

**Wissahickon Charter School  
Board of Trustees Meeting  
October 21, 2020 6:32pm-8:27pm**

**Meeting Held Virtual via Zoom Conferencing**

**Board Members Present:** Justin DiBerardinis (Chair), Debbie Levin (Secretary), Charles Case (Treasurer), Bob Anderson, Shauna Mace, Michael-Ann Matticoli, Anthony Coughlin

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

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

**Board chair called the meeting to order at 6:32pm**

**Review of September Board Minutes (Justin DiBerardinis, Chair)**

The Board reviewed the minutes from the September Board Meeting.

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

**Enrollment Update (Paul van de Stouwe, Assessment and Accountability Manager)**

Paul Vande Stouwe provided information about enrollment this year. Paul reported that all of our seats are filled, which is a feat that can be attributed to the hard work and diligence of our Front Desk Staff and our Director of Operations Tiffany Days-Harris.

Paul also provided a proposed change to the enrollment process. Under the new proposal, enrollment would be a two-step process: accepted families would need to confirm their enrollment by responding to an automated email they receive and they would also need to respond to a direct outreach from our Front Desk Staff.

Justin called for a motion to accept the changes to the Enrollment Process. A Motion was led by Charles and seconded by Anthony. The motion was approved unanimously

**Financials (Charles Case, Treasurer)**

Charles reported that the Finance Committee met the prior week and were joined by the auditors who gave an update on the audit process so far. The audit is still in draft form so there were no major findings to report to the board.

Mike Whisman of Charter Choices provided an overview of the September Financials. He reported that all trends are currently positive.

Justin called for a motion to approve the Financials. However, because some members of the Board were unable to review the financials prior to the meeting, the Board decided that the Financial Statements would be best approved at the next meeting.

## **Development Report (Krist Littell, CEO)**

Jess Pastore, Director of Development, provided some updates to Development efforts. The school was just awarded a two-year grant from The Hamilton Family Charitable Trust totaling \$110,000. This is the largest grant we have received from Hamilton and the largest grant that the Foundation awarded this year. Additionally, we received a \$2500 grant from Kids Helping School to fund a small music program at the school. We have additional grants submitted and hope to hear a response from these funders soon.

Our Fall Appeal has been going well with a significant increase in donations received from past years. To date we have raised \$6,238. We believe this increase in giving has been partially spurred by the \$50,000 match offer that was made by an anonymous donor. We currently have less than \$4,000 to raise before reaching that goal.

Jess will be sending an email to the Board with a summary of the match fundraising so far and requests that the Board forward this email to any contacts they think would be able to help us meet our goal.

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

Kristi provided several updates on the school year so far.

Kristi shared our updated Teacher Evaluation templates which have been augmented to reflect the new expectations that come with virtual learning.

Kristi gave an update on the work that faculty and staff are doing around race and social justice. She shared that a former Wissahickon student came and led a professional development session with staff on “Courageous Conversations Around Race.” She also shared a Zoom lesson that one of our teachers held with students, allowing them to share their experiences with prejudice.

She also shared several recorded lessons that our teachers have led over the past couple of months and discussed some of the challenges and successes that have come along with virtual learning.

In regards to technology, Kristi reports that the iPads for K-2 students have finally come in. Unfortunately, we have not yet received the Chromebooks. However, some K-2 families did return loaner Chromebooks after receiving the iPads which has helped us redistribute these devices to those still needing them.

Finally, Kristi reported that the planned Hybrid Model start date, which was originally set for early December, has been moved back to January 18th. Unfortunately, with the rise in cases in Pennsylvania and the expectation that families may be socializing over the holidays, this December start date no longer felt like the safest option.

## **Governance Committee Report (Bob Anderson, Governance Committee Chair)**

The Board had some discussion around the areas of expertise we would like to see in future Board Members. Proposed areas that were identified previously in the Governance Committee were expertise in education, antiracism, charter school finances, parental engagement, and environmental justice. Kristi has a connection who has a background in technology and social justice, which she feels would both be of value to the Board. Anthony highlighted the value of someone with expertise in social-emotional health.

Justin reviewed the CEO Goals and Board Goals for the 2020-2021 year.

Shauna led a motion to approve the CEO goals and Michael-Ann seconded. The CEO goals were approved unanimously.

Justin called for a motion to approve the Board Goals. A motion was led by Charles and seconded by Debbie. The Board Goals were approved unanimously,

**The Board went into a Closed Executive Session to discuss a Personnel Issue as allowable by PA State Sunshine Laws.**

**The Board came out of the Executive Session at 8:22pm.**

Bob made a motion to approve the resolution discussed in Closed Session related to a personnel matter as allowable by PA State law. Debbie seconded the motion and the motion was approved unanimously.

**Next Steps on Wissahickon Board Race, Equity, and Justice work (Justin DiBerardinis)**

Justin shared for Ebony, who has been leading the Board's work on race, equity, and social justice and was unable to make the call. The Board will give another big block to focus on it in the November meeting. An email to the Board on this matter will come from Justin.

**Justin called for a motion to adjourn. The motion was led by Anthony and seconded by Charles. The motion was approved unanimously.**

**The Board Chair adjourned the meeting at 8:27pm**

**Handouts that were distributed are attached.**

- 2020-2021 Application and Lottery Process
- Copy of Excellent Teaching at WCS
- Draft Evaluation for Remote Instruction
- FY2020 WCS Financial Statements - Draft
- GC Minutes - 9-1-20
- KL Goals 20-21
- October 2020 Development Update
- WCS Board Goals 2020-21
- WCS Board Meeting Minutes 09.16.20
- WCS\_2020-2021\_New Enrollment Summary
- WCS\_Financial Report\_2020.09v1.1

**Action Items:**

- The Board will review the September Financial Statements so that they can be approved at the November meeting
- Justin will send an email to the Board regarding future race and equity work.
- Jess will email the board with a summary of the match fundraising so far. Board Members are to forward this email to any contacts they think would be able to help us meet our goal.