

**Wissahickon Charter School
Board of Trustees Meeting
November 20, 2019 6:33pm-8:27pm**

**Wissahickon Charter School Awbury Campus (Library)
815 E Washington Lane, Philadelphia, PA 19138**

Board Members Present: Rosi Barbera (Chair), Ebony (Vice Chair, By Phone), Charles Case (Secretary), Bob Anderson, Shauna Mace, Justin DiBerardinis. Rachel Loeper (by phone), Debbie Levin

Staff Present: Kristi Littell (CEO), Jane Walsh (Development Associate), Jess Pastore (Director of Development)

Guests Present: Mike Whisman (Charter Choices), David Sekerak (Clifton Larson Allen)

Board chair called the meeting to order at 6:33pm

Review of September Board Minutes (Rosi Barbera, Chair)

The Board reviewed the minutes from the September Board Meeting.

Motion to approve the minutes was led by Justin and seconded by Bob. The minutes were approved unanimously.

Financials (Mike Whisman, Charter Choices)

Mike Whisman reviewed the Financial Statements ending October 31, 2019.

Mike reported that, while the cash balance decreased, cash in hand is still well over the 60 days recommended at 103.7 days. The cash balance decreased because of the increased 2019-2020 budget, which includes a \$844,679 reserve, and because the paydown of liabilities exceeded federal grant collections over the summer.

The School District of Philadelphia is currently paying us for 726 regular ed (budgeted 750) and 230 special education (budgeted 210) students. In November, the district paid us for 743 regular ed students and 229 special ed students. We are projecting total Philadelphia revenues based on November enrollment.

Wissahickon Foundation Financials are also included in the Financial Statements and Mike reports that they have remained largely the same month-to-month. The \$24,334 owed to the school was recently paid in full.

A motion to approve the Oct Financial Statements were led by Charles and seconded by Shauna. Passed unanimously.

The board was provided with time to review the Transaction Details for September and October.

Transaction details for September and October were approved unanimously. Motion to pass Sept was led by Bob and seconded by Charles. A motion to pass Oct was led by Shauna and seconded by Charles.

Kristi provided members with her proposal to provide all Wissahickon employees with end-of-year bonuses. Motion to approve these bonuses was led by Bob and seconded by Charles.

Audit (David Sekerak, Clifton Larson Allen)

David Sekerak of Clifton Larson Allen (CLA) provided a PowerPoint presentation summarizing the Audit process and results.

David informed members of the areas of audit emphasis, the results of the audit, and the next steps that CLA would take.

The Audit Results showed no uncorrected misstatements, and disclosures were consistent from year-to-year. There were no material weaknesses or significant deficiencies noted for current year. CLA provided the school with some areas in which improvements were recommended. These included earlier submission of Board Statement of Financial Interests, better reporting of Multi-Year Pledges, and more consistent bookkeeping of afterschool revenue. Kristi reported that the school and Charter Choices are already working to instate better procedures for this year.

The Board of Trustees entered a Closed Executive Session to allow the Board to ask questions and review findings of the audit as allowable through PA State Sunshine Laws.

The Board passed the audit unanimously. Justin made a motion to approve the audit and Shauna seconded.

Swearing in of new Board Member (Rosi Barbera, Chair)

Debbie Levin took the Oath of Office and was sworn in as a new member of the Wissahickon Charter School Board of Trustees.

Employee Handbook (Rosi Barbera, Chair)

The Board reviewed the Employee Handbook in advance of the meeting and was given time to ask questions and express concerns. Some questions were asked but no major concerns were present.

Kristi presented two suggested changes since the Board previously reviewed the document. The first change was regarding the policy for part-time employees within the School's Jury Duty policy. Kristi recommended increasing the number of paid days for part-time employees participating in Jury Duty so that the policy for all employees (both full and part time) is the same. The second suggestion was regarding the "No Call/No Show" Policy, in which it was suggested that the phrase "consecutive days" be changed to "days total"

A motion to approve the Handbook was led by Charles and seconded by Ebony. The handbook was approved by the Board unanimously.

