

**Wissahickon Charter School  
Board of Trustees Meeting  
December 12, 2017 6:36pm - 8:10pm**

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

**Board Members Present:** Fran Bradley (Chair), Justin Wheeler (Treasurer), Isaac Ewell (phone), Martin Millner, Ebony Staton Weidman, Rosi Barbera, Richard Binswanger, Ellen Lutz (Vice Chair)

**Board Members Absent:** Justin DiBerardinis (Secretary)

**Staff Present:** Kristi Littell (CEO), Jamal Elliott (COO), Allie DiTucci (Development Associate), Amanda Strain (Literacy Program Coordinator)

**Guests Present:** Mike Whisman (Charter Choices), Aisha Knight (parent, citizen)

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

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

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

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

The financial statements ending November 30, 2017 were reviewed by the Finance Committee.

The school's cash balance increased from \$1,494,112 at June 30, 2017 to \$2,151,640 at November 30, 2017. The cash balance at November 30, 2017 was equal to 55.6 days of cash on hand.

Total current liabilities on November 30, 2017 are approximately \$677,858 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 November 30, 2017.

For the month of November, The School District of Philadelphia paid us for 781 regular education (budgeted 766) and 179 special education (budgeted 200) students. In December, a catch-up payment was made to include 764 regular education students and 196 special education students. The school is working with the district to update the special education count and we are working with the district to increase the allowable student population to 972.

The Projected expenses are higher than budgeted primarily due to two areas. Personnel costs are higher due to additional special education salaries and professional services are higher due to substitute services.

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

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

**Development Update (Kristi, CEO)**

There is \$235,000 of unrestricted fundraising built into the budget. There is \$121,500 in major gifts received or pledged. There is an additional \$160,500 in asks that are currently out. Recently made an ask of \$35,000 for 3 years from a friend.

Board members are asked to fulfill their Annual Fund pledges by the end of 2017.

January and February are the final months during which the Development team will invite guests to the school for tours and meetings, before switching to full-time event planning.

The honoree for the Spring Benefit has been confirmed: Christine Lussier. There are two potential dates for the event: June 2nd or April 28th.

To support the success of the event, all Board members are expected to bring five guests, secure one sponsorship, and help secure auction items.

### **Social Studies Curriculum Update (Kristi, CEO)**

One of this year's institution-wide goals is to determine how to best incorporate social studies within the already busy school day? We have formed a task force and hired an outside consultant. Together, this group has developed vision statements for social studies and identified existing opportunities to address social studies standards. The full staff will give feedback on these opportunities, and the consultant will then propose a scope and sequence. In addition, the consultant will create model lesson plans and action plans for creating additional lesson plans.

Kristi and Jamal will circulate a few bullet points about current school highlights that can be shared with Board members' networks.

### **Board Candidate Discussion (Kristi, CEO and Jamal, COO)**

Today is Ellen Lutz's final Board Meeting. We are grateful for Ellen's work and continued commitment to the school.

The Board will select a new Vice Chair during the February Board meeting.

Jamal has asked that we be matched with potential candidates for Board membership through a network for people of color preparing for Board membership. Richard suggests Leadership Inc. for potential Board candidates. Mia Fiorvanti from Franklin Square (FS) Investments told Kristi that FS helps place people on Boards with expertise in law and finance.

Kristi met with a candidate recommended by Justin DiBerardinis: Anna Wallace Adams. Anna runs the city's finances, and would make a great fit, though she needs to investigate whether she can ethically serve on a board, in light of the dissolution of the SRC.

### **CEO/COO Evaluation Logistics and Updates (Fran, Chair)**

Fran shared a series of questions about the logistics of administering the CEO/COO evaluations. All surveys will be administered electronically via SurveyMonkey. Kim will distribute the general survey, and the Board officers will circulate the surveys specific to Kristi and Jamal, beginning in February. Rosi and Ellen volunteer to assist Board officers with administering the surveys.

Board officers will share results with Kristi and Jamal before sharing out to the full Board in April. At that time, Kristi and Jamal will also report on progress to performance measures.

Kristi and Jamal will share list of performance measures to full board. Kristi and Jamal will share progress to school-wide goals as School Spotlight during the February Board meeting.

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

There are two mid-year openings at Fernhill: Math and Science Middle School Apprentice Teacher, and 6th Grade Math and Science teacher. Both positions have been filled.

**The Board Meeting adjourned at 7:45pm to executive session to discuss personnel update as allowable under PA State Sunshine Laws.**

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

- November 2017 Meeting Minutes
- Financial Statements ending November 30, 2017
- Social Studies Opportunities Map

**Action Items**

- Board members are asked to fulfill their Annual Fund pledges by the end of 2017.
- To support the success of the event, all Board members are expected to bring five guests, secure one sponsorship, and help secure auction items.
- Kristi and Jamal will circulate a few bullet points about current school highlights that can be shared with Board members' network.
- The Board will select a new Vice Chair during the February Board meeting.
- Kristi and Jamal will share list of performance measures to full board. Kristi and Jamal will share progress to school-wide goals as School Spotlight during the February Board meeting.