

**Wissahickon Charter School
Board of Trustees Meeting
December 12, 2018 6:35pm - 8:39pm**

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

Board Members Present: Rosi Barbera (Chair), Ebony Staton-Weidman (Vice Chair), Justin Wheeler (Treasurer), Justin DiBerardinis (Secretary), Fran Bradley, Bob Anderson, Rachel Loeper, Charles Case, Martin Milner

Staff Present: Kristi Littell (CEO), Anne Pennington Wang (Development Director), Jane Walsh (Development Associate)

Board chair called the meeting to order at 6:35pm.

Review of November Minutes (Rosi Barbera, Chair)

The Board reviewed the November minutes. Motion to approve the minutes was led by Marty and seconded by Ebony. The Board approved the minutes unanimously.

Development Update (Kristi Littell, CEO, and Anne Pennington Wang, Director of Development)

Anne shared that we received a \$20,000 contribution from Hallee and David Adelman, which was unexpected. Hallee Adelman is a Wissahickon Foundation Board Member.

Anne shared that we are on track with major gifts. The Development Team has about \$100,000 in immediate requests out, and \$18,500 has been raised for the Spring Event so far, surpassing the amount typically raised at this point in the year.

There was a discussion around this year's decision for honoree at the spring event.

Anne reviewed the three "asks" from the board regarding our Spring Event. Each Board Member should:

1. Bring five guests who they think would be interested in becoming a supporter of the school,
2. Find sponsors for the event,
3. Secure 2-3 auction items with a value of \$100 or more.

Financials (Justin Wheeler, Treasurer)

Justin reviewed the financials. There have been no significant changes in our financials since last month. The school continues to do well with their cash balance and projections for the year.

Kristi proposed a \$100 End of Year Bonus for every employee. This would be an increase from the typical End of Year Bonus. Kristi believes that this increase is deserved given that it will show appreciation for staff's adjustment to changes this year.

Awbury building is up for refinancing in the fall of 2020. Justin and Mike Whisman from Charter Choices had a call with Mt Airy Transit Village (MATV), which is the nonprofit that leases us the building. Because MATV is having cash challenges, we will be prepaying our rent for the remainder of our lease. Work began on the refinancing process.

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

A motion to approve the Employee Bonuses was made by Bob and seconded by Marty. The Board approved the motion unanimously.

Personnel and Hiring (Kristi Littell, CEO)

Both math positions at Awbury are still open. Apprentice Teachers are currently working in the classroom and doing well, but the situation is not ideal.

Justin suggested we consider hiring an Apprentice Teacher or individual in a similar role to fill any voids that may occur throughout the year.

The Board went into a Closed Executive Session to discuss personnel matters.

The Board came out of Closed Executive Session and voted on a policy related to providing a stipend for Directors, which is detailed in the attached document.

A motion to approve the stipend was made by Bob and seconded by Marty. The Board approved unanimously.

Rachel made a motion to adjourn the meeting and Fran seconded. The board approved unanimously and The Board Chair adjourned the meeting at 8:39pm.

Handouts that were distributed are attached.

- Wissahickon Charter School Financial Statements; November 2018
- Development Update for Board Meeting
- WCS - Director Compensation
- Board Meeting Minutes 11.14.18

Action Items:

- Kristi and Anne to reach out to friends/family of Jeremy Nowak
- Board Members to begin work on fulfilling their expectations for the Spring Event