

**Wissahickon Charter School
Board of Trustees Meeting
May 20, 2020 6:37pm-8:11pm**

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, Justin DiBerardinis, Shauna Mace

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

Guests Present: Mike Whisman (Charter Choices)

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

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

The Board reviewed the April 2020 minutes.

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

Financials (Mike Whisman, Charter Choices)

Mike reported that the organization's finances are strong. He also reviewed some financial considerations related to the Covid-19 pandemic. In particular, he noted that school districts are expecting decreases in funding next year, which would affect us in FY22, since our funding is regularly one year beyond the School District of Philadelphia.

He also noted that Wissahickon is eligible for CARES funding of \$685,000 to be spent over a 2.5 yr timeframe starting March 2020 and ending in 2022. The development team is currently working on this application.

Rosi called for a motion to approve the financial statements. Shauna led a motion to approve the April Financial statements, and Charles seconded. The motion passed unanimously.

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

Mike reviewed a plan to submit the rental reimbursement forms for the 2019-2020 school year. Charles led a motion to approve Mike's suggestion and Shauna seconded. The motion passed unanimously. Be it approved that the board approves the submission of the rental reimbursement forms for the 2019-2020 school year to the PA Department of Education when the forms become available.

Finally, Mike reviewed the budget draft for Fiscal Year 2021.

Governance Committee Update (Bob Anderson, Chair, and Rachel Loeper)

The Governance committee reported that they are preparing for the CEO evaluation.

Update from the Board Chair (Rosi Barbera)

Justin DiBerardinis and Rachel Loeper have expressed interest in serving as Board Chair and Vice-Chair, respectively, starting next fiscal year. The board discussed this possibility and was given the opportunity to raise concerns with Justin and Rachel absent from the call. The Board will vote on these appointments at the annual meeting in June.

CEO Report (Kristi Littell, CEO)

Kristi provided an update to the board on what remote learning looks and feels like for students and families at this time. The administrative team is actively seeking advice, precedent, and creating our own detailed plans for facilities and operations needs whenever we return to school.

Kristi plans to address all staff at both campuses via Zoom meetings tomorrow, Thursday the 21st, on upcoming changes and assumptions for the fall in response to the Covid-19 pandemic. Kristi anticipated some anxiety from staff about some of these changes, particularly part-time hourly staff, and presented questions for the board regarding the best way to handle these. Board members agreed that reiterating that we will follow state and local guidelines and work to alleviate any ambiguity as quickly as possible.

Kristi provided updates on year-end plans at the school, including 8th grade recorded graduation speeches, Spirit week, dance parties, teacher appreciation message boards from families & administration, and staff appreciation packages with gift cards to local businesses mailed to all staff.

Kristi provided an update on the procurement policy: How to spend federal funds, outlines price points of spending that require differing levels of procurement processes.

Rosi called for a motion to approve this procurement policy. Motion was made by Shauna, seconded by Bob. The motion was approved unanimously.

Development Update (Jess Pastore, Director of Development)

Jess provided an update on upcoming fundraising plans. The board had no questions.

The Board of Trustees entered a Closed Executive Session at 7:54PM to discuss a student matter and personnel issue as allowable through PA State Sunshine Laws.

The board came out of closed session to approve the resolution proposed in closed session. A motion was made by Rekyiah and seconded by Charles. The resolution was passed unanimously.

A motion to adjourn was led by Justin and seconded by Rekyiah. The board agreed to adjourn unanimously at 8:11pm.

Handouts that were distributed are attached.

- Board Meeting Minutes 04.15.20
- Charter School Resolution
- Development Update, May 2020
- Governance Committee Minutes - May 6, 2020
- Justin Wheeler Exit Interview
- WCS Student 63320
- WCS 2020-2021 Budget Draft v1.12
- WCS Board Agenda May 20, 2020
- WCS Procurement Using grant funds procedures-2020 Update
- WCS_FinancialReport_2020.04 v1.1
- Wissahickon - Student 63320 - Board Resolution to Approve Agreements
- Wissahickon - Student 63320 - Board Synopsis 05-19-20
- Wissahickon - Student 63320 - Settlement Agreement Redacted
- Wissahickon - Student 63320 - Trust Agreement Redacted

Action Items: