

**Wissahickon Charter School  
Board of Trustees Meeting  
October 20, 2021 6:30pm-8:31pm**

**Meeting Held at  
Wissahickon Charter School, Awbury Campus  
815 E Washington Lane  
Philadelphia, PA 19138**

**Board Members Present:** Justin DiBerardinis (Chair), Rachel Loeper (Vice Chair), Charles Case (Treasurer), Shauna Mace, Anthony Coughlin, Samantha Mathews, Sylvester Mobley, Rekyiah Abdul-Zahir, John Wylie

**Staff Present:** Kristi Littell (CEO), Jane Walsh (Development Associate). Jess Pastore (Director of Development)

**Guests Present:** n/a

**Welcome/Introductions (Justin DiBerardinis, Chair)** Justin called the meeting to order at 6:30pm.

**Some Good News (Kristi Littell, CEO)**

Kristi shared that Wissahickon is now running a Test to Stay Model created by the Philadelphia Department of Public Health. With this model, anyone who is exposed to someone with Covid-19 can continue to attend school as long as they test negative on a Covid test every other day for seven days. We are also using tests clear staff who have a symptom but feel well enough to work to come in.

**Approval of Consent Agenda (Justin)**

The October Consent Agenda includes the September Board Minutes and September Financial Transactions. A motion to approve the Consent Agenda was led by Charles and seconded by Anthony. The Consent Agenda was approved unanimously.

**Financial Update (Charles Case, Treasurer)**

Charles reported a number of positive financial trends detailed in the September Financial Statements.

Charles reported that our enrollment numbers dropped including special education enrollment, which decreases income from the School District. However, this loss is at a level that the school is able to withstand, in large part due to smart financial planning. There is also an expectation that Special Education enrollment specifically will increase somewhat over the course of the school year, which will help our bottom line. The Front Offices of both campuses are currently still working to fill vacant seats using our waiting list.

Charles noted for new members that the Financial Statements now indicate projections for the rest of the year, which they had not done in previous months during this fiscal year because Charter Choices believed it was too early in the fiscal year to make those kinds of determinations.

Charles also reported that the Foundation is in good financial standing, in large part due to a recent grant of \$50,000 received from the Hamilton Family Charitable Trust.

Justin called for a motion to approve the September Financial Statement. Anthony led the motion and Samantha seconded.

### **Development Update (Jess Pastore, Director of Development)**

Jess Pastore, Director of Development, provided some details on ESSER, the federal funding that the school is expected to receive. The Development Team is currently in the process of applying for these grants in partnership with Charter Choices.

Jess reported that the Development Team exceeded their \$10,000 Fall Appeal goal, raising \$12,000 so far and still expecting a few more donations could roll in.

Next up for the Development Team is our Fall Newsletter, coming out in November. There is no ask in the Newsletter so it is a nice way for Board Members to introduce the School to their contacts.

After the newsletter, the Development Team will then move into planning for Giving Tuesday, which is on November 30th. This campaign is held heavily on social media and is a great time for Board Members to share our campaign with their contacts.

We are at 100% for Board Pledging and truly appreciate the Board's support.

Regarding the Spring Benefit, we unfortunately do not have a firm plan yet. We are hoping that we will be able to hold an in-person event but are still weighing the pros and cons of doing so and exploring some ways to alter our usual plan to remain Covid safe without compromising fundraising or enjoyment.

### **Governance Committee (Rachel Loeper, Vice Chair)**

Rachel requested that New Board Members provide bios and headshots and reminded that Board Members should be meeting with their mentors/mentees.

We are approaching Board Recruitment season. Please start brainstorming whether you may have some friends or colleagues who may be good fits for the board. It is currently a priority to find a "finance person" but we also know that there are other gaps on the board that need to be filled. If members have a good candidate in mind, they should contact Rachel with that information.

If a member is not currently on a committee, they should join one. The committees are 1. Governance, 2. Finance, and 3. Diversity, Equity, and Inclusion.

Justin reported that Board Member Ebony Staton Weidman will be taking a 6 month hiatus from the board.

Sylvester suggested that we build a spreadsheet/matrix of board skill sets to help us identify where our gaps are. Kristi noted that one of our consultants had a good template for such a purpose.

### **CEO Report (Kristi)**

- **Diversity, Inclusion, and Justice Spotlight** Kristi highlighted some proposed changes to our dress code, which will make the rules far more direct and equitable.

- **Renewal Update** In the last month, we went through a site visit where the CSO went through all of our enrollment and special education files and it went extremely well. We still have another site visit to come.
- **Covid Update** We have several good candidates for our Covid Coordinator role, which will make a lot of our Covid procedures, especially tracking, much easier to manage. Our vaccine mandate exemption process has ended. Employees must be fully vaccinated by November 22nd. So far, while we have had positive cases enter our building, we have not seen any spread within the building, demonstrating that our safety procedures are effective.
- **Facilities Update** Kristi met with the group who is purchasing the land adjacent to the Awbury Campus. Kristi found them to be very communicative and cooperative. At Fernhill, we are still working on the design of the backspace.
- **Hiring Update** Having a very hard time filling the role of Tech Assistant, a role that has become essential as we move to a 1-1 device school. We have had several interviews but are still searching. We have lost one employee at Awbury, and will need to fill that role as well.

**The Board went into Closed Session to discuss a confidential student matter as allowable by PA State Sunshine Laws.**

**The Board came out of closed session at 8:28 to vote on the resolution discussed in closed session.**

**Justin called for a motion to adjourn the meeting. Rekyiah led the motion and Shauna seconded. The Board Chair adjourned the meeting at 8:31pm.**

**Handouts that were distributed are attached.**

- WCS Board Agenda 10.20.21
- WCS Board Minutes 09.22.21
- WCS Financial Report\_2021.09v1.1
- Student 220-19 Packet
- Student 497-21 Packet

**Action Items:**

- New Board Members to send bios and headshots to Jane and Rachel
- Board members to meet up with their mentor/mentee
- All board members should join a committee if they have not already done so
- Kristi to find or create a template for board recruitment