school's cash balance increased from \$1,494,112 at June 30, 2017 to \$2,308,184 at December 31, 2017. The cash balance at December 31, 2017 was equal to 59.6 days of cash on hand. Total current liabilities on December 31, 2017 are approximately \$429,545 lower than at June 30, 2017. The decrease is a result of accrued summer payroll at June 30, 2017 which was paid in July and August, as well as, the payment to Philadelphia School District for 16/17 rate changes, and the PSERS Employer payment made in December 2017. The school's current ratio, a measure of its ability to meet current payment obligations increased from 1.3 at June 30, 2017, to 1.6 at December 31, 2017. By the end of February we'll have a new rate from the district. This rate is typically lower the one predicted at the beginning of school year, but we have built in a budgetary reserve to protect against this.

For the month of December, the School District of Philadelphia paid us for 764 regular education (budgeted 766) and 196 special education (budgeted 200) students. The Projected expenses are higher than budgeted primarily with Professional Services. That is mainly due to higher than budgeted costs for substitute services.

The School Salaries restricted contribution was transferred from the Wissahickon Foundation to the school's account in December.

The financial statements ending December 31, 2017 were approved unanimously. Motion to approve was led by Justin, and seconded by Isaac.

The list of expenditures was approved unanimously. Motion to approve was led by Ebony, and seconded by Rosi.

**Development Update (Anne, Director of Development)**

Anne reviewed the ways in which board members will contribute to the upcoming Spring Event & Silent Auction. Each board member will provide an updated guest list to Allie by February 16th, in order to bring a least five guests to the event. Each board member will help the Development team to secure at least one corporate sponsor, with initial outreach being done before the March board meeting. Each board member will help the Development team to secure two or three auction items. These items will be confirmed before the March board meeting, and will be in hand by the April board meeting. All board members will confirm their Spring Event pledge with Anne and/or Kristi.

**Strategic Planning (Justin and Rosi)**

Pat Sanaghan led a strategic planning session in January with exercises that can be applied with different groups of stakeholders to amass the collective wisdom of the Wissahickon community. Due to the small group size, the strategic planning exercise will be postponed to the March meeting, with former board members and Foundation board members invited to participate.

#### **Goal Updates (Kristi, CEO and Jamal, COO)**

Kristi and Jamal shared their progress to their individual goals, to be considered as part of their formal evaluation.

Kristi reports that the Development team is on track to reach the annual fundraising goal. They are currently at 88% donor retention. All compliance reports have been submitted on time and accurately. All renewal feedback has been addressed. At the end of trimester 1, we are either on track for achieving academic schoolwide goals, or these goals are understood with an action plan for moving forward. The new social studies curriculum is formalized with scope, sequence, and plan for rollout. There has been an 88% of admin and faculty retention, with 1/3 of new faculty hires represent racial diversity.

Jamal reports that the budget is balanced and the audit is clean. He has been building relationships with vendors for cost effective and best services, and using these relationships to encourage giving. He works with the school's General Counsel on an ongoing basis. School culture has improved dramatically at both campuses, as demonstrated by a reduction in discipline referrals, reduction in suspensions, and increase in students earning CARES honors.

Much of the improvement in school culture is due to teacher-led consequences that keep students in class, restorative practices, Deans of Culture are out in the building working directly with teachers and struggling students, and schoolwide work around unpacking bias.

#### **CEO/COO Evaluation Update (Fran, Chair)**

Fran shares an updated schedule for evaluation.

#### **Nomination of Vice Chair Candidates (Fran, Chair)**

Rosi and Ebony are nominated for the position of Vice Chair. Fran will discuss the role with Rosi and Ebony before the March board meeting, when the new Vice Chair will be voted on by the Board.

**The Board Meeting adjourned at 7:57pm to executive session to discuss personnel update as allowable under PA State Sunshine Laws.**

#### **Handouts that were distributed are attached.**

- December 2017 Meeting Minutes
- Financial Statements ending December 31, 2017
- CEO/COO Evaluation Documents

#### **Action Items:**

- Each board member will provide an updated guest list to Allie by February 16th, in order to bring a least five guests to the event.
- Each board member will help the Development team to secure at least one corporate sponsor, with initial outreach being done before the March board meeting.
- Each board member will help the Development team to secure two or three auction items. These items will be confirmed before the March board meeting, and will be in hand by the April board meeting.
- All board members will confirm their Spring Event pledge with Anne and/or Kristi.
- Kristi and Jamal will invite former board members and Foundation board members to the March meeting to participate in the strategic planning exercise.
- Fran will discuss the role with Rosi and Ebony before the March board meeting, when the new Vice Chair will be voted on by the Board.
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