

**Wissahickon Charter School
Board of Trustees Meeting
April 17, 2018 5:39pm - 8:21pm**

**Wissahickon Charter School Awbury Campus (Tech Lab)
815 E Washington Ln, Philadelphia, PA 19138**

Board Members Present: Fran Bradley (Chair), Martin Millner, Isaac Ewell (phone), Ebony Staton Weidman (5:42pm), Richard Binswanger (5:42pm), Rosi Barbera, Justin DiBerardinis (Secretary), Justin Wheeler (Treasurer)

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

Guests Present: Mike Whisman (Charter Choices), Bob Anderson (citizen)

Board chair called the meeting to order at 5:39pm.

Approval of February Meeting Minutes (Fran, Chair)

The February 2018 Meeting Minutes were approved unanimously. Motion to approve was led by Martin and seconded by Justin DiBerardinis.

Financials Update (Mike, Charter Choices)

The financial statements ending February 28, 2018 were reviewed by the Finance Committee.

Projections for the year look better this month because there will be no reset of Special Ed and Regular Ed rates from the District. We planned for a rate increase, as we had experienced in previous years, but the rates that we have been paying will hold steady.

The school's cash balance increased from \$1,494,112 at June 30, 2017 to \$2,427,283 at February 28, 2018. The cash balance at February 28, 2018 was equal to 62.7 days of cash on hand.

Total current liabilities on February 28, 2018 are approximately \$515,445 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.

The school's current ratio, a measure of its ability to meet current payment obligations increased from 1.3 at June 30, 2017, to 1.8 at February 28, 2018.

For the month of February, The School District of Philadelphia paid us for 743 regular education (budgeted 766) and 216 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 and a transportation chargeback from the School District of Philadelphia.

The financial statements ending February 28, 2018 were approved unanimously. Motion to approve was led by Justin Wheeler, and seconded by Richard.

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

Statement of Financial Interests (Jamal, COO)

All Board members need to complete a Statement of Financial Interest by May 1.

School Calendars (Kristi, CEO)

There is one difference between Fernhill and Awbury calendars. At Fernhill, 6th graders begin the year with conferences instead of full school days.

There are tentative 12:45pm dismissals listed for PSSA testing days because this model is still being piloted.

The 2018-2019 School Calendars for Awbury and Fernhill were approved unanimously. Motion to approve Richard and seconded by Justin Wheeler.

Personnel and Hiring Update (Kristi, CEO)

Kristi shared about the openings for which hiring processes are underway:

Awbury:

6th grade Math and Science Teacher - recently filled

Lower School Literacy Apprentice Teacher

Fernhill:

1st Grade Teacher - recently filled

3rd Grade Teacher

5th Grade Math and Science Teacher

Lower School Math Apprentice Teacher - recently filled

Middle School Math Special Education Teacher

Lower School Director - interview process to begin next week

Librarian - immediate need, former WCS teacher is returning to fill for the end of the school year

Shared Services:

Development Associate - salary is a challenge

Board Membership (Fran, Kristi, Jamal)

Fran, Kristi, and Jamal shared about current Board member candidates, and circulated resumes:

Bob Anderson

Michael Laing

Rachel Loper

Charles Case

Deleah Archer

Kristi, Jamal, and Fran will complete any outstanding conversations with the candidates, and the Board will vote on new members at the May meeting.

Board Officer Discussion (Fran Chair)

The following officer transitions were proposed:

Rosi becomes Vice Chair, effective immediately.

Fran will step down as Chair at end of the 2017-2018 fiscal year.

Rosi will replace Fran as Chair at end of 2017-2018 fiscal year.

Ebony will replace Rosi as Vice Chair at end of 2017-2018 fiscal year.

The above slate was approved unanimously. Motion to approve was led by Justin Diberardinis, and seconded by Isaac.

Development Update (Anne, Director of Development)

The fundraising goal for the event is \$100,000 and we have already confirmed \$114,720. Christine, our honoree, has been wonderful to work with.

Anne makes requests for Board participation:

- Each Board member will bring 5 guests to the event.
- Allie will send an RSVP update for your guestlist tomorrow. Board members will follow up with folks who have not yet RSVP'd.
- Each Board member will secure 3 auction items.

Strategic Planning Session (Justin, Rosi)

Justin and Rosi conduct Future Timeline and SWOT Analysis activities with the Board.

Strategic Planning Update (Kristi, Jamal)

Kristi and Jamal provide an overview of the Strategic Planning process thus far. The Steering Committee has met with a range of stakeholder groups and conducted SWOT analysis activities.

A few recurring ideas include: a desire for a music program, dissatisfaction with lunch, safety concerns, a need for continued work around race and equity, concern about staff turnover, dissatisfaction with large class size. In addition, Pat, the consultant, is urging us to consider the role of technology in the future of the school.

There are five primary buckets in which we will set goals:

1. Race and equity
2. Financial stability
3. Teaching and Learning
4. Environmental Mission
5. Community and Social Supports

The Board Chair adjourned the meeting at 8:21pm.

Next Meeting:

- CEO/COO Evaluation
- Approve 2018-2019 Budget
- ACE
- Set date for Board retreat

Action Items:

- All Board members need to complete a Statement of Financial Interest by May 1.
- Kristi, Jamal, and Fran will complete any outstanding conversations with the candidates, and the Board will vote on new members at the May meeting.
- Each Board member will bring 5 guests to the event.
- Allie will send an RSVP update for your guestlist tomorrow. Board members will follow up with folks who have not yet RSVP'd.
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Handouts that were distributed are attached:

- February 2018 Meeting Minutes
- Financial Statements ending February 28, 2018
- Statement of Financial Interest forms
- Awbury 2018-2019 Calendar
- Fernhill 2018-2019 Calendar
- Development Update
- Board Candidate Resumes