West Oak Lane Charter School  
Board of Trustees Meeting Minutes  
7115 Stenton Avenue  
Philadelphia, PA 19138  
Monday, January 28, 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.

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

**Guests:** Peter Costa, Business Manager – Santilli & Thomson, Eric Strauss, Auditor - Withum Smith & Brown, Barbara McNeil, Consultant - Bara Associates

**Recorder:** Tamara Jackson

**Call to Order:** The meeting was called to order at 6:02pm. Tamara Jackson completed Roll Call.

**Attendees:** Julian Thompson, Dr. Linda Fleisher, Ava Willis-Barksdale, Nicole McLaurin, Wendy Thomas, Sharmain Matlock-Turner, Wes Somerville.

**Approval of Prior Meeting Minutes: Monday, November 19, 2018**
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 2018. Mr. Costa stated that the finance committee held its meeting on Thursday, January 24, 2019. Mr. Costa stated that there were no major discrepancies, however as we start to review the current budget, he along with the committee will keep the Board updated on any significant changes. Mr. Costa moved to introduced Auditor Mr. Eric Strauss, from 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.

**Revenues:**
Revenues- Received are current as of December 2018.

Expenses-There are not any major discrepancies currently.

Balance Sheet - December 31, 2018
- Cash as of December 2018 approximately 2.2M
- Cash shows 70 days cash on hand

Treasury Operations- Disbursements for the month of December 2018 total $977K and the items over 1OK are listed in the financial summary.

**Resolutions:**

**Resolution #28-18/19 Approval of IRS Form 990 for Submission**
Motion for Approval made Nicole McLaurin  Seconded by Ava Willis-Barksdale  Passed Unanimously

**Resolution # 29-18/19 New Hires & Resignations**
Motion for Approval made Nicole McLaurin  Seconded by Wendy Thomas  Passed Unanimously

**Resolution # 30-18/19 Establishment of Not-for-Profit Charitable Foundation**
Resolution #31-18/19

Contract for BARRA Associates, LLC for Establishment of Charitable Foundation

Motion for Approval made Ava Willis-Barksdale Seconded by Nicole McLaurin Passed Unanimously

Committee Reports:

Personnel & Compensation Committee Report: Presented by Sheila Royal-Moses, (Ava Willis-Barksdale, Chair)

Ms. Moses was pleased with our position in Personnel this year. Last year we lost 16 teachers and 2 administrators. This year we have had two teachers resign during this year and unfortunately, we have had two staff members who we terminated. However, we were able to hire those two teaching positions immediately. We are in the process of looking to fill the position of Security Supervisor. We as a committee feel that we are in a good place and this is mainly attributed to the opportunity to offer more competitive salaries, we have some extremely talented individuals this school year.

Resource & Development Committee Report: Presented by Michele Jones (Wes Somerville, Chair)

Mr. Summerville presented a summary of the EITC Program and how we are planning to move to the next step of establishing our charitable foundation. The main purpose for WOLCS to establish such a foundation is for fundraising purposes. Ms. Jones introduced Ms. Barbara McNeil, from BARRA Associates to discuss the theme educating the “Next Generation of Leaders” which provided a deeper dive into the next steps of establishing such foundation. The Board posed many different questions and charged the committee as well as Ms. McNeil to reach out to some schools that currently have this type foundation in place to seek knowledge on the does and don’ts and to provide the board more clarity on how this will affect WOLCS. Ms. McNeil will be meeting with the committee and assisting in establishing some other relationships so that they team can begin drafting some of the documents to present to the board by the next meeting.

Ms. Jones will be working in collaboration with Dr. Lee and other team members to prepare for our Annual Alumni Day at the school with the theme "Are You Future Ready?" this event will take place on Tuesday, May 14, 2019.

Academic Affairs Committee Report: Presented by Charletta Zeigler (Sharmain Matlock-Turner, Chair)

Ms. Moses provided the board the 2016-2018 PSSA Peer group comparison data as well as other data comparison charts for the top performing K-8 charter schools. WOLCS is still doing significantly better than SDP in Reading and Science however SDP scored higher in Math. The academic leadership team has put many interventions in place to assist in improving these scores along with the hiring of a Math Director who will help in implementing additional strategies to assist children in performing higher on the PSSA’s this year. Overall WOLCS is 2nd highest score in Reading, 5th highest score in Math and currently the highest score in Science based on our Peer Group. Ms. Moses introduced MS. Zeigler who presented the second half of the data by speaking about improving academic growth here at WOLCS.

