West Oak Lane Charter School
Board of Trustees Meeting Minutes
7115 Stenton Avenue, Philadelphia PA 19138
Monday, September 19, 2016

**WOLCS Board:** Sharmain Matlock-Turner, President; Darlene Callands, Vice President; David R. Bright, Treasurer, Sharon Irving, Nicole McLaurin Secretary, Wes Somerville, Ava Willis-Barksdale

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

**Guests:** Peter Costa, Business Manager – Santilli & Thomson

**Recorder:** Michele Jones

**Call to Order:** The meeting was called to order at 6:05 p.m. Michele Jones completed Roll Call.

**Attendees:** David Bright, Darlene Callands, Sharon Irving, Nicole McLaurin, Wes Somerville, Ava Willis-Barksdale were present.

**Approval of Prior Meeting Minutes – Monday, July 25, 2016**

Motion for Approval made by: Nicole McLaurin Seconded by: Sharon Irving Passed Unanimously

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

Peter Costa gave estimated financial summary for August 2016.

Profit and Loss:

**Revenues:**
- All revenues receivables have not been booked prior to the audit and the 2015-16 closing

**Expenses:**
- All expenses payables have not been booked prior to the audit and the 2015-16 closing

Balance Sheet:

- Cash as of August 2016 is approximately 1.8M
- Cash shows 59 days’ cash on hand
- All assets and liabilities have not all been booked prior to the audit completion and the closing of 2015-16.
RESOLUTIONS:

Resolution #24 – 16/17  Approval of Contract for EMCOR Services, Fluidics
Motion for Approval made by:  David Bright  Second by: Ava Willis-Barksdale  Passed Unanimously

Resolution #25 – 16/17  New Hires, Resignation and Terminations
Amended - Employment in place of Resignation
Motion for Approval made by:  David Bright  Second by: Nicole McLaurin  Passed Unanimously

Resolution #26 – 16/17  Approval of Contract for Barbara Jackson/Literacy Support Consultant
Motion for Approval made by:  David Bright  Second by: Nicole McLaurin  Passed Unanimously

Resolution #27 – 16/17  Board Policy on Admission of Students (Update)
Motion for Approval made by:  Nicole McLaurin  Second by: David Bright  Passed Unanimously

Resolution #28 – 16/17  Acknowledged Receipt of the Charter School’s Conflict of Interest Policy
Motion for Approval made by:  Ava Willis-Barksdale  Second by: David Bright  Passed Unanimously

Resolution #29 – 16/17  Approved for Hero Software Cont.
Motion for Approval made by:  David Bright  Second by: Ava Willis-Barksdale  Passed Unanimously

Committee Reports:

Personnel & Compensation Committee Report: Ava Willis-Barksdale, Chair

Ms. Willis-Barksdale provided overview of Resolution #25 – 16/17, New Hires, Resignations, and Terminations and Resolution #26 – 16/17, Approval of Contract for Barbara Jackson/Literacy Support Consultant. Both Resolutions were introduced and passed unanimously.

Resolution #25 – 16/17 amended to reflect Employment in place of Resignation.

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

Ms. Jones reported on Resource and Development efforts as of August 2016. Foundations grant is in place supporting afterschool programs for 2016-2017. Ms. Jones mentioned pending Pennsylvania Department of Education grant for $22,000.00. Ms. Callands provided overview of the Educational Improvement Tax Credit Program (EITC) and the Opportunity Scholarship Tax Credit Program (OSTC). Both programs allow Pennsylvania businesses to earn tax credits for contributions made to an approved Scholarship Organization. The Development Committee is working through key steps in the application process and will produce a work plan for Board review.
Academic Affairs Committee Report: Sharon Irving, Chair
Ms. Zeigler provided overview of Annual PSSA Data Review. PSSA-math was a modified version of the state test that was given to special education students. The removal of this test component required that students who traditionally received a modified version of the test would take the same PSSA as all other students in their grade regardless of instructional level. Ms. Zeigler shared a Comparison Chart with Board members of alike K-8 schools as an additional point of reference.

Governance & Nominating Committee

No report

COS & CAO Report

Presented by Personnel & Compensation Committee, Ava Willis-Barksdale, Chair

CEO Report

Dr. Lee provided additional information and overview of Resolution #24 – 16/17 Contract for EMCOR Services, Fluidics. The contract with EMCOR Services Fluidics is to provide heating and cooling full maintenance services for new and old school building. EMCORE contract will replace vendor contract with Chadwick.

Dr. Lee provided overview of Resolution #27 – 16/17 introducing revised enrollment policies to conform with the Pennsylvania Department of Education’s (PDE) Basic Education Circular as well as the Philadelphia School District Charter School Office’s guidelines and to authorize the CEO or her Designees to adopt procedures to implement this policy.

Dr. Lee provided explanation of Resolution #28 – 16/17, the school’s Conflict of Interest Policy. Dr. Lee indicated that trustees, officers and employees of West Oak Lane Charter School have a duty of loyalty to the school and to the public whose interest are sworn to serve. The Conflict of Interest Policy is signed annually by board members keeping with the Pennsylvania Public Official and Employees Ethics Law.

Resolution #28 – 16/17 Acknowledged Receipt of the Charter School’s Conflict of Interest Policy was introduced and passed unanimously.

Dr. Lee provided overview of contract HEROK12, Resolution #29 – 16/17. Hero software will monitor all forms of student behavior; Good, bad, minor or major, making staff aware of what is happening within the school hallways, playground and cafeteria. Students earn points for good behavior and are awarded dress down days and end of the month parties. Staff can also incorporate strategies that redirect negative student behavior.

Dr. Lee mentioned The School District’s renewal visit is scheduled for December 2, 2016 at 7:45 a.m.

The meeting was adjourned at 7:45 p.m.

The next Board Meeting is scheduled for Monday, November 21, 2016 - 8:30 a.m. – 10:30 a.m. at West Oak Lane Charter School.