

**Wissahickon Charter School
Board of Trustees Meeting
February 5, 2020 6:38 pm-8:40 pm**

**Wissahickon Charter School Fernhill Campus (Library)
4700 G Wissahickon Avenue, Philadelphia, PA 19144**

Board Members Present: Charles Case (Secretary), Bob Anderson (Chair of Governance Committee), Justin Wheeler (Treasurer), Shauna Mace, Justin DiBerardinis. Rachel Loeper, Deborah Levin, Rekyiah Abdul-Zahir

Staff Present: Kristi Littell (CEO), Jess Pastore (Director of Development), Sarah Mohtes- Chan (Interim Development Associate), Paul Vande Stouwe (Assessment and Accountability Manager)

Guests Present: Alan Metcalfe (Metcalf Architects), David Williams (Metcalf Architects)

Secretary, Charles Case, called the meeting to order at 6:38pm.

Welcome & Introductions (Charles Case, Secretary)

Charles Case welcomed everyone to our meeting. All members and guests present introduced themselves.

Swearing in New Member (Charles Case, Secretary)

Rekyiah Abdul-Zahir took the Oath of Office to become a member of the Board of Trustees of Wissahickon Charter School.

Review of Meeting Minutes (Charles Case, Secretary and Kristi Littell, CEO)

The Board re-reviewed September minutes, due to an addition.

Motion to approve the September minutes was led by Justin Wheeler and seconded by Rachel Loeper. The September minutes were re-approved unanimously. Rekyiah (new member, absent from September meeting) abstained.

The Board reviewed the minutes from the December Board Meeting.

Motion to approve the minutes was led by Bob Anderson and seconded by Justin Diberardinis. The minutes were approved unanimously. Rekiyah (new member, absent from December meeting) abstained.

Financials (Justin Wheeler, Treasurer)

Justin Wheeler shared that Wissahickon's insurance policies have changed and been expanded to include several new coverage areas. The improved coverage comes at no additional cost to the school.

Justin presented the Financial Statements as prepared by Charter Choices. The school's cash balance decreased from \$5,044,154 at June 30, 2019 to \$4,918,218 at December 31, 2019. The cash balance at

December 31, 2019 was equal to 107.1 days of cash on hand. The District recommends that schools have at least 60 days of cash on hand. Total current liabilities on December 31, 2019 are approximately \$1,048,315 lower than at June 30, 2019. The decrease is a result of the payment in accounts payable and accrued expenses and the summer payroll accruals paid out in July and August. The school's current ratio, a measure of its ability to meet current payment obligations increased from 2.1 at June 30, 2019, to 3.4 at December 31, 2019.

As the budgeting process begins for the 2020-2021 school year, Kristi shared that she has been researching tuition reimbursement programs in order to develop a tuition reimbursement program for Wissahickon employees.

A motion to approve the December Financial Statements and transaction details was led by Shauna Mace and seconded by Deborah Levin. The Motion passed unanimously. Rekyiah (new member) abstained.

Metcalf Architects Proposal for Fernhill Work (Alan Metcalfe, David Williams)

Metcalf Architects presented a proposal to renovate the 6,000 square foot Fernhill backspace.

Motion to approve the Metcalfe proposal was led by Justin D. and seconded by Shauna Mace. Motion to pass Metcalfe Architects proposal passed unanimously.

Governance Committee update (Bob Anderson, Chair of Governance Committee)

Bob Anderson led discussion to elect Deborah Levin as secretary and Charles Case as the new treasurer, with both board members out of the room.

Bob led a motion to approve Charles Case as the new treasurer. Rachel seconded. The motion to elect Charles Case as treasurer was passed unanimously. Charles abstained.

Charles led a motion to approve Deborah Levin as the new secretary. Shauna seconded. The motion to elect Deborah Levin passed unanimously.

Bob led discussion regarding the Board's bylaws, specifically bylaws discussing member limits to a 6 year term. Bob shared several different possible provisions that Wissahickon could add to the current bylaws.

