West Oak Lane Charter School  
Board of Trustees Meeting Minutes  
7115 Stenton Avenue  
Philadelphia, PA 19138  
Monday, April 29, 2019

**WOLCS Board:** Sharmain Matlock-Turner, President; Ava Willis-Barksdale, Vice President; David R. Bright, Treasurer, Nicole McLaurin, Secretary, Wes Somerville, Uva Coles, Irv Brockington, Dr. Linda Fleisher, Julian Thompson, Wendy Thomas, Ayana Bradshaw, Stephen Hopkins, Sylvia Watts-McKinney, Darius Rodney-Hurst.

**WOLCS Staff:** Dr. Debbera Peoples-Lee, Sheila Royal-Moses, Michele Jones, Charletta Zeigler, Tiffany Davis-Thompson


**Recorder:** Tamara Jackson

**Call to Order:** The meeting was called to order at 6:05pm.


**Approval of Prior Meeting Minutes: Monday, March 25, 2019**
Motion for Approval made by: Nicole McLaurin  Seconded by: Darius Rodney-Hurst  Passed Unanimously

**Finance and Budget Committee Report: Introduced by David R. Bright, Chair**
Peter Costa reviewed the financial summary for March 2019. Mr. Costa stated that the finance committee held its meeting on Thursday, April 25, 2019. Mr. Costa stated that there were no major discrepancies, however as we start to review the proposed budget, he along with the committee will keep the Board updated on any significant changes. The committee also discussed the current state of the budget and what should happen moving forward to ensure that we do not exceed 2018-2019 budget. Suggestions were made regarding holding off on large supply purchases and major financial commitments until after July 2019. Mr. Costa distributed the proposed budget for 2019-2020 school years. Peter introduced Ms. Van Dang, VP, Cash Management Officer at Fulton Financial Bank, she briefly spoke about the new Insured Cash Sweep (ICS) checking account that WOLCS will be receiving a 1.55% Interest that could generate approximately $30,000plus in additional interest in our accounts.

**Revenues**- Received are current as of March 2019

**Expenses**-
- Most of the expenses are in line with the budget.
- Line 38 Special Ed Professional Services Subs is over the allocated budget. There is savings and salaries and the additional revenue received that will cover this expense

**Balance Sheet**- March 31, 2019
- Cash as of March 2019 approximately 2.6M
- Cash shows 81 days cash on hand

**Treasury Operations**-
- Disbursements for the month of March 2019 total approximately $950K and the items over 1OK are listed in the report.

**Proposed Budget 2019-2020**
We are advising Charter Schools at this time to use the rates from 2018-19.

*Regular Rate*  $ 9,100  *Special Ed Rate*  $29,300
Key Assumptions - 2019-2020

Enrollment-
• Student numbers 1,090 of which 140 students are identified as Special Ed

Revenue-
• School District Subsidy - flat rate per student based on 2018-19 IDEA- at 18-19 rate total $115,000
• Federal Entitlements - Title I and Title II estimated $1.1M, allocations have not been released by PDE at this time for 19-20

Expenditures -
• Teacher Salaries and Benefits for Personnel - based on administration recommendations approximately 3% 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 8%, waiting on actual from broker PSERS rate increases from 33.43% to 34.29% as defined by State.
• FICA and Unemployment current level
• Disability and Worker's Comp increase by inflation
• Estimated 18 employees in the alternative pension plan with a savings of approximately $250,000.
• Special Education - Special Education budget prepared by Administration - based on students, evaluations, prior year expenses.
• Facilities $100,000 for additional space.
• 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 #37-18/19 New Board Members
Motion for Approval made: Ava Willis-Barksdale Seconded by: Nicole McLaurin Passed Unanimously

Resolution # 38-18/19 Special Education Settlement Agreement for Student DL
Motion for Approval made Nicole McLaurin Seconded by Wendy Thomas Passed Unanimously

Resolution #39-18/19 Revised Child Abuse Policy
Motion for Approval made Nicole McLaurin Seconded by Wendy Thomas Passed Unanimously

Committee Reports:

Personnel & Compensation Committee Report: Presented by Sheila Royal-Moses, (Ava Willis-Barksdale, Chair)
Ms. Moses reported that the leadership team is underway conducting the spring evaluations and there is a meeting scheduled to discuss in detail the next steps with the personnel and compensation committee. The committee plans to present its final suggestions to the board at the May Board Meeting / Retreat.

Resource & Development Committee Report: Presented by Michele Jones (Wes Somerville, Chair)
Ms. Jones reported that we currently have raised $58,000 in fundraising. Foundations grant that has yielded over $75,000 dollars. Our Annual Alumni Day at the school with the theme "Are You Future Ready?" this event will take place on Tuesday, May 14, 2019. from 8:30 am -2:00m, WOLCS will welcome back alumni who will have the opportunity to fellowship, network and learn about various career opportunities. We are pleased to collaborate with JEVS and LaSalle University on this exciting event. We currently have 85 alumni students registered for this wonderful day.

