

**Wissahickon Charter School
Board of Trustees Meeting
February 3, 2021 6:35pm-8:14pm
Meeting Held Virtual via Zoom Conferencing**

Board Members Present: Justin DiBerardinis (Chair), Bob Anderson, Rachel Loeper (Vice Chair), Charles Case (Treasurer), Michael-Ann Matticoli, Anthony Coughlin, Ebony Staton-Weidman

Staff Present: Kristi Littell (CEO), Jane Walsh (Development Associate), Jess Pastore (WCS Director of Development), Paul Vande Stouwe (WCS Assessment and Accountability Manager)

Guests Present: N/A

Board Chair Justin DiBerardinis called the meeting to order at 6:35pm.

Some Good News (Kristi Littell, CEO)

Kristi showed an example of one of Wissahickon's Morning Messages, which are delivered daily by a different site-based leader (ie Principals, Assistant Principals, Deans of Culture). Morning Messages provide students with announcements, inspiration, and school cheer, and serve as a reminder that they are part of one big community. The message shared today was led by Awbury Middle School Principal Lovelee Polite.

Approval of Consent Agenda (Justin DiBerardinis, Chair)

The February consent agenda includes the December Board Minutes and December Financial Transactions.

Justin called for a motion to approve the consent agenda. Anthony led the motion, and Charles seconded. The consent agenda was approved unanimously.

Financial update (Charles Case, Treasurer)

Charles reviewed the Wissahickon Charter Financials as of December 31st, 2020. Trends were generally positive and we are on track to have a successful financial year. Charles also reported on the Wissahickon Foundation, which shows positive financial trends as well.

Justin called for a motion to approve the December Financial Statements. Michael-Ann led the motion and Ebony seconded. The Financials were approved unanimously.

Lottery Update (Paul Vande Stouwe, Assessment and Accountability Manager)

Paul Vande Stouwe, the school's Assessment and Accountability Manager, provided a summary of Wissahickon's current application process including the number of applicants and the number who qualified for preference through our legally allowable preference policies. The deadline for families to apply to Wissahickon's lottery was Monday, January 25th.

While Paul reports that there has been a decline in applications from recent years past, this is a citywide trend and we are still receiving far more applications than available seats.

Development Update (Jess Pastore, Director of Development)

Jess Pastore, Director of Development, provided an update on development efforts this year. As we approach the Spring season, we recognize that our usual plan for a Spring Benefit will not be feasible since we are still in the midst of the pandemic. While an online event was considered, it was ultimately decided that this was not the best fit format for our organization.

Ultimately, we have decided to launch a robust Sponsorship Campaign and have set a goal of \$90k in sponsorships. We believe that most of our sponsors from years past will continue to support us even without a physical event. We are also hopeful that we can bring in new sponsors. In addition to the Sponsorship Campaign, we will be creating a newsletter and holding virtual “teas” and social media campaigns.

Jess is requesting that the Board help recruit new sponsors and friends so we can engage new supporters. We are setting a deadline of February 17th for members to identify these individuals and set a goal for engagement.

CEO Report (Kristi)

Kristi reports that guidance from the Health Department and PDE on safe learning during the pandemic has recently changed, and they are now encouraging schools to return to some form of in-person learning. The Cross-Site Admin Team is holding multiple meetings to determine if and how students will be identified to participate in any in person programs. Part of this process includes meeting with health experts and school leaders whose schools are hosting in person programs.

The Board went into Closed Session to discuss a Student Matter as allowable by PA State Sunshine Laws.

The Board came out of Closed Session to approve the resolution discussed during the closed session. Justin called for a motion to approve the resolution. Bob led the motion and Charles seconded. The resolution was passed unanimously.

Governance Report (Justin)

Justin reviewed the Board Goals set by members for the 2020-2021 year and members reflected on the Board’s ability to accomplish those goals so far. Rachel noted that, in regards to the goal surrounding CEO Succession Planning, that a CEO job description will need to be written. Kristi reports that our Director of Human Capital has created a draft which Kristi is currently reviewing and editing as needed. As next steps, Kristi will provide that draft to the Board.

Rachel reviewed some of the driving questions the Governance Committee had to determine whether Board meetings are operating as effectively as possible. Members provided their reflections on these questions.

Race and Equity Report (Ebony Staton-Weidman)

Ebony reported on next steps for Race and Equity work amongst the Board. A meeting will soon take place with those who have expressed interest in being on the Race and Equity Committee, which will largely inform how the Board proceeds.

Justin called for a motion to adjourn. The motion was led by Bob and seconded by Ebony. Motion to adjourn was approved unanimously.

The Board Chair adjourned the meeting at 8:14pm

Handouts that were distributed are attached.

- WCS Board Meeting Minutes 12.16.20
- WCS Financial Report 2020.12 v1.1
- GC Minutes 1.21.21
- WCS Board Goals 2020-2021
- WCS Board Reflection: Effective Meetings
- WCS Board Agenda 02.03.21
- WCS Application Summary 2021-2022
- Spring Sponsorship Campaign and Board Involvement

Action Items:

- Kristi will provide a copy of the CEO Job Description for the Board
- Board Members will identify prospective Sponsors and Friends from their networks and create their goals for engagement
- Jess and Kristi will contact Board Members for their engagement goals on February 17th