

**Wissahickon Charter School
Board of Trustees Meeting
October 17, 2017 6:47pm - 8:05pm**

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

Board Members Present: Fran Bradley (Chair), Justin DiBerardinis (Secretary), Richard Binswanger, Rosi Barbera, Isaac Ewell (phone), Ellen Lutz (6:51pm), Ebony Staton Weidman (phone, in person at 6:57pm)

Board Members Absent: Justin Wheeler (Treasurer), Marty Millner

Staff Present: Kristi Littell (CEO), Jamal Elliott (COO), Allie DiTucci (Development Associate)

Guests Present: Mike Whisman (Charter Choices), David Sekerak (CliftonLarsonAllen), Mallory White (CliftonLarsonAllen)

Board chair called the meeting to order at 6:47pm.

Approval of September Meeting Minutes (Fran, Chair)

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

Financials Update (Mike, Charter Choices)

The financial statements ending September 30, 2017 were reviewed by the Finance Committee. We have a budgetary reserve of \$366,000 to allow for the adjustment of the District per pupil allotment rate. With an adjustment, we still expect to end the year with a surplus.

The financial statements ending September 30, 2017 were approved unanimously. Motion to approve was led by Richard, and seconded by Justin DiBerardinis.

The expenditures were approved unanimously. Motion to approve was led by Justin DiBerardinis, and seconded by Richard.

Jamal will provide documentation of how much we pay for each student at an APS, and the Board will approve this during the November meeting.

Audit Discussion (David, CliftonLarsonAllen)

David and Mallory presented on a draft of the Audit for FY2017. They reported an unmodified opinion (Highest/Best) on the School's financial statements. The financial statements are considered free from material misstatement.

CliftonLarsonAllen made two new management comments, one around credit cards and one around student attendance reconciliation.

The Board will approve the finalized audit and the full management response at the November Board meeting.

Contract with Bloom Consulting (Kristi, CEO)

Bloom Consulting has proposed a \$26,000 contract for the development of a new Social Studies curriculum. To pay for this, we can take advantage of the increased Title IIa federal funds that we received for Professional Development after a lag in recent years.

Approval of the allocation of funds for the \$26,000 contract with Bloom Consulting was approved unanimously. Motion to approve was led by Ellen, and was seconded by Justin DiBerardinis.

Development Update (Kristi, CEO)

We have received or have pledged \$89,000 in unrestricted gifts thus far. There is an additional \$148,500 in asks that have already been made, or will be made in the next month.

Board members will continue to communicate any EITC and foundation connections to Anne (Director of Development).

The members of the Wissahickon Foundation Board were approved unanimously. Motion to approve was led by Justin DiBerardinis and seconded by Rosi.

CEO/COO Evaluation Discussion (Fran, Chair)

There was a discussion about the CEO/COO evaluation plan on October 5th with Board officers, Jamal, Kristi, and Kim (Director of Human Capital). That group developed the following recommendation:

There will be two levels of CEO/COO evaluations. A robust evaluation will occur every 3rd year, with less intensive evaluations occurring on the other years. The most recent robust evaluation was in 2015-2016. This year, existing surveys will be sent to administrators and faculty. This year's evaluation will also include the parent survey issued by the City last school year, for which results are still pending. Surveys will be administered, returned, and tabulated via SurveyMonkey in mid-late February. The results of the surveys will be discussed by the Board Officers who will share their thoughts about the survey results with Jamal and Kristi. A written report will be prepared by the Officers which will be shared with the full Board along with the supporting survey results no later than the April Board meeting. The survey results and final written reports will then be made available for Kristi and Jamal.

Richard wonders if surveys are sufficient, and suggests the establishment of few key performance indicators. Kristi and Jamal will develop these performance indicators and present them at the November Board meeting.

The above plan for CEO/COO evaluation was approved unanimously. Motion to approve was led by Justin DiBerardinis and seconded by Rosi.

Board Recruitment (Kristi, CEO)

The Board Member Self-assessments were compiled, which helps us to assess gaps in areas of Board member expertise: finance, legal, development.

Board members should consider people in their network for the Board, and make introductions between those individuals and Kristi and Jamal to launch the process.

The Board entered an executive session to discuss personnel issues, as allowable by the PA State Sunshine Laws.

The Board Meeting adjourned at 8:05pm.

Action Items:

- Jamal will provide documentation of how much we pay for each student at an APS, and the Board will approve this during the November meeting.
- The Board will approve the finalized audit and the full management response at the November Board meeting.
- Board members will continue to communicate any EITC and foundation connections to Anne (Director of Development).
- Kristi and Jamal will develop key performance indicators to be included in their evaluation and present them at the November Board meeting.
- Board members should consider people in their network for the Board, and make introductions between those individuals and Kristi and Jamal to launch the process.

Handouts that were distributed are attached.

- September 2017 Meeting Minutes
- Financial Statements ending September 30, 2017
- Bloom Consulting Proposal

- Notes from CEO/COO Evaluation Discussion
- Board Member Expertise Self-Assessment
- FY2017 Governance Letter
- FY2017 Internal Control Letter
- Audit Draft