

**Wissahickon Charter School
Board of Trustees Meeting
September 21, 2022 (7:00pm-)**

Wissahickon Charter School via Zoom

Board Members Present: Allora Buckshon, Charles Case, Justin Diberardinis, Deb Levin, Rachel Loeper, Shauna Mace, Samantha Mathews, Ohenewaa White-Ra, John Wylie, Rekyiah Abdul-Zahir

Board Members Absent: Anthony Coughlin, Sylvester Mobley, Erich Holland

Staff Present: Kristi Littell (CEO), Jane Walsh (Director of Development), Kristy Hruska (Development Associate)

Meeting Called to Order

Justin called the meeting to order at 7:00.

Welcome: Justin Diberardinis

Justin welcomed everyone to the meeting and reflected that it was great to be together in person for our August meeting.

Rachel Loeper reviewed the framework for Board Meetings/Work that was discussed at the last meeting.

- Define clear committee work
- Make sure that work is mission-aligned
- Friend-making/raising
- Attendance/communication of members
- Follow up on reminders as an agenda item for each month

Some Good News: Kristi Littell

Kristi shared news about former WCS students applying for jobs at WCS. It is a great feeling to know that our former students value WCS and want to come back to be a part of such a wonderful place again.

Consent Agenda: Justin

The September Consent Agenda includes the June and August Board Minutes and June, July, and August Financial Transactions. A motion to approve the Consent Agenda was made by Ohenewaa White-Ra. The motion was seconded by Charles Case. The Consent Agenda was unanimously approved.

Finance Committee Update: Charles Case

The Finance Committee met last Wednesday with the team from Charter Choices. There are two new committee members and everyone is happy to have them on board.

The latest financial update is from August 31, 2022 and showing favorable trends.

Budget to Actual is centered around enrollment, as enrollment drives funds received from the School District of Philadelphia. Our current enrollment is at 954 students. Paul works with the school district of Philadelphia to ensure that the payout per student is accurate given that enrollment numbers may increase as the year progresses. Our current enrollment numbers are a step toward normal, but still recovering from COVID trends that affected the city.

The WCS Foundation is a separate entity from the school with its own Board and exists to receive gifts for the benefit of the school.

Justin called for a motion to approve the financial report. Samantha made a motion to approve the report and Shauna seconded the motion. The motion was unanimously approved.

Governance Committee: Shauna Mace, Rakiyah Abdul-Zahir, John Wylie

The three new Board members (Ohenewaa, Erich, and Allora) will need to complete training by the end of October as part of a PA requirement per Act 55.

A calendar was created/shared to track committee goals, work, and meetings.

Some of the goals on the committee's radar include preparing for Board recruitment in 2023. As March approaches, the committee is thinking about how to support the spring event. The committee would like to work with Kristi on a CEO succession planning.

Race, Equity, and Justice: Justin

This committee is in relaunch mode. Justin will circulate a Doodle to help plan meetings at the end of tonight's session. Everyone is looking forward to the positive and important work this committee will do.

Development Update: Jane Walsh

Jane explained the difference between Restricted and Unrestricted gifts at WCS, as well as the difference between gifts that go to WCS and the WCS Foundation.

We have established our fundraising goal for the Fiscal Year, which is higher than last year's goal because of in-person visits and our ability to host a Spring Event in-person this year. We were also awarded a Hamilton Family Foundation grant for \$50,000 to be disbursed annually for the upcoming two years.

Our Fall Appeal was mailed this week and is the kickoff of our fundraising for the year. The email version will go out later in the week.

Jane also explained the ways in which the Board can help the Development department through giving/Board pledges. She explained that most foundations ask for 100 percent participation in Board giving and encouraged every Board member to make a gift that feels meaningful to them.

WCS also asks that Board members engage in Friend-raising to help the school. With the Spring Event, it is very powerful to have the Board listed as sponsors. The Spring Event date has not been set, but it tends to happen in late spring.

CEO Report: Kristi

Kristi shared the State of The Institution Slideshow, which was shared with staff during August professional development.

Kristi shared her own personal goals for the 22-23 school year. Examples of her goals include a strong focus on our mission as we continue to recover from the impact on Covid-19, supporting a new literacy curriculum, and Development goals around fund-raising and donor retention.

Closed Session: Personnel Issue

John motioned to adjourn the meeting. Debbie seconded the motion. There was a unanimous vote to adjourn the meeting. The meeting adjourned at 8:48.

Action Items:

*Add items as needed to the BOT calendar.

*Doodle to schedule DEJ meeting sent by Justin for DEJ meeting.

*Board member pledges.

*New Board members to complete training for Act 55.

Any handouts will be shared via the Board of Trustees Shared Folder.

*Meeting Agenda

*Board Giving Form

*WCS Financial Statement - August 31, 2022

*Board Expectations

*BOT Annual Calendar

*Vision Statement