West Oak Lane Charter School  
Board of Trustees Meeting Minutes  
7115 Stenton Avenue  
Philadelphia, PA 19138  
Monday, September 30, 2019

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

**WOLCS Staff:** Dr. Deberra Peoples-Lee, Sheila Royal-Moses, Michele Jones, Charletta Zeigler

**Guests:** Peter Costa, Business Manager – Santilli & Thomson, Pat Hennesey, Esq. – Conrad O’Brien, Ken Kilpatrick, President & CEO of Sylvia Marketing & Public Relations, Dr. Reggie Candio, School Psychologist

**Recorder:** Tamara Jackson

**Call to Order:** The meeting was called to order at 6:00pm

**Attendees:** Sharmain Matlock-Turner, Ava Willis-Barksdale, David R. Bright, Nicole McLaurin, Wes Somerville, Irv Brockington, Dr. Linda Fleisher, Julian Thompson, Wendy Thomas, Ayana Bradshaw, Stephen Hopkins, Sylvia Watts McKinney, Darius Hurst-Rodney

**Approval of Prior Meeting Minutes: Monday, July 22, 2019**
Motion for Approval made by: Darius Hurst-Rodney  
Seconded by: Ayana Bradshaw  
Passed Unanimously

**Finance and Budget Committee Report: Introduced by David R. Bright, Chair**
Peter Costa reviewed the financial summary for August 2019. Mr. Costa stated that the finance committee held its meeting on Tuesday, September 17, 2019. The audit process has officially begun and is expected to be completed by November to ensure submission by the December deadline. The Finance Committee will actively participate in this process and will keep the board abreast of any updates.

**Revenues:**
- All revenues receivables have not been booked prior to the audit and the 2018-19 closing

**Expenses:**
- All expense payables have not been booked prior to the audit and the 2018-19 closing

**Balance Sheet: INTERNAL STATEMENT**
- Cash as of August 2019 approximately $3.1M
- Cash shows 96 days cash on hand
- All assets and liabilities have not all been booked prior to the audit completion and the closing of 2018-19

**Treasury Operations:**
- Disbursements for the month of August 2019 total $610K and the items over $10K are listed in the financial report.

**Resolutions:**

**Resolution #18-19/20 - Board Resignation U. Coles**
Motion for Approval made Ayana Bradshaw  
Seconded by: Nicole McLaurin  
Passed Unanimously

**Resolution #19-19/20 - New Board Treasurer**
Motion for Approval made Darius Hurst-Rodney  
Seconded by: Wendy Thomas  
Passed Unanimously

**Resolution #20-19/20 - New Board Secretary**
Motion for Approval made Ava Willis-Barksdale  
Seconded by: Darius Hurst-Rodney  
Passed Unanimously
Resolution #21-19/20 - New Board Vice President
Motion for Approval made Ava Willis-Barksdale  Seconded by: Nicole McLaurin  Passed Unanimously

Resolution #22-19/20 - New Board President
Motion for Approval made Sharmain Matlock-Turner  Seconded by: Wes Somerville  Passed Unanimously

Resolution #23-19/20 - Approval of Charter School Lease Reimbursement Application 2018-2019
Motion for Approval made Wendy Thomas  Seconded by: Nicole McLaurin  Passed Unanimously

Resolution #24-19/20 - New Hires/Resignations
Motion for Approval made Darius Hurst-Rodney  Seconded by: Nicole McLaurin  Passed Unanimously

Resolution #25-19/20 - Special Education Settlement Agreement for Student NT
Motion for Approval made Wendy Thomas  Seconded by: Nicole McLaurin  Passed Unanimously

Committee Reports:

