West Oak Lane Charter School  
Board of Trustees Meeting Minutes  
7115 Stenton Avenue  
Philadelphia, PA 19138  
Monday, July 22, 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 Hurst-Rodney.

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

Guests: Peter Costa, Business Manager – Santilli & Thomson

Recorder: Tamara Jackson

Call to Order: The meeting was called to order at 8:30am


Approval of Prior Meeting Minutes: Monday, June 24, 2019  
Motion for Approval made by: Nicole McLaurin   Seconded by: Ava Willis-Barksdale  Passed Unanimously

Finance and Budget Committee Report: Introduced by David R. Bright, Chair

Peter Costa reviewed the financial summary for June 2019. Mr. Costa stated that the finance committee held its meeting on Thursday, July 18, 2019. Mr. Costa presented the audit process timeline for 2018-2019 Audit. Mr. Costa gave a summary of YTD and that we are closing out the end of the year with no issues. The audit process and timetable were presented to the Board with the complete layout of the audit plan. Audit will be completed by November to ensure submission by the December deadline. The Finance Committee will be actively participating 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 2018-2019 closing.

Expenses
- All expense payables have not been booked prior to the audit and the 2018-2019 closing.

Balance Sheet
- Cash as of June 2019 approximately 2.3M
- Cash shows 72 days cash on hand
- All assets and liabilities have not all been booked prior to the audit completion and the closing of 2018-2019.

Treasury Operations
Disbursements for the month of June 2019 total approximately $1.05M and the items over 10K are within the financial report.

Resolutions:

Resolution #04 – 19/20 Contract for Ginsburg Educational Consulting & Coaching, LLC  
Motion for Approval made Nicole McLaurin   Seconded by: Ava Willis-Barksdale  Passed Unanimously

Resolution #05 – 19/20 Contract for Charter School Substitute Teacher Network, LLC  
Motion for Approval made Nicole McLaurin   Seconded by: Ava Willis-Barksdale  Passed Unanimously

Resolution# 06 – 19/20 Contract for Kaleidoscope Education Solutions, Inc.  
Motion for Approval made Nicole McLaurin   Seconded by: Ava Willis-Barksdale  Passed Unanimously

Resolution#07 – 19/20 Contract for US Medical, Inc.  
Motion for Approval made Nicole McLaurin   Seconded by: Ava Willis-Barksdale  Passed Unanimously
Resolution #08 – 19/20 Contract for Gamut Early Intervention Services
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #09 – 19/20 Contract for Humanus Inc.
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #10 – 19/20 Contract for ProCare Therapy
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #11 – 19/20 Contract for ACS Consultants
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #12 – 19/20 Contract for Trent Johnson Advisors, LLC
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #13 – 19/20 Amendment to the Lease
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #14 – 19/20 Contract for Kevin Peterson, Painter
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #15 – 19/20 Contract for Sheldon Superville, Contractor
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #16 – 19/20 Contract for Emcor Services Fluidics
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Resolution #17 – 19/20 Contract for American Capital financial Services, Inc.
Motion for Approval made Nicole McLaurin  Seconded by:  Ava Willis-Barksdale  Passed Unanimously

Committee Reports:
Personnel & Compensation Committee Report:  Presented by Sheila Royal-Moses, (Ava Willis-Barksdale, Chair)
Ms. Zeigler gave a brief we currently have 10 vacancies 1 in 1st grade, 2 in 2nd grade, 1 6th grade, 3 in 7th grade (Math, Science, Social Studies) 4 Special Education Teachers, 3 Physical Education Teachers. We are actively seeking and interviewing on a daily basis; however, we have not been able to find candidates that are a good fit for WOLCS and our children. Ms. Zeigler and her team are continuing to press on to seek and will keep the academic committee posted on there progress.