Academic Affairs Committee Report: Presented by Charletta Zeigler (Sharmain Matlock-Turner, Chair)
Every year the staff at WOLCS host a PSSA Pep Rally to celebrate the hard work the students did all year and encourage them to try their absolute best on the upcoming tests. This year’s Pep Rally was held on Wednesday, April 17th and included performances by our Drill Team, Cheerleading Squad and 8th Grade Student Skits. Ms. Zeigler was pleased that our attendance rate remains consistent over the testing period to ensure that all students take the test. We started the ELA
portion after spring break with grades 3-8. Followed by Math and concluding with 4th & 8th grade completing the science portion and 5th & 7th are completing the writing portion this week. All PSSA’s will be completed by May 3rd and we plan to have results by early summer.

Ms. Zeigler also introduced our Kindergarten Readiness program, which is in the planning phase for the summer of 2019, were our K student attend a social emotional readiness and school readiness program. Getting students ready for a more structured environment once they attend school. Last year group of students were more prepared and the transition to full day kindergarten did not seem as challenging for them. The program will take place from July 8- 31, 2019.

**Governance & Nominating Committee Presented by Dr. Lee (Sharmain Matlock-Turner, Chair)**

Ms. Matlock-Turner was excited to introduce and swear in four new board members; Sylvia Watts-McKinney, the Executive Director of Summer Search, Stephen Hopkins, Grandparent of a 4th grade student, Darius Rodney-Hurst, Alumni Class of 2010 and Ayana Bradshaw, Admin Director at Children Hospital of Philadelphia. The Governance & Nominating Committee welcome all the new board members and they are confident that they 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.

**CEO Report**

Dr. Lee was extremely excited to welcome our four new board members. WOLCS current enrollment is 1045, this year, thanks to Ms. Peoples and her supporting team, we had another successful re-enrollment process resulting in 99% of our K-7 students re-enrolling for the 2019-2020 school year. We have received 564 applications for new enrollment in grades K-4. 299 applicants were entered in the Kindergarten lottery, which was held on Wednesday, April 24, 2019 with the lottery winners selected to fill 122 kindergarten seats. An additional 10-12 seats will be made available if possible. Grades 1-4 lotteries will be held in early June. WOLCS had its annual Title 1 Audit. We Passed with No Corrective Actions!!

On Saturday, March 30th, 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. Our Scholars did it again this year, bringing home accolades and ribbons. WOLCS Fine Arts Team won third place in their division, Scientific Team won first place, Engineering and Improv teams won first place again!!! We are excited to receive five completed applications for our 1st Annual Alumni Scholarship Competition. The submission period ended on Friday, April 26th. Our Executive Leadership Council will be conducting the selection process tomorrow using a graded rubric to select the finalists.

WOLCS will be the host of the next School Network Safety meeting which be held on Thursday, May 2nd. The purpose of these meetings is to collaborate with principals, educational administrative support staff, local law enforcement and community-based agencies to be proactive and identify preventive resources internal and external to our school communities. In recognition of National Health & Safety Month, our Wellness Council will present our first WOLCS Zumbathon for a Cause on Saturday, May 4th. The event will be held in our gymnasium from 10:00 am – 12 noon, and led by our very own Jean Evans, a certified Zumba instructor. This fun-filled event will feature great music, raffles, free prizes, bracelets, blood pressure screenings, and healthy snacks. The cost is $10.00 per participant. All proceeds will go to support our WOLCS Alumni Scholarship Fund. Also, on May 14th, our parents will be participating in the “Philly Parents Defend Charter Schools” Charter Schools Appreciation Rally at City Hall. The rally is being organized by Excellent Schools PA and is being sponsored by Councilwoman Jannie Blackwell. The focus of the rally is to acknowledge the importance of parents having charter schools as part of their public educational options in Philadelphia and with over 60,000 students in Philadelphia charter schools- to remind decision makers in City Hall that the decision made by those parents must be respected, as well as that a vibrant charter community is an essential element in a re-imagined public school system.

Lastly, all charter school board members and school leaders who served in calendar year 2018 are required by the PA Ethics Act to file a statement of financial interest no later than May 1, 2019. Disclosure of financial interests is critical in ensuring the avoidance of conflicts of interest, supporting accountability and public oversight, and promoting public confidence in government. We are financially sound and are prepared to present to the board a balanced draft budget for 2019-2020
Executive Session
At 7:00pm The Board entered Executive Session to discuss matters related to Special Education Settlements.

Executive Session ended at 7:20pm

Meeting was adjourned at 8:01pm

Motion for Approval made by: Nicole McLaurin Second by: Wendy Thomas

The next Board Meeting is scheduled for Wednesday, May 22, 2019 12:30pm-1:30pm, at The Belmont Mansion.
The Board Retreat is scheduled for Wednesday, May 22, 2019 1:30pm-3:30pm, at The Belmont Mansion.
The Board Meet and Greet Reception is Wednesday, May 22, 2019 4:30pm-5:30pm, at The Belmont Mansion.