

**Wissahickon Charter School
Board of Trustees Meeting
September 19, 2017 5:05pm - 7:47pm**

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

Board Members Present: Fran Bradley (Chair), Richard Binswanger, Justin Wheeler (Treasurer), Marty Millner, Rosi Barbera, Isaac Ewell, Ebony Staton Weidman (phone, in person at 5:52pm), Justin DiBerardinis (Secretary), Ellen Lutz (Vice Chair, phone)

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

Guests Present: Mike Whisman (Charter Choices 5:30-5:56pm), Lorena Ahumada (Kleinbard), Lauren Medley (parent, citizen), and Leah Medley (student)

Board chair called the meeting to order at 5:05pm.

Approval of May Meeting Minutes (Fran, Chair)

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

State of the Institution Presentation (Kristi & Jamal, CEO/COO)

Kristi presents on the state of Wissahickon Charter School, including enrollment, demographics, budget, development, PSSA data, attendance, accountability measures, and school-wide goals.

Financials Report (Justin Wheeler, Treasurer)

The Finance Committee reviewed a draft audit report for 2016-2017. The audit report will be available for Board approval at October meeting.

Justin presented a revised 2017-2018 budget and highlighted the substantive changes. There was a change in the way we present per-pupil allotment to make reporting easier. Federally allocated funds increased significantly from the original budget. Adjusted expenditure for staff benefits based on more up-to-date numbers. Special education contracted costs. The state was slow to bill us to collect funds for students in Approved Private Schools, and we received a bill from past years, so we will continue to monitor this. We will clear our debt service requirement.

The revised 2017-2018 Budget was approved unanimously. Motion to approve was led by Richard and seconded by Justin DiBerardinis.

The list of bills from the August Financials was approved unanimously. Motion to approve was led by Richard and seconded by Marty.

English Language Learners (ELL) Policy (Kristi, CEO)

The new policy stipulates that parents can opt out of ELL services for any reason, and that Wissahickon won't apply any pressure for families to decline services.

The English Language Learners policy was approved unanimously. Motion to approve was led by Richard and seconded by Justin Wheeler.

Personnel Update (Kristi, CEO)

There is one learning specialist position still unfilled. There are multiple ways we could address this. Lead teacher retention is 93% at Awbury, 83% at Fernhill, and 100% for school leadership, and 100% for Behavioral Support Team members. The improved salary scale had a significant impact on retention and hiring.

Legal Overview (Lorena, Kleinbard LLC)

An attorney from Kleinbard provided an overview of the range of employment-related legal matters.

Strategic Planning (Kristi, CEO)

Pat Sanaghan, the organizational consultant with whom Kristi and Jamal have been working, has agreed to stay on to consult on strategic planning. Pat's donor will underwrite his work for \$10,000. Under Pat's advisement, Kristi and Jamal have formed a steering committee of approximately 10 people representing different groups. The kick-off meeting will be held this fall.

CEO/COO Evaluation (Fran, Chair)

Kristi, Jamal, and the Board officers will bring a plan for the CEO/COO Evaluation at the October meeting. The Board then brainstormed about key elements they would like to see in the evaluation plan.

Development Update (Kristi, CEO)

Kristi provided a final recap of 2016-2017 fundraising, and shared the fundraising goals for the 2017-2018 school year. There is \$285,000 built into the operating budget to be raised by the Development Team. Kristi reviewed with the Board their annual expectations, with respect to Development. Board members are asked to identify foundations and EITC-approved businesses with whom they have connections. Finally, Kristi shares about early preparation for the 2018 Spring Event.

Board Assessment and Recruitment (Kristi, CEO)

Board members fill out a self-assessment about their Board performance. Board members brainstorm about others who might have the interest, expertise, and capacity to join the Board.

The Board Meeting adjourned at 7:47pm.**Action Items:**

- Kristi, Jamal, and Board officers will meet to make a plan for the CEO/COO evaluation.
- The Finance Committee will bring a 2016-2017 audit draft for Board approval.
- All Board members will identify foundations and EITC-approved businesses with whom they have connections.
- All board members will consider others who might have the interest, expertise, and capacity to join the Board.
- Anne will reach out to Board members to discuss their individual giving and potential connections.

Handouts that were distributed are attached.

- Financial Statements ending August 31, 2017
- Revised 2017-2018 Budget Draft
- Development Packet
- May 2017 Board Meeting Minutes
- English Language Learner Policy
- Board Member Self-Assessment