West Oak Lane Charter School  
Board of Trustees Meeting Minutes  
7115 Stenton Avenue  
Philadelphia, PA 19138  
Monday, June 24, 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 6:00pm.

**Attendees:** Sharmain Matlock-Turner, Julian Thompson, Ava Willis-Barksdale, Nicole McLaurin, Wendy Thomas, David R. Bright, Wes Somerville, Irv Brockington, Ayana Bradshaw

**Approval of Prior Meeting Minutes: Monday, April 29, 2019**
Motion for Approval made by: David R. Bright  Seconded by: Wendy Thomas  Passed Unanimously

**Finance and Budget Committee Report: Introduced by David R. Bright, Chair**
Peter Costa reviewed the financial summary for May 2019. Mr. Costa stated that the Finance Committee held its meeting on Thursday, June 20, 2019. End of year revenues over expenses estimated to be a surplus of approximately $350,000. Mr. Costa distributed the budget for the 2019-2020 school year that included the latest recommendations.

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

**Expenses**
- Most of the expenses are in line with the budget.
- Line 38 Special Ed Professional Services Subs and Line Psychological Services are both over the allocated budget. There are salary savings and the additional SDP revenue received during the fiscal year should cover these expenses.

**Balance Sheet May 31, 2019**
- Cash as of May 2019 approximately 2.6M
- Cash shows 80 days cash on hand

**Treasury Operations**
Disbursements for the month of May 2019 total approximately $914K and the items over 10K are listed within the financial report.
Resolutions:

**Resolution #43-18/19 Approval of 2019-2020 Budget**
Motion for Approval made David R. Bright  
Passed Unanimously  
Seconded by: Nicole McLaurin

**Resolution #44-18/19 Designation of Fund Balance**
Motion for Approval made Nicole McLaurin  
Passed Unanimously  
Seconded by: Nicole McLaurin

**Resolution #45-18/19 Approval of 2019-20 School Calendar**
Motion for Approval made Wendy Thomas  
Passed Unanimously  
Seconded by: Ava Willis-Barksdale

**Resolution #01-19/20 Contract for TJ Cleans LLC**
Motion for Approval made David R. Bright  
Passed Unanimously  
Seconded by: Nicole McLaurin

**Resolution #02-19/20 Contract for The Philadelphia Protection Unit**
Motion for Approval made Ava Willis-Barksdale  
Passed Unanimously  
Seconded by: Nicole McLaurin

**Resolution #03-19/20 Contract for MACCS Health Services**
Motion for Approval made Ava Willis-Barksdale  
Passed Unanimously  
Seconded by: Nicole McLaurin

**Resolution #46-18/19 New Hires, Resignations and Terminations**
Motion for Approval made Nicole McLaurin  
Passed Unanimously  
Seconded by: Irv Brockington

Committee Reports:

**Personnel & Compensation Committee Report: Presented by Sheila Royal-Moses, (Ava Willis-Barksdale, Chair)**
Ms. Moses gave a brief report and was excited to announce that we ended the school year with 96% of our teachers being PA Certified. Furthermore, in addition, this year (18-19) our teacher retention rate is at 79%, nine percent higher than the previous school year at 70% (17-18). We currently have 10 positions available for the upcoming 2019-20 school year. The team is actively seeking teachers and staff to fill those positions. There will be an update at the July Board Meeting.

**Resource & Development Committee Report: Presented by Michele Jones (Wes Somerville, Chair)**
Ms. Jones gave report on end-year fundraising. The amount raised during the 2018-2019 school year was $81,598. Funds will be used to support supplies, afterschool programming and other educational activities. Ms. Jones went on to mention that she would be working with Sylvia Marketing & Public Relations Firm beginning July 1, 2019 to shape media strategies for WOLCS. The overarching goal of our Public Relations campaign will be to promote WOLCS in the media by featuring its achievements, activities, and participating in special press opportunities.
**Academic Affairs Committee Report: Presented by Sheila Royal-Moses (Sharmain Matlock-Turner, Co-Chair)**

Ms. Moses gave a brief report that PSSA Raw scores were received, however we are still crunching the numbers. The report will be shared at the July meeting. The Academic Leadership Team will have their three-day retreat later in July to discuss the academic needs of the school and review the comprehensive plan to ensure we are staying on target.

