

**Wissahickon Charter School
Board of Trustees Meeting
November 17, 2021 6:38-8:01pm**

Meeting Held Via Zoom

Board Members Present: Justin DiBerardinis (Chair), Rachel Loeper (Vice Chair), Charles Case (Treasurer), Debbie Levin (Secretary), Shauna Mace, John Wylie

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

Guests Present: Ryan Schumm (Charter Choices)

Welcome/Introductions (Justin DiBerardinis, Chair) Justin called the meeting to order at 6:38pm.

Some Good News (Kristi Littell, CEO)

Kristi described Wissahickon's traditional "Morning Meeting" that students participate in each morning, and then all members participated in a "Whip Share," a popular Morning Meeting game.

Approval of Consent Agenda (Justin)

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

Financial Update (Ryan Schumm, Charter Choices)

Ryan reported that all Charter Schools are seeing a degree of enrollment instability this year, including Wissahickon. This does not necessarily mean *lower* enrollment but unpredictable enrollment. Because of conservative budgeting and good planning, this is not a significant issue for Wissahickon.

Charles explained that the financial reports show a significant decrease in cash-in-hand for the month of October, which is unusual for Wissahickon. This is because October was a rare three pay-period month as opposed to the usual two. This happens twice a year and is not a reason for concern.

Justin called for a motion to approve the October Financial Statement. Shauna led the motion and Rachel seconded.

Enrollment and Comprehensive Plan (Paul Vande Stouwe)

Paul explained for new board members the way that Wissahickon students are admitted into the school, which is either by lottery or through preference. Students gain preference if they are the sibling of a student or a child of an employee, board member, or founder.

Paul shared a spreadsheet detailing student enrollment this year. He explained that approximately half of all Kindergartners were admitted by preference, largely sibling preference.

Kristi added that, after January, we typically don't add any more students for the school year. The reason for this is that, adding a new student late in the year, can disrupt classroom community and create a difficult transition for the new student. However, in a typical year, we are nearly fully enrolled at that point and she is not sure that that will happen this year given the unpredictable enrollment.

Governance Committee (Rachel Loeper, Vice Chair, and Shauna Mace)

Rachel reported that we have finally figured out the confusion that existed surrounding the training for new board members, and that Jane is nearly done collecting all certifications.

Shauna and Rachel discussed some alternative options for training and Shauna noted that re-elected board members may need to take a training as well. Jane is going to ask Mike Whisman of Charter Choices about this.

All new board members and some existing members should have received a Doodle poll in order to schedule a New Board Member Orientation and New Board Member Brunch.

The Governance Committee is working on creating a “Board Matrix” to determine where our strengths lie as a board and where we might have some gaps in certain skill-sets, demographics, and experiences. Shauna explained how the matrix works and what the committee would need from members in order to complete this process. She shared and sought feedback on the survey that will be going out to all members.

Diversity, Inclusion, & Justice Committee Update (Justin)

Justin noted that the Diversity, Inclusion, and Justice Committee’s work has been paused since Ebony took a leave from the board. We are still looking for some new members so that the work can resume.

Development Update (Jess)

Jess reported that development goals are on track. We have had success with our campaigns so far, received several gifts from major donors, including a few that were unexpected, and also received a \$7500 grant from the Clarence Rowell Charitable Trust for art supplies.

Jess and Jane recently launched a periodic Newsletter, Fox & Tree, which will detail some of the work that is happening at Wissahickon for our donors. Jess noted that all board members should have received this newsletter in their email, and that it is a great communication for members to share with their contacts.

All members are receiving a copy of “The Itty-Bitty Book of Non-Profit Fundraising” which is a useful tool that Jess and Jane discovered during a recent professional development seminar. All members should read this brief book as it provides a lot of beneficial information for board members relating to fundraising and marketing.

Jess provided information on GivingTuesday, an annual event and fundraising campaign that takes place this year on November 30th. Development has just launched the campaign on Facebook and will continue to post regularly until the 30th. Board members should look for these posts, like or comment on the posts, and/or share with their contacts.

CEO Report (Kristi)

- **Diversity, Inclusion, and Justice Spotlight** Kristi shared a “padlet” created by some of our middle school students in which they shared what they are grateful for. In particular, Kristi highlighted a student who shared that they were grateful that the school uses “people's preferred pronouns and is accepting of people no matter what they identify as.”
- **Covid Update** Kristi reported that we have hired a “Covid Coordinator” for the school, which will take a huge load off of administrators and other staff members and help keep our community safe. Kristi also provided an update on the Fernhill quarantine and explained the events and decision-making that occurred to lead to the closure.
- **Hiring Update** A few additional positions have opened since the last meeting. Kristi shared the positions currently available and asked members to let her know if they have any contacts who could be a good fit.

Justin called for a motion to adjourn the meeting. Charles led the motion and Rachel seconded. The Board Chair adjourned the meeting at 8:01pm.

Handouts that were distributed are attached.

- WCS Board Agenda 11.17.21
- WCS Board Minutes 10.20.21
- WCS Financial Report_2021.10v1.1
- 2021-09-11 Minutes of Governance Committee Meeting
- WCS Enrollment Summary 2021-2022

Action Items:

- Jane to ask Mike Whisman about training for re-elected board members
- Board members to share Giving Tuesday social media posts and/or email
- Any members who received the Doodle Polls should complete them
- All members to read the “Itty-Bitty Book of Nonprofit Development”
- Shauna to send out Matrix Survey