

**Wissahickon Charter School**

**Board of Trustees Meeting**

October 16, 2024, 6:02pm - 7:00pm

Meeting held via Zoom Conferencing

**Board Members Present:** Rachel Loeper (Chair), Erich Holland (Vice Chair), Allora Buckshon (Treasurer), Rekyiah Abdul-Zahir (Secretary), Michelle Alcaraz, Anthony Coughlin, Shauna Mace, Jason Manning, Dan Pereira, Ohenewaa White-Ra

**Board Members Absent:** Justin DiBerardinis

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

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

**Board Chair Rachel Loeper called the meeting to order at 6:02pm.**

**Swearing in of Michelle Alcaraz (Rachel)**

- Michelle Alcaraz took the Oath of Office and was officially sworn in as new board member.
- Shauna proposed assigning mentors/buddies to new board members going forward. Dan and Rekyiah offered to serve as mentors.

**Some Good News and Board Good News (Kristi)**

- Kristi shared some recent positive student interactions
- We have reached full enrollment by utilizing a new enrollment strategy

**Consent Agenda (Rachel)**

The Consent Agenda contained the September Meeting Minutes and Financial Transactions. The board voted unanimously to approve the Consent Agenda. The motion was led by Dan and seconded by Shauna

**Finance Committee Update (Allora/Mike)**

The board voted unanimously to change the name of the Finance Committee to the “Finance and Audit Committee.” Michelle led the motion and Anthony seconded.

The board voted unanimously to approve the Financial Statements. Anthony led the motion and Rekyiah seconded.

- Finance Committee met on Friday October 11, 2024
- Mike reported cash position at \$11.4 million, 193 days cash on hand; Current liabilities down by \$1.5 million
- Enrollment at 741 regular ed and 231 special ed students, both exceeding budget
- Per-pupil revenue higher than budgeted: \$12,754 vs \$12,097 for regular ed, \$40,000 vs \$38,000 for special ed

### **Governance Committee (Shauna)**

No new updates from the Governance Committee, but Shauna reminded everyone that we are always recruiting for new members.

### **Development Update (Jane)**

- **WissaGIVING Campaign:** Scheduled for October 28 - November 1. Jane requested 100% board participation in outreach efforts
- **Development Committee:** Jane proposed a new Development Committee to meet monthly. She is seeking 1-2 board members to join, along with foundation board members. Committee will focus on fundraising leadership and board engagement

### **CEO Report (Kristi)**

- **DEI:** Kristi reported 52% of WCS lead teachers are people of color, 44% African American. While she would like to see the number continue to grow, it is favorable compared to Philadelphia's average of 23% Black teachers
- **Hiring:** New assistant principal hired for Fernhill campus. Open positions include Executive Assistant, Two Behavior Support Team members, and a Math Specialist at Fernhill. Kristi to share job descriptions with board
- **Strategic Plan:** The first polished draft received from Charter Choices. Kristi integrating plan into regular check-ins and meetings. Board to discuss efficient ways to review and provide input on plan progress
- **Facilities:** Fernhill air quality project estimated at \$800,000, likely split over two fiscal years. Awbury campus experiencing siding damage, potentially due to installation errors or product defects. Metcalfe Architecture assisting with drone inspection and analysis
- **Board Engagement Strategies:** Rachel and Kristi attended panel discussion on board-director relationships. Considering implementing discussion topics in future board meetings for increased engagement. Rachel encouraged board members to share ideas for meaningful contributions

**The board adjourned at 7:00pm.** Dan led the motion and Anthony seconded. The board voted unanimously to end the meeting.

### **Action Items**

#### **Board Members**

- Complete and submit board pledges for those who haven't done so yet.
- Promote WissaGIVING campaign (October 28 to November 1) by reaching out to contacts and sharing on social media. CC Jane in some way.
- Hold April 26 and March 22 as potential dates for the spring event, and inform Jane of any conflicts.
- Contact Jane if you are willing to serve on the Development Committee

#### **Finance Committee**

- Add strategic plan discussion to the next finance committee meeting agenda.

#### **Kristi Littell**

- Share job descriptions for open positions, including executive assistant and math specialist, with board members.

**Jane Walsh**

- Jane to create templates for WissaGIVING and distribute to the board
- Jane, with Kristi, will identify an event honoree and work towards confirming event date