Call to Order: The meeting was called to order at 6:35am. Tamara Jackson completed Roll Call.


Approval of Prior Meeting Minutes – Monday, March 26, 2018
Motion for Approval made by Nicole McLaurin Seconded by David R. Bright Passed Unanimously

Finance and Budget Committee Report – Introduced by David R. Bright, Chair
Peter Costa reviewed the financial summary for March 2018. Mr. Costa stated that the finance committee held its meeting on Thursday, April 19, 2018. The committee discussed the current state of the budget and what should happen moving forward to ensure that we do not exceed 2017-2018 budget. Suggestions were made regarding holding off on large supply purchases and major financial commitments until after July 2018. Mr. Costa distributed the proposed budget for 2018-2019 school years. Mr. Costa will discuss at the Board Retreat in May 2018 a year over year projection to show past, current and future projections.

Financial Summary for March 2018

Profit and Loss:
Revenues-
- All revenues are being received on a timely basis. YTD the total amount received is approximately $9 million.
Expenses-
- All expenses are in line with the budget with the following exceptions:
  - Instruction Contracted Services (subs) line 29 is over budget and salary savings should be able to cover the excess expenses.
  - Instruction Supplies, Books and Software line 31 is depleted. All future purchase orders will be held for a few months and charged to fiscal year 2018-19.
  - Special Programs Contracted Services (subs) line 41 is over budget and salary savings should be able to cover the excess expenses.

Balance Sheet-
- Cash as of March 2018 approximately 1.7M
- Cash shows 52 days cash on hand

Treasury Operations:
Disbursements for the month of March 2018 totaled 1M and the items over 10K were outlined in the financial summary packet.

Proposed Budget 2018-2019
We are advising WOLCS to continue to use the flat rates from 2017-18.

Regular rate $8,327
Special Ed rate $26,197
Key Assumptions - 2018-19:

Enrollment –
- Student numbers 1,125 of which 130 students are identified as Special Ed

Revenue-
- School District Subsidy - flat rate per student based on revised 2017-18 Regular Ed $8,327 and Special Ed $26,197
- IDEA - at 17-18 rate total $135,000
- Federal Entitlements - Title I and Title II estimated $1M, allocations have not been released by PDE at this time for 18-19

Expenditures -
- Teacher Salaries and Benefits for Personnel - based on administration recommendations approximately
- $400,000 increase in total teaching salaries and a 3% increase in non-teaching salaries.
- Other Personnel changes to be discussed based on administration recommendations
- Medical rate increases at estimated 5%, waiting on actual from broker PSERS rate increases from 32.57% to 33.43% as defined by State.
- FICA and Unemployment current level
- Disability and Worker's Comp increase by inflation
- Special Education - Special Education budget prepared by Administration - based on students, evaluations, prior year expenses
- Contracted Services and Other Purchased Services - increases based Administrations projections
- Supplies, Books and Instructional Aides - increases based on Administrations projections and previous years expenses
- Technology - based on Technology budget prepared by Administration and needs.

Bottom line - Revenue over expense is balanced

Resolutions:

Resolution #39-17/18 Contract for WSB Auditors
Motion for Approval made Nicole McLaurin Seconded by Wes Somerville Passed Unanimously

Resolution #40-17/18 Approval of 2018-2019 School Calendar
Motion for Approval made Uva Coles Seconded by David R. Bright Passed Unanimously

Resolution #41-17/18 New Hires, Terminations
Motion for Approval made Nicole McLaurin Seconded by Wes Somerville Passed Unanimously

Committee Reports:

Personnel & Compensation Committee Report: Presented by Sheila Royal-Moses (Ava Willis-Barksdale, Chair)
Ms. Moses briefly spoke about two employees that resigned from WOLCS to pursue other employment. Ms. Zeigler added that prior to resignations of both staff member, both planned out the remaining lessons for the school year, and we have enlisted the assistance of a long-term substitute to finish out the school year.

