

**Wissahickon Charter School  
Board of Trustees Meeting  
April 15, 2020 6:37pm-8:16pm**

**Virtual Meeting, Held through Zoom**

**Board Members Present:** Rosi Barbera (Board Chair), Charles Case (Treasurer), Bob Anderson (Chair of Governance Committee), Rachel Loeper, Rekyiah Abdul-Zahir, Ebony Staton-Weidman, Justin DiBerardinis

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

**Guests Present:** N/A

**The Board Chair, Rosi Barbera, called the meeting to order at 6:37 pm.**

**Checking In**

Board Members and Staff shared how they have been doing during the past month while socially isolating due to Covid-19.

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

The Board reviewed the March minutes.

Rosi called for a motion. The motion to approve the March minutes was led by Charles Case and seconded by Bob. The March minutes were approved unanimously.

**Financials (Charles Case, Treasurer)**

Charles Case, Board Treasurer, shared a review of Wissahickon Charter School's & Wissahickon Foundation's financial statements. Overall the finances are strong. We currently exceed our target metric for days of cash-on-hand, current liabilities have decreased, and the debt ratio is well below the standard.

Kristi shared that, despite the school closure, all staff members will continue to be paid for the duration of the school year. We will continue to pay some of our vendors and are reviewing on a vendor-by-vendor basis regarding who will continue to receive payment. We will only pay vendors who are continuing to pay their employees.

Kristi reminded everyone that their Statements of Financial Interest are due immediately. Rosi will resend the link to submit electronically.

Rosi called for a motion to approve the financial statements. Ebony led a motion to approve the March Financial statements, and Rachel seconded. The motion passed unanimously.

Rosi called for a motion to approve the transaction statements. Bob led a motion to approve the March Transaction Statements, and Charles seconded. The motion passed unanimously.

### **Development Update (Jess Pastore, Director of Development, and Kristi Littell, CEO)**

Kristi shared that we have cancelled the Spring Event. Given the current social distancing guidelines, it seems impossible that a physical event could proceed. The development team is exploring the possibility of a smaller online auction or alternative fundraiser but no plans have been finalized.

Kristi and Jess have reached out to the honorees, who were understanding and expressed interest in remaining the honorees for next years' event. We currently have almost \$90,000 in sponsorships that have been pledged or received already so, fortunately, event fundraising will still be relatively close to our goal. Kristi and Jess are now in the process of notifying sponsors and will be making a request that they keep their pledge to support our programs.

Jane and Jess have started submitting grants to offset technology costs incurred from the Covid-19 school closure. They have applied to Green Tree Community Health, PHL Covid-19 Emergency Fund, and the Truist Foundation. There are also grants in process for projects unrelated to Covid-19 expenses including one for music programming, one for outdoor programming, and others.

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

#### **Remote Learning/Pandemic**

A day before the school closed, students were sent home with two weeks of paper learning materials to continue instruction at home. With a week of Spring Break occurring during that time as well, administrators were given a buffer period before starting remote learning.

An online model was designed and launched a week and a half ago. We are seeing approximately 60% of families engaged. We are now in the process of sending a survey to families to gather feedback and assess if any changes are needed.

There is a Continuity of Education plan, which is posted on our website, detailing thoroughly how instruction will continue remotely for the remainder of the academic year.

We are using several online programs to aid instruction including Dreambox, Raz Kids, Flocabulary, Reading Horizons, and others.

For grading and attendance, Kristi has reached out to the Charter Office for guidance but currently there is no grading. We are taking attendance but only as a way to gauge engagement - it will not be reported to highschools.

A technology survey was sent out to all families to gauge their technology needs. We are working to provide tablets/laptops to all families who need them. Unfortunately, there have been some flaws with the survey so we will continue to communicate with families to assess their needs.

Electives were launched this week for students which include non-academic class opportunities such as yoga, art, storytelling, etc.

### **Building Update**

Kristi met with Metcalf Architecture to discuss the potential changes in the backspace of the Fernhill building. Kristi would like to see construction start over the summer if social distancing regulations permit it.

Kristi also spoke to Bill Connor from Avison Young to help us with contractors and pricing and began a discussion about having them serve as the owners rep as they did during construction of the Awbury Campus. Avison Young provided a proposal which Kristi shared with the board. Avison Young has offered to do this work at cost.

Contingent on approval from Charter Choices, the board voted unanimously to move forward with the project proposal from Avison Young. Charles led the motion and Ebony seconded.

### **Personnel Update**

Kristi shared the good news that two of our principals, Kate O'Shea and Rebecca Bennaroch, who had both previously informed us that they would be pursuing other opportunities after this academic year, have decided to stay at Wissahickon for another school year.

### **Governance Committee Update (Bob Anderson, Chair of Governance Committee)**

Bob shared an article entitled "Why We Need Exceptional Board Governance More Than Ever" and a quote from the "National Outdoor Leadership School Wilderness Guide."

**The Board of Trustees entered a Closed Executive Session at 8:02PM to discuss a personnel issue as allowable through PA State Sunshine Laws.**

**Charles led a motion to adjourn the meeting at 8:16pm. The motion was seconded by Rachel. The Board decided unanimously to adjourn.**

### **Handouts that were distributed are attached.**

- WCS Financial Report 2020.03v1.2
- Board Meeting Minutes 03.11.20
- "Why We Need Exceptional Board Governance More Than Ever"

### **Action Items:**

- Rosi will resend the link to submit the Statements of Financial Interest

- Board Members will submit their Statements of Financial Interest