

**Wissahickon Charter School  
Board of Trustees Meeting  
December 16, 2020 6:33pm-7:05pm**

**Meeting Held Virtual via Zoom Conferencing**

**Board Members Present:** Bob Anderson, Shauna Mace, Rachel Loeper (Vice Chair), Charles Case (Treasurer) Michael-Ann Matticoli, Anthony Coughlin, Rekyiah Abdul-Zahir

**Staff Present:** Kristi Littell (CEO), Jane Walsh (Development Associate)

**Guests Present:** Mike Whisman (Charter Choices)

**Vice Chair Rachel Loeper called the meeting to order at 6:33pm**

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

Kristi shared a video (<https://drive.google.com/file/d/1UGB7n6waUSO8DdH4IzUefn6WEHJaVMnN/view>) that was made by several students and teachers in Fernhill's Social Justice Club. Kristi will let the participating students know how much it was enjoyed by the Board.

**Approval of Consent Agenda (Rachel, Vice Chair)**

Rachel reviewed the Consent Agenda process with all participants. Today's consent agenda included the November Board Minutes, November Financial Transactions, and the Antiracism Committee Bylaws. Bob made a motion to approve the consent agenda and Shauna seconded. The Consent Agenda was approved unanimously.

**Financial update (Mike Whisman, Charter Choices, & Charles Case, Treasurer)**

Mike Whisman of Charter Choices reviewed the November Financial Statements with the Board.

He reported that not much has changed from the prior month, as is typical for this time of year. We are still seeing a positive balance sheet and are trending towards a positive fund balance for the fiscal year. Likewise, the Wissahickon Foundation is showing positive growth.

From an organizational standpoint we are in good shape for this year. Charter Choices and the Finance Committee will soon begin work on the FY22 budget.

Michael-Ann asked for some clarity around the nature of each transaction found on the monthly report. Charles will put together a list of common charges found on the Monthly Transactions so that all Board Members have a better understanding of recurring charges going forward. Mike will check with Annie Chen of Charter Choices to see if a "memo" can be added to each item on the report

Rachel called for a vote to approve the November Financials. Rekyiah made a motion to approve the Financials and Michael-Ann seconded. The November Financials were approved unanimously.

**CEO Report (Kristi)**

Kristi reports that WCS will be having a snow day tomorrow. Even though the school is currently operating remotely, there were several reasons for this decision: many teachers still depend on daycare to do their work and these may close for the storm, there is concern about power outages and internet connectivity issues, and we also feel that it will be a big morale boost for kids and staff who have been dealing with a difficult year.

The Hybrid Model was set to begin in early January; however, a decision was recently made that this model won't start until a time to be determined.

Staff has been highly appreciative of the Board's approval of end-of-year bonuses and Part-Time Employee Holiday Pay.

The school's first trimester recently ended and we are in the process of report card writing and conferences.

Kate O'Shea at Awbury has created a tutoring initiative to help Kindergartners who have been falling behind due to the virtual nature of instruction this year.

In Middle School, we have started a program for students who are performing lower than normal but not to the extent that they qualify for special education.

In Development News, Kristi reports that our \$50,000 matching gift should arrive via wire transfer within the next few days. Kristi and Director of Development Jess Pastore had created a fiscal year fundraising goal of \$360,000 at the beginning of the year. We currently have \$84,000 in hand and an additional \$225,000 pledged, which means we are on track to achieve our fundraising goals. The Development Team has started discussions around our Spring Fundraiser, which will be cancelled, and how we might compensate for the loss of raised funds from this event.

Kristi reported that the school was the victim of some attempted fraud when someone intercepted a large fundraising gift from the mail and tried to open an account with those funds. Luckily, the transaction was flagged by the bank account, we were notified, and we are working to recover the funds.

We were able to hire a new Apprentice Teacher at our Fernhill Campus, but the school is still looking for a full time Special Education Teacher. We have had some teachers need to take personal leave this trimester, but fortunately due to our robust pipeline of assistant teachers and other employees, we have been able to fill those gaps internally.

**Rachel called for a motion to adjourn. The motion was led by Michael-Ann and seconded by Rekyiah. Motion to adjourn was approved unanimously.**

**The Board Chair adjourned the meeting at 7:05pm**

**Handouts that were distributed are attached.**

- WCS Board Meeting Minutes 11.18.20 - CORRECT DRAFT
- Antiracism Committee By-Law
- WCS Financial Report 2020.11 v1.1
- GC Minutes 12-7-20
- WCS Board Agenda 12.16.20

**Action Items:**

- Charles and Mike will collaborate to put together a list of common charges found on the Monthly Transactions so that all Board Members have a better understanding of recurring charges going forward.
- Mike will check with Annie Chen of Charter Choices to see if a “memo” can be added to each item on the report
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