Resource & Development Committee Report: Presented by Michele Jones (Wes Somerville, Chair)
Ms. Jones provided an update on 20th Anniversary Planning. She mentioned that WOLCS 20th Anniversary Cabinet is working diligently to move towards the goals of raising 75,000 this year. Each family has been asked to make a $20 donation to support the Anniversary Campaign. If each family donates $20, the school would raise a little over $20,000. Each family would get a decal to place on the WOLCS Community Champions Wall, located in the atrium of the school in recognition of their donation.

WOLCS will also solicit $500 donations from local businesses. Participating companies will receive prominent visibility on WOLCS Community Champions Wall. This effort would raise an additional $20,000 towards the 20th Anniversary Fundraiser. Participating companies would also be invited to a Chat and Chew Light Breakfast with Dr. Lee on July 20, 2018.

Ms. Jones reported that the school has secured a venue for the signature event. It will take place at Chestnut Hill College on September 20, 2018. Sponsorship letters have been sent out along with weekly communications to supporters, board
members, and potential sponsors. Ms. Jones stated that we are excited to announce that the school is moving towards its fundraising goal.

**Academic Affairs Committee Report: Presented by Sheila Royal-Moses (Sharmain Matlock-Turner, Chair)**

Ms. Moses provided a brief update on the PSSA testing which began on April 9, 2018 and was going to conclude on April 27th. Ms. Moses introduced Ms. Zeigler who expounded on the current state of the school educational endeavors and spoke to how we are going to plan moving forward; not just around the test, but to also add rigor to the curriculum. Ms. Zeigler along with the team have solicited various educational consultants to assist in this endeavor. Lastly, she mentioned some areas of focus for the 2018-2019 school year. Focal points are quality of teaching for staff, identify additional resources and supports to manage behavior, spend more time improving teacher effectiveness/less time on management, decrease student apathy toward learning, more parent engagement on reading/literacy, and to continue to raise excitement about reading (more student incentives).

**Governance & Nominating Committee Presented by Sharmain Matlock-Turner, Chair**

Ms. Matlock-Turner was excited to introduce and swear in new board members; Mr. Julian Thompson and Ms. Wendy Thomas (Parent). Both members will bring a wealth of knowledge and an abundance of talent. Ms. Turner provided a chart on various committees we have in place to engage board members. Lastly, she noted that we are always looking for people to join the board, and that we currently have 10 seated board members and our charter allows up to 12 total board members.

**CEO Report**

Dr. Lee provided review of all resolutions and gave the Board an update on activities leading up to the main event for our 20th Year Anniversary. Dr. Lee also gave an overview of the many exciting things that are taking place at the school each month. We have five months until our official 20th Year Anniversary. On Saturday, April 7, 2018, the West Oak Lane Charter School (WOLCS) Scholar's Club competed in the Annual Destination Imagination Competition. The Destination Imagination program is a fun, hands-on system of learning that fosters students’ creativity, courage and curiosity through open-ended academic challenges in the fields of STEM, fine arts and service learning. WOLCS Fine Arts Team won third place in their division, Scientific Team won second, Engineering and Improv teams won first place. 384 students received first and second honor roll awards on Friday, April 20th – Student Recognition Day witnessed by a standing room only crowd of family and friends. 90 eighth graders are anticipated to participate in graduation this June 20th, wearing caps and gowns in honor of our 20th Year Anniversary. Upcoming activities include 8th Grade Formal on May 18th and Class trip on June 6th. We are proactively managing 35 or (3%) students who exhibit behaviors that require additional interventions as well as a higher level of support, including the hiring of 1:1 support staff. We are thrilled to have a new guidance counselor who will mentor students as they juggle various priorities pertaining to school and life. Lastly, we are completing the 2018 PSSAs.

**Executive Session**

At 8:01pm The Board entered Executive Session to discuss matters related to Personnel.

Executive Session ended at 8:20pm.

Meeting was adjourned at 8:23pm

Motion for Approval made by: David R. Bright Second by: Wes Summerville

The next Board Meeting is scheduled for Wednesday, May 23, 2018, 9:00am-11:00am at JC Melrose Country Club. The Board Retreat is scheduled for Wednesday, May 23, 2018, 11:00 AM – 3:00 PM at JC Melrose Country Club. The Board Meet & Greet Reception Wednesday, May 23, 2018, 4:00 PM -6:00 PM at JC Melrose Country Club.