The Board requested from the academic leadership team the commitment to how WOLCS will improve academic growth. Ms. Zeigler broke this down by examining the external growth commitment and internal growth commitments. Reviewing contributing factors to improve growth as well as some tools and practices that support growth. External growth commitment is under the comprehensive academic improvement plan (District Plan) our growth goals for both ELA and Math are measured by PVAAS (the state growth rating system) and requires WOLCS to show a positive growth of at least 1.0 each year for each tested grade (3rd - 8th). Internal growth commitment is our Excellence in Education Program. This program requires K-3rd grade teachers for both ELA and Math to demonstrate that 80% of their students meet one year's growth targets. For grades 4th - 8th, teachers are required to demonstrate growth as defined by PVAAS. The PVAAS score must indicate that the teacher's group of students met or exceeded the standard for academic growth. Lastly, for special education students, teachers are required to demonstrate that 80% of students on their caseload attain mastery on their IEP goals. The tools/practices that support growth in Reading is the IRLA, it is an internal individualized reading assessment that measures mastery of written growth towards critical, common core aligned reading skills. The IRLA is used daily for students in grades K-6. The IRLA is also used for students in grades 7th and 8th who score below proficiency on the Scholastic Reading Inventory. For math WOLCS administrators are in the process of identifying a math assessment that will indicate if students are making adequate growth towards grade level skills. Ms. Zeigler summarized that there are many contributing factors to improving growth. Collaboration with the ALT Team and Senior Leadership as well as the BOT she is confident that we will show some level of growth on this year PSSA.

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

Board Recruitment is on the way we have four potential candidates, Sylvia Watts McKinney, the Executive Director of Summer Search, Stephen Hopkins, Grandparent of a 4th grade student, Darius Rodney-Hurst, Alumni Class of 2010 and Dwight Pedro Lewis, Chief of Staff for Senator Art Haywood. We are in the process of scheduling the one on one
interviews with the Board Chair and members of the Governance committee. In March the committee will select and finalize new board recruits, with official swearing tentatively scheduled for the April board meeting. The Governance & Nominating Committee will keep the Board updated as they complete the selection process.

CEO Report

Dr. Lee proudly announced that WOLCS has received the 2019 School Choice Leadership Award from the National School Choice Week Organization in recognition of our tireless dedication toward providing all children with access to effective education options and for participation in the National School Choice Week each year. WOLCS was also featured in the January 2019 publication of What's Happening Philly, where Dr. Lee shared her outlook for WOLCS for 2019 and beyond. Our partnership with LaSalle University's Education Department continues to thrive. So much so that some of the education students who have already spent time at WOLCS would like to come back for another experience. In addition, there are also some new student teachers who they would like to place at WOLCS. The students need 20 hours and the placement will run through April 26th. WOLCS serves as a Pre-Service Teacher Placement Site for students in the education program to observe and assist WOLCS teachers. In return, WOLCS teachers serve as mentors.

Our first quarter Honor Roll Ceremony was held on December 6, 2018. There were 266 total honors. 29 students receiving 1st honors (97-100 in each content area) and 237 students receiving 2nd honors (92-96 in each content area). Congratulations to our Scholars Club who held another successful Applebee's Pancake Fundraiser on Saturday, January 19th. It is always a special event where the community, staff and students come together to support Student activities. This year's effort raised over $1000. A special thank you is extended to our Scholars' Club Advisors- Jennifer Kiefaber, Caitlin Brandon, Natalie Czyzyk and PE teacher Will Cambria.

On Thursday, May 30th we will be participating in the Annual Career Day Program coordinated by the office of State Representative Isabella Fitzgerald. Career Day is designed to provide exposure to various career paths for 5th through 8th grade students at WOLCS. Six presenters will be present from various occupations.

Meeting was adjourned at 7:40pm

Motion for Approval made by: Nicole McLaurin Second by: Wendy Thomas

The next Board Meeting is scheduled for Monday, March 25, 2019 8:30am-10:30am, at West Oak Lane Charter School.