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

Ms. Matlock-Turner announced that the Governance & Nominating Committee will present its recommendations for the succession plan at the July board meeting. The committee is currently reviewing the by-laws and ensuring that the Board is in compliance with all city, state and federal guidelines. A new board directory was distributed with all the board members along with the 19-20 Board Meeting dates and locations.

**CEO Report**

Dr. Lee thanked the Board for the wonderful WOLCS Board Day at the Historic Belmont Mansion, and expressed that the Alumni Scholarship Event was simply awesome. As we close out the school year the month of June included a variety of end-of-school year events, but the best day of all was on Wednesday, June 19th, when 78 members of the Class of 2019 received their diplomas. This graduation ceremony capped off our 20th School Year Anniversary with our very own Sharmain Matlock-Turner serving as our keynote speaker. This year’s class consisted of 69% LIFERS (54 of the 78 at WOLCS from Kindergarten to 8th Grade. We had two families receive the Ultimate Lifer Awards, having 4 of their children attending and graduating from WOLCS.

The Class of 2019 high school selection:
- 28% will be attending Special Admission High Schools
- 13% will be attending City Wide Admission High Schools
- 31% will be attending Charter High Schools
- 10% will be attending Neighborhood High Schools
- 15% will be attending Catholic & Other District High Schools

Over the past 13 years, WOLCS has had 731 graduates:
- 46% have attended Special Admission High Schools
- 10% have attended City Wide Admission High Schools
- 29% have attended Charter High Schools
- 7% have attended Neighborhood High Schools
- 5% have attended Catholic & Other District High Schools

Dr. Lee distributed the high school trend report. Over the past 13 years, WOLCS has had 731 graduates; 46% have attended Special Admission High Schools, 10% have attended City Wide Admission High Schools, 29% have attended Charter High Schools, 7% have attended Neighborhood High Schools, and 5% have attended Catholic & Other District High Schools.
Dr. Lee provided a brief overview of the school year including its challenges, successes, and key goals for the upcoming school year.

- **Our challenges this school year included:**
  1. Legal Counsel - difficulty obtaining sound advice and representation.
  2. Taking a deep dive on the college and career readiness standards.
  3. Identifying certified special education teachers due to teacher availability in emotional support.

- **Our successes this school year included:**
  1. School counselor - increased connections and referrals to agencies for mental health support. More in-school support for students.
  2. Implementation of MTSS (multi-tiered system of supports) structure to provide intervention for students struggling in reading.
  3. Reduction in the number of SPED claims during the 2018-2019 school year. Only 1
  4. A 9% increase in our teacher retention rate (79% this year, 70% last year).

- **Ours key goals for the upcoming school year include:**
  1. Identify and contract with new legal team. Participate in professional development to increase our knowledge of current SPED trends, pitfalls and requirements.
  2. Collaborate with the newly hired College and Career Readiness Coordinator to develop and implement a plan to address the CCRS across K-8 over a 3-year phase starting with exposure across all grades with activities such as Career Days.
  3. Interview for certified SPED teachers, Emotional Support. Expand search to ACS, Humanus, and KES.

Lastly, Dr. Lee reported we have 122 new kindergarteners who are registered for our Kindergarten Readiness Program will begins on July 8th and ends on July 31st.

Meeting was adjourned at 7:32 pm

Motion for Approval made by: Darius Hurst-Rodney Second by: Wendy Thomas

The next Board Meeting is scheduled for Monday, July 22, 2019, at 8:30 am as a conference call.