Personnel & Compensation Committee Report: Presented by Sheila Royal-Moses, (Ava Willis-Barksdale, Chair)
Mrs. Moses presented the personnel committee July 1, 2018- June 30, 2019 trend data report which shows our three-year attrition trends as it pertains to resignations, number of staff, attrition and retention. Throughout the school year we had 10 teachers resign, 1 teacher for non-renewal, 2 AP resignations, 1 Security Supervisor termination, 1 administrative position eliminated, 4 support staff terminations (3 lunch aides, 1 paraprofessional), and 1 support staff resignation (maintenance position). Ms. Moses is confident that even though we lost staff, we end the year with 73% retention compared to 17-18 school year of 57%. Mrs. Moses also shared with the board reasons for teacher resignations that were reported during exit interviews 2 employees received increase in pay at SDP, 2 increase in pay at Suburban Districts, 1 increase in pay at Charter, and the last 5 had other reasons(re-location, stay at home mom, attending grad school). We have hired all positions and currently looking for a 1st grade teacher.

Resource & Development Committee Report: Presented by Michele Jones (Wes Somerville, Chair)
Ms. Jones presented the board with an updated dashboard on fundraising summary for the 18-19 school year. With all fundraising efforts the school raised $81,598 which fell slightly below the projected goal. However, Ms. Jones is confident that this year we will exceed our projected goal as the team has put new initiatives in place. Ms. Jones introduced our new Marketing/ Publicity Consultant Mr. Ken Kilpatrick, President and CEO of Sylvia Marketing and Public Relations Firm. Mr. Kilpatrick provided a brief presentation on the proposed timeline and marketing plan that the resource and development committee will be actively working on. This will highlight WOLCS many attributes. The committee is already excited with the PR coverage we have received over the last month. The committee will meet to discuss next steps and will keep the board abreast of any updates.

Academic Affairs Committee Report: Presented by Charletta Zeigler (Sharmain Matlock-Turner, Chair)
No Report

Governance & Nominating Committee Presented by Dr. Lee (Sharmain Matlock-Turner, Chair)
Mrs. Matlock-Turner wanted to first thank the board for allowing her to be the Chair of an awesome Trustee Board and she is excited about the next twenty years of success at WOLCS. Even though she is passing on the gavel as Chair of the Board, she will remain on the board as President Emeritus. Mrs. Matlock-Turner went on to express her excitement for the new leadership as the board voted in the new Chair, Ms. Ava Willis-Barksdale. Mr. Wes Somerville will serve as Vice President, Mr. David R. Bright will serve as Treasurer, and Ms. Nicole McLaurin will serve as Secretary. After the passing of the gavel the meeting was officially turned over to the new Board Chair.

CEO Report
Dr. Lee expressed that WOLCS had experienced its greatest challenge to date with the unfortunate incident that occurred with several of our middle school students on September 27, 2019. WOLCS will use this opportunity to continue to educate our students and families on the dangers of social media and of drug use. On October 16th, we will present a Cyber Safety and Drug Awareness interactive workshop with parents and students from 6-8 pm. Dr. Lee commended the Academic Leadership Team for their professionalism and how they came together as a team. Kudos for a job well done!!

WOLCS is excited about a new partnership with the ARC of Philadelphia. This partnership allows us to provide transitional services for students in our Special Education Program to prepare them to be productive citizens in the future. In addition, The ARC will provide volunteer opportunities for our students with disabilities to give back to others in need. This effort will
provide students with a feeling of empowerment and ownership of something that they initiated and brought to life. The program will kick-off in October for Disability Employment Awareness Month.

Lastly, On Tuesday, October 15, 2019 WOLCS will host its first Breast Cancer Walk around the four corner perimeters of our school. This event is open to students, parents and community leaders that would like to join. The donation is $5 per person the proceeds will be donated to the Breast Cancer Foundation.

Executive Session
At 7:10pm the board entered Executive Session to discuss matters related to Special Education Settlement Agreement

Executive Session ended at 7:36pm

Meeting was adjourned at 8:10pm.

Motion for Approval made by Julian Thompson Second by Darius Hurst-Rodney

The next Board Meeting is scheduled for Monday, November 25, 2019, at 8:30am at West Oak Lane Charter School.