

**Wissahickon Charter School  
Board of Trustees Meeting  
September 18, 2019 6:42pm-8:pm**

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

**Board Members Present:** Rosi Barbera (Chair), Charles Case (Secretary), Justin Wheeler (Treasurer, by phone), Bob Anderson, Rachel Loeper, Shauna Mace

**Staff Present:** Kristi Littell (CEO), Jane Walsh (Development Associate), Paul vande Stouwe (Assessment and Accountability Manager)

**Guests Present:** Mike Whisman (Charter Choices), Wydiah Sullivan (Parent), Jelanah Shuler (Parent)

**Board chair called the meeting to order at 6:42pm**

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

Shauna Mace took the Oath of Office to become a member of the Board of Trustees of Wissahickon Charter School.

**Review of June Board Minutes (Rosi Barbera, Chair)**

The Board reviewed the minutes from the June Board Meeting.

Motion to approve the minutes was led by Charles and seconded by Bob. Shauna abstained since she was not present at the June meeting. The minutes were approved.

**Board Expectations (Rosi Barbera, Chair)**

Rosi reviewed the expectations of all Board Members. These expectations include four major components: 1. Governance and Fiduciary Responsibility, Terms, Meeting Attendance and Email Communication, and Development.

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

Mike Whisman from Charter Choices reviewed the school's most recent Financial Statements.

The Balance Sheet showed that the school currently has 123 days of cash on hand which is higher than the District recommendation of 60 days cash on hand. Total current liabilities on August 31, 2019 are approximately \$1,289,265 lower than at June 30, 2019. The decrease is a result of the payment in accounts payable and accrued expenses and the summer payroll accruals paid out in July and August. The school's current ratio, a measure of its ability to meet current payment obligations increased from 2.2 at June 30, 2019, to 4.1 at August 31, 2019.

A motion to approve the Financials was led by Rachel and seconded by Bob. The Financials were approved unanimously.

A motion to approve the Transaction Detail was led by Charles and seconded by Rachel. The Transaction Detail was approved unanimously.

Mike also reviewed the revised budget for Fiscal Year 2020 and detailed some small changes since the budget was first introduced to the Board in the Spring.

A motion to approve the revised budget was led by Bob and seconded by Charles. The revised budget was approved unanimously. **The approval of this budget includes all hiring for that occurred for the 2019-2020 school year, including Lauren Bennett as the Fernhill Assistant Principal.**

### **CEO Report (Kristi Littell, CEO)**

Kristi reported that Professional Development held in August went really well. The session started with staff new to WCS who received a week of PD designed especially for them, then two full days of math PD to compliment the new curriculum. There will be increased Math PD throughout the year to support this new curriculum as well.

Over the summer, a new staff handbook was created with oversight from our attorneys. Kristi and Kim Krasnow, the school's Director of Human Capital, are holding meetings at both campuses to allow staff to ask questions and gain a better understanding of the handbook.

Facilities are in the best shape they have looked in a long time, particularly the Fernhill Campus. There were several facility updates over the summer, spearheaded by our new Director of Operations, Tiffany Days-Harris.

### **Personnel and Hiring (Kristi Littell, CEO)**

We are close to completing hiring of all faculty and other student-facing staff. Ms Polite, our new Middle School Principal at Awbury, and Tiffany Days-Harris, our new Director of Operations, have been fantastic additions to the school.

Fernhill has undergone an administrative change. In previous years the school had a Middle School Director and a Lower School Director and this year we shifted to a Principal and Assistant Principal model. Kristi reported that this change has been well received by staff and has created a sense of cohesion and unity across the campus.

The Director of Development position is still open. This does not take as much priority as it is not a child-facing position; however, once all of the other positions are filled recruitment efforts will be more focused on this role.

### **Development Update (Kristi Littell, CEO)**

We started the year with \$106,000 pledged and currently have about \$118,000 pledged or received. We recently received a \$7,500 grant from the Caroline Fredricka Holdship Trust for SmartBoards and have recently submitted a grant application for \$150,000 in funding over three year from the van Ameringen Foundation to support the Behavioral Support Team program. Kristi met with Ken Kind, chair of van Ameringen, and Hugh Hogan, the new Executive Director, to review our proposal. Two other grants were submitted just last week which leaves us with an additional \$5,000 pending.

Kristi has been working hard to maintain our goal of meeting with two major donors a week and has felt that Development efforts are being well-maintained.

**The Board of Trustees entered a Closed Executive Session to discuss a student issue as allowable through PA State Sunshine Laws.**

Motion to approve the resolution was led by Bob and seconded by Charles. Resolution was approved unanimously

### **Governance Committee Report (Bob Anderson and Rachel Loeper, Governance Committee)**

Bob reviewed some proposed changes to the bylaws to better define and expand the role of the Governance Committee.

Rachel presented a proposed Board “Vision Statement”, created by the Governance Committee to help guide the board in the work they are doing, inform newly elected board members, and recruit new members.

Bob suggested that the Board adopts policies and practices to evaluate the effectiveness of the Board of Trustees.

Bob and Rachel requested that the Board review these proposals for future discussion.

### **Strategic Plan (Kristi Littell, CEO)**

A process was started in 2018 to build a new Strategic Plan. Implementation of this plan is beginning this school year. The major domains of the Strategic Plan include the Environmental Mission, Teaching & Learning, Race & Equity, School Culture & Student Supports, Financial Stability, and Infusing Technology. This plan was built with the help of numerous focus groups including faculty, staff, students, parents, alumni, donors, the board, and others.

In the next few months, we will be sharing the plan and requesting feedback from parents, students, staff, and others. Kristi will bring that feedback to future meetings.

### **The Board Chair adjourned the meeting at 8:25pm**

A motion to adjourn was led by Shauna and seconded by Bob. The board decided unanimously to adjourn.

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

- Wissahickon Charter School Board of Directors Vision Statement/Leadership Overview
- Expectations for the Board of Trustees
- June Meeting Minutes
- WCS Financial Report
- WCS 2019-2020 Revised Budget

### **Action Items:**

- The Board will review the Employee Handbook and the Student Family Handbook prior to the October Meeting, at which time the Board will discuss and approve.
- Jane to bring printed copies of the Strategic Plan for review at the October meeting.
- Board Members should review and consider the proposals made by the Governance Committee