West Oak Lane Charter School
Board of Trustees Meeting Minutes
7115 Stenton Avenue
Philadelphia, PA 19138
Wednesday, May 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, Barbara McNeil, Consultant - Bara Associates

Recorder: Tamara Jackson

Call to Order: The meeting was called to order at 12:42pm.

Attendees: Sharmain Matlock-Turner, Julian Thompson, Ava Willis-Barksdale, Nicole McLaurin, Wendy Thomas, Stephen Hopkins, Sylvia Watts-McKinney, Darius Hurst-Rodney, David R. Bright,

Approval of Prior Meeting Minutes: Monday, April 29, 2019
Motion for Approval made by: Darius Hurst-Rodney Seconded by: Nicole McLaurin Passed Unanimously

Finance and Budget Committee Report: Introduced by David R. Bright, Chair
Peter Costa reviewed the financial summary for April 2019. Mr. Costa stated that the finance committee held its meeting on Thursday, May 16, 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.

Revenues- Received are current as of April 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 April 30, 2019
- Cash as of April 2019 approximately 2.8M
- Cash shows 88 days cash on hand

End of Year Revenue over Expenses 6/30/19 estimated to be a surplus approximately $250,000

Treasury Operations
Disbursements for the month of April 2019 total approximately $549K and the items over 10K are listed in the financial report.

Resolutions:
Resolution #40-18/19 Contract for WS+B Auditors
Motion for Approval made Darius Hurst-Rodney Seconded by: Wendy Thomas Passed Unanimously

Resolution #41-18/19 Contract for Sylvia Marketing & Public Relations
Motion for Approval made Ava Willis-Barksdale Seconded by Nicole McLaurin Passed Unanimously

Resolution # 42-18/19 Offers of Employment
Motion for Approval made Nicole McLaurin Seconded by Dr. Linda Fleisher Passed Unanimously
Committee Reports:

Personnel & Compensation Committee Report: Presented by Sheila Roval-Moses, (Ava Willis-Barksdale, Chair)  
The committee presented end of school year suggestions to the board at the May Board Meeting / Retreat during Executive Session.

Resource & Development Committee Report: Presented by Michele Jones (Wes Somerville, Chair)  
Ms. Jones provided an updated fundraising dashboard. The current dashboard shows revenue of 58,101, this year’s goal is $100,000. Last year goal was $98,000. In conducting our fact finding for the WOLCS Foundation, we met with attorneys, charter school representatives and foundation leaders. At this point, the Development and Finance Committees are recommending that next steps include a cost analysis for Foundation start up, including EITC strategic vision. Ms. Jones went on to mention that we are building relationships and nurturing a culture of philanthropy at WOLCS including relationships with internal staff, school families, community stakeholders and constituents that would be long-standing. We feel good about the promising possibilities for this school year and will continue our efforts of raising money and visibility. Lastly, Ms. Jones was excited to announce that the 21st Century Grant with Foundation Inc has been extended 3 additional years - Cohort 9, through 2024. The two cohorts (cohort 8, grades 6-8 and cohort 9, grades K-5) paid $75,632.25 in afterschool staff salaries.

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)  
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 excited to announce on May 8th WOLCS held its 3rd quarter honor roll ceremony. 266 students were honored (55 first honors- 97-100% in every subject; 211 second honors- 92-96% in every subject). On May 10th our Kindergarten teachers hosted their annual “Muffins with Moms” event. Mothers, grandmothers, godmothers and aunts shared in an engaging morning of fun activities with their children. In the evening, we hosted our annual Mothers & Sons Dance at the school. WOLCS was featured in an article in the May 10th edition of the Leader newspaper highlighting our Alumni Scholarship Program and the four award recipients.

On May 14th, WOLCS hosted our Annual Alumni Day entitled “Future Ready… Are You Prepared?” An astounding 120 alumni registered and attended this momentous event. JEVS Human Services conducted a seminar on “Preparing for Your Future Career,” and Mr. Hammond, Financial Advisor provided an interactive and thought-provoking discussion on “Financial Literacy.” Nineteen of our college alumni visited all our 7th grade classrooms, and 29 of our 11th grade alumni visited all our 6th grade classrooms to share their high school & life experiences and provided words of motivation & advise. All our 8th graders joined alumni in our gym to participate in a student panel discussion with our 4 Alumni scholarship winners serving as panelists. Our Annual 8th Grade Formal was held on Friday, May 17th at the H&H Community Center in West Oak Lane. Our students arrived transformed into fashionably beautiful young ladies and dapper young gentlemen for a themed “Evening in Paris.” Administrative staff and teachers served as decorators and chaperones for this special and memorable event for the Class of 2019. Lastly on Friday, May 17th, the WOLCS Community participated is helping find blood cancer cures by collecting money for the Leukemia & Lymphoma Society through a “Dress Down Day”. Our previous fundraising efforts with this society has been through the “Pennies for Patients” Campaign. Students donated $2.00 and Staff donated $5.00. A check in the amount of $1,676.36 will be presented to the Society’s representative at the assembly next month.

Executive Session  
At 1:21pm The Board entered Executive Session to discuss matters related to Personnel.

Executive Session ended at 2:11pm

Meeting was adjourned at 2:15pm

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

The next Board Meeting is scheduled for Monday, June 24, 2019, at 6:00pm at West Oak Lane Charter School.