**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

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

**GUESTS:** Peter Costa, Business Manager – Santilli & Thomson, Eric Strauss and Jason Margulis, Auditor – Withum Smith & Brown

**Recorder:** Tamara Jackson

**Call to Order:** The meeting was called to order at 6:00pm. Tamara Jackson completed Roll Call.

**Attendees:** Sharmain Matlock-Turner, Ava Willis-Barksdale, Wes Somerville, David Bright, Uva Coles, Dr. Linda Fleisher, Nicole McLaurin

**Approval of Prior Meeting Minutes** – Monday, November 20, 2017
Motion for Approval made by Ava Willis-Barksdale  Seconded by Nicole McLaurin  Passed Unanimously

**Finance and Budget Committee Report – Introduced by David R. Bright, Chair**
Peter Costa reviewed the financial summary for December 2017. Mr. Costa stated that WOLCS enrollment is below the projected numbers. He spoke about line items almost being over budget. The budget was based on 1085, and as of the current date, we are at 1074. To balance the budget, we had to revise with the actual payment received from the District. The budget is now balanced. If the School District of Philadelphia (SDP) complete reductions this year, it will occur in March 2018. Last year the drawback was between 260,000 to 270,000. We must re-evaluate the budget if enrollment numbers do not increase. In addition, Mr. Costa reported that the school did receive the ready to learn grant which will also help with the budget. Mr. Costa introduced the Auditor Mr. Eric Strauss of Withum Smith & Brown to present Form 990.

**Report from the Auditor:**
Mr. Strauss presented the Board with a summary of WOLCS 990 Form. Additionally, he shared review of the approval process, as well as authorized signatures of the Finance Chair and Dr. Lee.

**Estimated Financial Summary for December 2017**

**Revenues:**
All revenues are being received on a timely basis. YTD the total amount received is approximately $5.8 million. After discussion with WOLCS Administration regarding changes in enrollment and any additional unforeseen expenses, the SDP revenue rates have been adjusted to the actual rates the SDP is paying. The 2017-18 budget is balanced.

**Expenses:**
- All expenses are in line with the budget with the following exceptions:
  - Instruction Contracted Services (subs) line 27 is running high, we might need to revisit to allocation additional funds
  - Instruction Supplies, Books and Software line 29 is running high, we might need to revisit to allocation additional funds

**Balance Sheet:**
- Cash as of December 2017 approximately 1.5M
- Cash shows 47 days cash on
Treasury Operations:
Disbursements for the month of December 2017 total 532K and the items over 10K were outlined in the financial summary packet.

Resolutions:

Resolution # 33-17/18 Approval of IRS Form 990 for Submission
Motion for Approval made Nicole McLaurin Seconded by Wes Sommerville Passed Unanimously

Resolution #34-17/18 Approval of Contract for CJ Maintenance
Motion for Approval made David R. Bright Seconded by Uva Coles Passed Unanimously

Resolution # 35-17/18 New Hires, Resignations and Terminations
Motion for Approval made Dr. Linda Fleisher Seconded by Ava Willis-Barksdale Passed Unanimously

Committee Reports:

Personnel & Compensation Committee Report: Presented by Sheila Royal-Moses (Ava Willis-Barksdale, Chair)
Ms. Moses reported to the Board that they had a committee meeting where they discussed some potential strategies that can be used to help support our teachers. Unfortunately, this year we have had a large turnover rate with the loss of 11 teachers since September, which represents 20% of the teaching staff. 80% of the current teaching staff is certified and 18% of the current teaching staff is non-certified. During staff exit interviews it was discovered that the main reasons for teachers leaving were associated with student behaviors, and salaries. For this reason, WOLCS has plans to implement some strategies immediately as well as long term strategies.

- A best practice is to have both a school counselor and a staff member that coordinates multi-tiered systems of support (MTSS) for select students, which identifies and implements interventions that aid in addressing both academic and behavior issues. WOLCS has hired a school counselor and is currently interviewing candidates for the MTSS Coordinator role.
- Targeted professional development sessions will be offered during the months of January and February to help reinforce tools that teachers can use to improve student behavior outcomes in the classroom.
- Cultural competency training and development will also be explored to support efforts to improve student/teacher relationships and to create deeper connections so that teachers are more successful with addressing challenging students. We are looking to engage consultants Erin Trent-Johnson, and Barbara Moore Williams for these training sessions.
- Develop teacher leadership roles (providing a stipend) that focus on strengthening and developing novice teacher deficiencies in the areas of lesson planning, using data to differentiate instruction, quality of instruction, pacing, classroom management and other administrative responsibilities.
- Exploring the school’s legal and financial capacity to reopen the union contract agreement to enhance the current teacher pay scale. This will place WOLCS in a more competitive position to retain and recruit highly qualified and talented teachers in the coming 2018, spring recruitment season.

Resource & Development Committee Report: Presented by Michele Jones (Wes Somerville, Chair)
Ms. Jones reported to the Board that in coordination with Dr. Lee Nunery, we are refining WOLCS' portfolio of potential donors and supporters, including alumni exploration, parent engagement, targeting business leaders, and researching public/private funding sources.

Ms. Jones mentioned that we are also working on a communications package, highlighting WOLCS' "points of pride", which can be disseminated to the broader communities of Philadelphia celebrating our 20th year of existence. The kickoff of "Building Community with Love" Family Giving Campaign will begin February 1, 2018. The goal is to raise $20,000 by June 30th. Asking all families, faculty, staff and friends to donate $20 each.

We are asking Comcast to serve as the venue and catering sponsor for our 20th Anniversary Celebration by hosting us at Ralph's Cafe at the Comcast Center. As our host sponsor, Comcast would receive Premiere Sponsorship and would be prominently featured on the WOLCS Community Champions Wall in the atrium of the school.
This wall is being constructed to thank those who have supported our school over the years and made it a pillar in the West Oak Lane community. Lastly, the 20th Anniversary Planning Cabinet is in place to help WOLCS raise $75,000 in 2018. Proceeds after event expenses will directly go to support WOLCS programs. Members are asked to participate in at least three planning meetings during 2018, leading up to the signature event.

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

No Report

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

No Report

**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. The school will be hosting events on the 20th day of every month representing our 20 years of service. The next event will take place on February 20, 2018 with a showcase of all our afterschool clubs from 6:00pm-8:00pm. WOLCS currently has 33 different clubs at no charge to families. WOLCS afterschool clubs are provided through Foundations Inc, 21st Century Grant.

Dr. Lee reached out Attorney William Lincke to explore the school’s legal and financial capacity to reopen the union contract agreement, which will enhance the current teacher pay scale and place WOLCS in a more competitive position to retain and recruit highly qualified and talented teachers in the coming 2018-2019 school year.

Lastly, Dr. Lee introduced the setup for WOLCS 403B program moving forward. This benefit plan will be offered to new employees which will save WOLCS money over time. Employees who are currently enrolled in PSERS will continue to contribute to that retirement plan.

The meeting was adjourned at 8:15pm.

Motion for Approval made by: Dr. Linda Fleisher Second by: Nicole McLaurin Passed Unanimously

The next Board Meeting is scheduled for Monday, March 26, 2018, 8:30am West Oak Lane Charter School.