

**Wissahickon Charter School  
Board of Trustees Meeting  
February 6, 2019 6:43pm-8:51pm**

**Wissahickon Charter School Fernhill Campus (Board Room)  
4700 G Wissahickon Ave, Philadelphia PA 19144**

**Board Members Present:** Rosi Barbera (Chair), Ebony Staton Weidman (Vice Chair), Fran Bradley, Bob Anderson, Rachel Loeper, Charles Case, Isaac Ewell

**Staff Present:** Kristi Littell (CEO), Anne Pennington Wang (Development Director), Jane Walsh (Development Associate), Kate Bowman-Johnson (Awbury Librarian), Kourtney Gavin (Fernhill Librarian)

**Guests Present:** Mike Whisman (Charter Choices)

**Board chair called the meeting to order at 6:43pm**

**Review of January Minutes (Rosi Barbera, Chair)**

The Board reviewed the January minutes.

Bob made a motion, Marty seconded. Approved unanimously.

**School Spotlight: Libraries (Kourtney Gavin, Librarian at Fernhill, and Kate Bowman-Johnson, Librarian at Awbury)**

Kate and Kourtney provided background on their careers at Wissahickon, what the library is like at their campus, and detailed a “day in the life” of a Wissahickon librarian at their respective campuses. Both reported that there is a great love of reading amongst their students, that many are very active and involved in the classroom, and that the libraries are a hub of the community. Kate described the Wissahickon libraries as “the living rooms of the school”.

Some special events for the library include the Scholastic Book Fairs and the Reading Olympics.

Kristi informed the Board that very few public schools in the Philadelphia School District have a dedicated library; At Wissahickon, this was a priority for the founders and maintaining the library has been a major focus of the directors and the development team.

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

As of January 31st the cash balance is slightly down from last month but up 1.3 million since June 30th. The increase was caused by federal receivables (collected money due from last year) and because accounts payable and accrued expenses are down.

The Budget vs Actual through Jan 31st projects a surplus this year of over a million dollars. This is trending to the budget but will likely be ahead of budget.

Mike reported that the school is in good shape to fund the “gap year” when we will no longer be receiving the \$250,000/yr grant for staff salaries.

Motion to pass the financial statement was approved unanimously. The motion was led by Ebony and seconded by Fran. Motion to approve the transactions was approved unanimously. The motion was led by Marty and seconded by Bob.

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

Anne reported that the Development Team is currently in “Phase 1” of planning for the Spring Event and in good shape to meet their fundraising goals.

Anne reminded Board Members to submit their guest lists, if they have not already, to Jane. Jane will follow-up with those members who have not submitted their guest lists.

Member wills also reminded that they should be recruiting at least one corporate or individual sponsorship for the event.

Bob reported that he is currently planning a house party with some residents of Pennswood Village Retirement Community to recruit more supporters of the school. Several members of Pennswood are already involved and Pennswood provides transportation to the Spring Event.

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

Kristi reported that a replacement has already been secured for the counselor position that recently opened at our Fernhill Campus. The individual is extremely experienced and is an Awbury parent so she is familiar with the school and our culture. The current counselor’s last day will be February 8th and the new individual will not start until February 25th so there will be a short gap in which there will be no counselor at the Fernhill Campus. Kristi has been meeting with our current counselor to create a plan to best meet the needs of our students during that gap.

We have several staff members who are on parental leave or will go on parental leave in the near future.

### **Board Membership & Secretary Role**

Justin DiBerardinis has taken a leave from the Board and therefore a replacement must be found to fill his role as Secretary. Current member Charles Case has expressed interest in the role. Charles left the room so that the Board could discuss his appointment.

Bob made a motion to approve Charles as the Secretary and Ebony seconded. The Board approved unanimously.

Justin D. also served on the Strategic Planning Committee. Rachel offered to serve in his absence.

Kristi discussed three candidates for appointment to the Board. One has a background in finance, one is an attorney, and the third has an expertise in marketing and works for FS Investments, which has been a supporter of the school for some time.

Bob proposed that formal guidelines are established for the identification and appointment of potential board members. Kristi added that the size of the Board should be established as well. Rosi decided that a Governance Committee meeting would be called to discuss these issues.

**The Board went into a Closed Executive Session to discuss a special education matter.**

**The Board came out of Closed Session. The Board Chair adjourned the meeting at 8:51pm**

**Handouts that were distributed are attached.**

- Wissahickon Charter School Financial Statements; January 2019
- Development Update for Board Meeting
- Board Meeting Minutes 01.23.19

**Action Items:**

- Jane will email a reminder to all board members who have not yet submitted their guest list. These members should submit their guest lists asap.
- All board members will work to obtain at least one event sponsorship.
- Rosi will schedule a Governance Committee Meeting to establish guidelines for the recruitment of new board members.