Bob shared the next matter was to address two Board goals: 1) succession plan in the event CEO is absent and 2) reporting system for Board members to receive HR matters. Justin D. will chair this new committee and Rekyiah will serve on the committee, with the support of Kristi and Kim Krasnow, Director of Human Capital. Main purpose of this new committee is to address the goal of the Board's involvement on personnel matters. Bob asked for suggestions from the Board. Ebony will also be a consultant, as a member of the executive committee.

Bob shared a proposal for new board member orientation. One idea is to have a welcome breakfast for three new Board members and give an overview of Board governance practices, and a quick finance

overview before next meeting. Mike Whisman or Justin Wheeler, would give this finance introduction. Another session would ask Kristi and faculty members to share the mission and culture of the school, in preparation for the spring benefit. The final component would share a quick overview of Wissahickon Foundation's purpose.

CEO Report (Kristi Littell, CEO)

Kristi shared a quick overview of the CEO agenda. Wissahickon has an upcoming lottery. To ensure a fair lottery and enrollment, Kristi asked Paul Vande Stouwe to share current enrollment practices, as part of our checks and balances.

CEO Report - Enrollment (Paul Vande Stouwe, Assessment and Accountability Manager)

Paul Vande Stouwe gave a presentation to the Board to highlight all students who have been enrolled at Wissahickon since he last attended a Board meeting in October. He also presented a summary of the applications that the school has received for the 2020-2021 school year through Apply Philly Charter. New student applications were due January 27. There were 3,112 applications submitted to the Awbury campus and 3,187 applications submitted to the Fernhill campus. Paul also shared the number of students in each grade at each site who qualified for preference as well as those who requested preference but did not qualify per Wissahickon's Sibling and Founder Preference policies. The lotteries will be held on February 11 and 12.

Kristi asked the Board to review a change to Wissahickon's Founder Preference policy. The policy would now state: For the purpose of founder preference, a current employee is any permanent staff member directly employed by Wissahickon Charter School as well as subcontracted staff in permanent positions placed at Wissahickon Charter School on a full-time (32+ hours/week) basis.

After a brief discussion, Charles made a motion to approve the sibling and founder preference policy. Shauana led a motion to approve the sibling and founder preference policy. Rekyiah seconded. The motion to approve the sibling and founder preference policy was approved unanimously.

CEO Report - Development update (Kristi & Jess Pastore, Director of Development)

Kristi shared a brief overview and ongoing work with current donors. Kristi, Jess Pastore, and a few students recently attended a professional development (PD) event put on by a funder. Kristi and Kim also went to a talent search PD event, orchestrated by PSP, where they also networked. Jess shared an outline that showed progress toward development goals. Jess also shared a few auction items that we have already secured for our spring benefit. Jess requested that Board members should reach out with any questions, and that we will brainstorm new ideas at our March meeting.

CEO Report - Recent Professional Development (Kristi)

Kristi shared an overview of PD opportunities that Kristi is seeking out for herself. One new training our school is incorporating into each school campus is ALICE, security training that explains what to do in the event of a violent crisis incident or intruder situation.

The Board of Trustees entered a Closed Executive Session at 8:22 PM to discuss a personnel issue as allowable through PA State Sunshine Laws.

The Board of Trustees returned from a Closed Executive Session at 8:40 PM.

Charels led a motion to adjourn the meeting at 8:40 pm. The motion was seconded by Rachel. The Board decided unanimously to adjourn.

Handouts that were distributed are attached.

- WCS Fernhill Masterplan - Metcalfe
- Board Meeting Minutes 09.18.19
- Board Meeting Minutes 12.18.19
- Development Update 02.05.20
- Enrollment & Application Summary
- GC Meeting Minutes
- Sibling and Founder Preference Policies
- WCS Financial Statements 12.31.19
- Wissahickon Foundation Financial Statements 12.31.19
- Wissahickon Board Member Bios

Action Items:

- Governance Committee will create proposal for amendments to current bylaws, specifically regarding member terms
- Governance Committee will create proposal and schedule for new member orientation
- Board members will submit guest lists ASAP, Save the Dates are going out February 19
- Board members will secure one outside sponsorship, and one auction item (by end of March, would like items by end of April)
- Jess will resend sponsorship packet and auction donation forms with Board members