CEO Report (Krist Littell, CEO)

Kristi introduced the school's new Director of Development, Jess Pastore, and gave a recap of her first few days. Jess provided the Board with her professional background and shared her passion for education and non-profit development.

Kristi reported that the school just received a gift from the van Ameringen Foundation for \$50,000/yr for three years to support our Behavioral Support Team Model. This foundation had previously funded the BST at the same amount for a two-year period so this increased gift demonstrates further confidence in our model and school.

Kristi announced some other gifts received in the previous weeks including \$8500 from BB&T for EITC funding.

The Annual Fund has been launched and is slightly behind from where we were at this point last year; however, we are confident that we will catch up in the coming weeks during our end-of-year campaigns.

Kristi relayed Development Associate Jane Walsh's plan for maternity leave. Sarah Mohtes-Chan, a former teacher at the Fernhill Campus, will serve as her replacement. Sarah will start on Dec 2nd to allow some overlap time before Jane's leave starts.

Kristi requested that the Board review the EITC Business List to see if members have any connections within these companies. Jane will email the list to all members so they may review thoroughly.

Kristi noted that the Development Team is working to have the honoree for the 2020 Spring Benefit decided before the end-of-year. Kristi presented two possible honorees to the board and asked that they provide any feedback on these suggestions by the end of the week so that she can contact the honorees ASAP.

Jane and Jess will be emailing all Board Members with two requests: 1. Update their Event Guest Lists and 2. Complete their Pledge Agreement for the 2019-2020 Annual Fund

Kristi will request Staff Members to make nominations for the Jeremy Nowak Legacy Award.

The Board went into a Closed Executive Session to discuss a student issue.

The Board approved the legal matter discussed in closed session.

Motion to approve the settlement agreement was led by Shauna and seconded by Charles. The board approved the settlement unanimously.

Strategic Plan (Rosi Barbera)

The Board reviewed the Strategic Plan prior to the meeting and was given time to ask questions and provide feedback.

Motion to approve the Strategic Plan was led by Bob and seconded by Justin. The Plan was approved unanimously.

Governance Committee Update (Bob Anderson, Member)

Bob Anderson provided summaries of the two most recent meetings of the Governance Committee including their plan for the CEO Evaluation as well as their recommendation to create a system for evaluating the effectiveness of all Board Meetings. Bob provided a Meeting Evaluation Form that Members could complete after each meeting. The Board will complete this survey tonight as a trial and determine if this system should be used for future meetings.

Kristi recommended that each Board Meeting begins with a review of the "Six Goals" of the Board.

The Board will create and present an evaluation form at the next Board Meeting.

The Board Chair adjourned the meeting at 8:27pm

A motion to adjourn was led by Charles and seconded by Justin . The board decided unanimously to adjourn.

Handouts that were distributed are attached.

- Board Meeting Minutes 09.18.19
- WCS_FinancialReport_2019.10 v1.3
- Minutes of GC Meeting -10-1-19
- Minutes of GC Meeting – Nov. 14 2019
- Proposed Changes to the WCS Employee Handbook
- Revised WCS Employee Handbook (01746430-3x9E3AD)
- Strategic Plan, Year by Year
- WCS - Student 31619 - Redacted Agreement and Board Documents 11-14-19
- Wissahickon - Student 31619 - Board Resolution to Approve Agreement

Action Items:

- Jane will email the EITC Business List to all members and members will review thoroughly to see if they have any connections within these companies.
- Board to provide feedback on suggested Event honoree ASAP.
- Kristi will request Staff Members make nominations for the Jeremy Nowak Legacy Award.
- Jane will email all members with their Event Guest Lists from last year (or a blank form for new members). Members will update their guest list.
- Jess will email all members who were not present to provide their pledge forms.