West Oak Lane Charter School  
Board of Trustees Meeting Minutes  
7115 Stenton Avenue, Philadelphia PA 19138  
Monday, January 23, 2017

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

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

**GUESTS:** Peter Costa, Business Manager – Santilli & Thomson; Jason Margulis - Brown WithumSmith & Brown

**Recorder:** Michele Jones

**Call to Order:** The meeting was called to order at 6:03 p.m. Michele Jones completed Roll Call.

**Attendees:** Sharmain Matlock-Turner, David Bright, Darlene Callands (via telephone), Nicole McLaurin, Ava Willis-Barksdale & Joshua Coles (new parent member) were present.

**Approval of Prior Meeting Minutes – Monday, November 22, 2016.**
Motion for Approval made by: Nichole McLaurin  Second by: Ava Willis-Barksdale Passed Unanimously

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

Peter Costa gave estimated financial summary for December 2016

Profit and Loss:

*Revenues:*
  - Approximately $6 Million has been received as of December 2016

*Expenses:*
  All expenses are in line with the budget at this time, some variances due to allocations for YTD.

**Balance Sheet:**
  - Cash as of December 2016 $2M approximately
  - Cash shows 66 days’ cash on hand
  - Disbursements for the month of December 2016 total $275K. Mr. Costa provided a list of items over 10K to the Board.
Report from the Auditor – WithumSmith & Brown Re: Form 990 submission

Jason Margulis, Accounts Manager gave a short summary of the Form 990 to the Board. Mr. Margulis reviewed the approval process and the signature schedule with the Chairmen of the Finance Committee and Dr. Lee.

RESOLUTIONS:

Resolution #35 – 16/17 Approval of IRS Form 990 for Submission

Motion for Approval made by: Ava Willis-Barksdale Second by: Joshua Coles Passed Unanimously

Resolution #36 – 16/17 Approval of New Parent Board Member

Motion for Approval made by: David Bright Second by Nicole McLaurin Passed Unanimously

Resolution #37 – 16/17 New Hires, Resignation and Terminations
Amended – Resignation and Termination in place of New Hires

Motion for Approval made by: David Bright Seconded by: Nicole McLaurin Passed Unanimously

Resolution #38 – 16/17 Approval of Special Education Settlement for Student 36615

Motion for Approval made by: David Bright Seconded by: Nicole McLaurin Passed Unanimously

Committee Reports:

Personnel & Compensation Committee Report: Sheila Royal-Moses

Mrs. Royal-Moses provided overview of Resolution #36 – 16/17; New Hires, Resignations, and Terminations. Kelly Kiernicki – First Grade Teacher, resigned to relocate to California for personal reasons. Termination of Nicole Teel - Paraprofessional for inappropriate treatment of a student.

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

Ms. Callands started report with a review of the Educational Improvement Tax Credit Program (EITC). Continued research must be done. Although the potential benefits to be gained from participation in EITC programs are significant, WOLCS would have to determine whether those benefits that could be provided through EITC contributions exceed the associated costs of administration – professional service fees, filing costs etc. – to maintain an approved EITC organization. Ms. Jones described newly formed important partnerships with outside organizations, including relationships with Arcadia University and Spectrum Health Services. She reported on opportunities for students to visit Arcadia University.
Academic Affairs Committee Report: Sharon Irving, Chair

Sheila Royal-Moses and Charletta Zeigler shared highlights on a Three-Year Turnaround plan to address raising rigorous improving instructional practices and school climate.

Ms. Zeigler updated the Board on the upcoming PSSA testing process.

Governance & Nominating Committee

No report

CEO Report

Dr. Lee reported on updates regarding the Five-Year Renewal Process and the changes with the enrollment and the lottery process for next school year. Advertisements were placed in local newspapers, notification on our WOLCS website and announcements made over local radio stations with scheduling information of when to submit an application.

Executive Session (Optional)

The meeting was adjourned at 7:55 pm.

Motion for Approval made by: David Bright Second by Nicole McLaurin Passed Unanimously

The next Board Meeting is scheduled for Monday, March 27, 2016 - 8:30 a.m. – 10:30 a.m. at West Oak Lane Charter School.