Resource & Development Committee Report:  Presented by Michele Jones (Wes Somerville, Chair)
Mr. Somerville reported unfortunately the committee did not have an opportunity to meet before this board meeting, but they have a meeting scheduled later in the week to discuss some pertinent topics. Ms. Jones went on to further report that the development committee is working on a Marketing plan with working with Sylvia Marketing and Public Relations Firm. This will highlight WOLCS many attributes.

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)
Ms. Matlock-Turner announced that she is excited about the slate of new candidates for the various trustee positions that are available for the 2019-2020 year. Ms. Matlock-Turner will be stepping down as the President Board Chair however she will still be an instrumental support to the WOLCS Board. The nominee for president of the Board of Trustees is Ava Willis-Barksdale, Vice President nominee is Wes Somerville, Secretary nominee is Nicole McLaurin, Treasurer nominee is David R. Bright. The official voting for these positions will take place at the September Board Meeting.

CEO Report
Dr. Lee reported that the summer days are busy, filled with preparing for our 2019-2020 school year with painting, cleaning, room renovations, ordering of supplies, teacher recruitment and compliance reporting. While we are preparing for the 2019-2020 school year some of our students and parents joined us for our summer program for grades K-3rd Wild About Reading. The program kicked off on June 5th to engage parents and students in the importance of summer reading, as well as help K-3 children improve access to summer reading material. Students selected 3-4 books that are on their reading level to take home. Throughout
the summer, students can exchange their books and participate in reading activities. Participation in the program is being incentivized by themed swap nights.

Here are some highlights about the Wild about Reading program:

- Students will keep a summer step log, tracking how often they read.
- Students will receive a post-marked post card to write to their teacher about their favorite book they read during the summer.
- Students and parents will be required to keep all books in good repair.
- Parents are expected to build and encourage reading routines at home, including the development of a quiet reading environment.
- Parents will be encouraged to visit their local library three times throughout the summer.
- Students will be provided with a card to receive signatures from the local librarian to submit for a $5 Scholastic gift certificate that can be used at the Back to School Book Fair.

Goals for the Wild about Reading program are:

- To decrease summer-slide in K-3 students.
- Measured by the June and October IRLA reading levels.
- To get on-level books in the hands of all K-3 students.
- Measured by distribution of books

The Kindergarten Readiness Program is being held from July 8-31. There are 110 students that will be attending. The program is being conducted by five of our teachers and paraprofessionals. Overall kindergarten parent engagement has been incredibly positive. Our Academic Leadership Team will be participating in their 3-day Summer Retreat at the Historical Belmont Mansion from July 23rd – 25th. This retreat is intended to be a time to focus on the final phase of planning for our August professional development, as well as for the 2019-2020 school year. Our charter annual report which is due to the School District on August 1st was successfully submitted on July 18th. A special thanks goes to Tamara Jackson for her due diligence with keeping us all on task.

Dr. Lee received a congratulatory call from State House Representative Isabella Fitzgerald last week that WOLCS was awarded the 2019-2020 FFVP Grant in the amount of $54,280.00 by the Pennsylvania Department of Education yesterday. The Department of Agriculture’s Food and Nutrition Service (FNS) administers the Fresh Fruit and Vegetable Program (FFVP) at the federal level. At the State level, the FFVP is administered by the State agency that administers the National School Lunch Program. This program makes available free fresh fruits and vegetables to children and is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits, which in turn helps WOLCS create a healthier school environment by providing healthier food choices.

Lastly, our Employee Medical Insurance renewal rate called for a 14% increase over the current rates, but with negotiations between CIGNA and our brokers from PK Financial, CIGNA offered us a rate concession for not marketing our plan to other providers. Thus, the increase was 9% producing a savings of over $100,000. Our rates for our dental and vision plans remain the same as last year!

Meeting was adjourned at 9:23am.

Motion for Approval made by Nicole McLaurin Second by: Ayana Bradshaw

The next Board Meeting is scheduled for Monday, September 30, 2019, at 6:00pm at West Oak Lane Charter School.