

**Woodlands School  
Board of Trustees Meeting**

**Minutes  
January 22, 2015 - Approved**

<p><b>Attending:</b></p>	<p><b>Officers:</b>            Chair – Loretta Cephus – Y            Vice Chair – Sue Bay - N            Treasurer – Catherine Wittig - Y            Secretary – Matt O’Neill - Y            Ex-Officio – Maureen Sullivan, Principal – Woodlands East - Y            Patty Rogers, Principal, Woodlands - Y</p> <p><b>Trustees:</b>            Acevedo, Rafael – N            Coby-Beaver, Jacqueline - Y            Caruso, Carolyn – Y            Griffin, Dennis - Y            Hartwig-Rahmani, Brenda – Y            Newell, Dr. Markeda - Y            Richardson, Peter - Y            Schultz, Jason - Y            Sheka, Lynn – N</p> <p>Guests: Alan Schulman, Shari Wiemer, Brian Mitchell</p>
<p><b>1. Approval of 2013 Tax Return 990</b></p>	<p>Prior to the meeting, Chair Loretta Cephus circulated the 990 form. This is an informational form required of all tax exempt entities, not a tax form with full financial items. Alan Schulman walked through the filing with the Board, and explained several of the specific items and policies discussed therein. The form is publicly available and can be reviewed by anyone to see what policies we have in place. The form needs Board approval before filing.</p> <p>The Board asked Alan to check to make sure the list of Board members is accurate as of 6/30/14, and to clarify that the form and other matters are reviewed and approved by the entire Board.</p> <p><b>MOTION</b> to approve 2013 Tax Return 990, as revised, motion by Matt O’Neill, second by Catherine Wittig, motion passed unanimously.</p>
<p><b>2. Committee Reviews and Update</b></p>	<p>a. <b>Finance Committee –</b></p>

Catherine Wittig provided a report. The Finance Committee just completed its January 2015 meeting. Made some adjustments to December financials. At next meeting will be presenting December and January financials.

One item from audit review is the concern by Alan our auditor regarding the use of our EIN number and non-profit status by PTO for both campuses. Notification has been sent to the respective PTO leadership to discuss potential options. Ultimately the main goal is to make sure they do not lose the autonomy to use the funds as they desire, but provide a monthly accounting of funds, because the School could bear liability and responsibility if something happened with the PTO funds. Catherine has been engaged to facilitate future conversations so a recommendation can be presented to the board during our March 2015 meeting.

There is no concern that the PTOs are doing anything inappropriate, and their funds are accounted for. But we need to have our own monthly accounting as long as they are using the EIN number. We are committed that PTO will retain control over the use of its own funds.

Brian Mitchell informed the Board that the PTO is discussing the possibility of becoming a PTA and having its own EIN. He wondered if the concern is the fact that their balance has exceeded \$10,000. The Board said no, but it is an issue we will need to keep track of if they are using the School's EIN.

Maureen noted that perhaps Brian could provide reports to the Board. But best if we have an automatic report regarding the accounts. Board noted that a copy of the account statements should be provided to Business Manager Shari Wiemer.

**b. Fund Development Committee –**

Jacque provided an update regarding the website. Debbie has been hired. An initial meeting was held with key stakeholders at Woodlands, along with Jacque, Lynn, and Loretta to discuss expectations and potential deliverables. This meeting was held in November 2014. Debbie had a family issue that pushed the target go-live date back. Currently the date is next week, not complete, or wait until later when all items are complete. We are in the

	<p>process of providing Debbie with proper contact information for items she needs. Loretta asked Jacquie to ask Debbie what is critical and what is not, so we can launch as soon as reasonably possible.</p> <p>Peter suggested we make sure that Debbie can go live with some of the items missing, and then later add them herself, consistent with the contract. The delay was not the result of our action. Jacquie will communicate that to Debbie.</p> <p>Carolyn provided an update on the one page marketing flyer. She and Lynn have started working on it; currently writing the content. Discussed the general topics they are going to cover. Carolyn will circulate a draft Lynn has prepared. Best if Board members could provide feedback in next 2 weeks.</p> <p>Loretta updated that Rafael has sent out job description on Dec. 23 for person to be a Fund Development Consultant. Currently has two resumes. Notion is be contract employee, on as needed basis. Job description estimated 20 hours per week. Could help with grant applications and other fund raising issues.</p> <p><b>c. Governance Committee –</b></p> <p>During the November 2014 meeting, we discussed that Empower revised the Employee Handbook and that the Governance Committee (Sue – Committee Chair, Markeda, and Brenda) would review. Written copy of handbook with the Committee’s comments was circulated to the Board prior to the meeting. Markeda reported on the status of the review. Walked through some of the major items with the Board, and received feedback from Maureen, Patty and Loretta. Andrea Hoeschen is still reviewing the Handbook’s coverage of the Federal and State Medical Leave Acts, and will advise as to necessary changes. Maureen and Patty will work with committee and implementing the suggested changes.</p>
<p><b>3. Campus Updates</b></p>	<p>Patty and Maureen circulated a handout with highlights. January count was 342 for Bluemound, State Street is 158. Projections for 2015 are 349 and 204, respectively. State Street count is slowly catching up to initial projections.</p> <p>Patty discussed special events from the year so far.</p>

	<p>The handout explained our current progress with the Annual School Improvement Goals. No. 1 is improving math scores. We have hired Diane Keller as in-house math coach and Math Committee Chair.</p> <p>Goal 2 is implementing Charlotte Danielson Educator Effectiveness, as required by DPI. This took a lot of work by the teachers prior to school year. Transition has been relatively smooth considering how much work went into it.</p> <p>Goal 3 is Strategic Planning through PAVE. Trustees are working to move forward on this.</p> <p>Goal 4 is to grow two schools into one cohesive organization. Maureen explained the current efforts with Bluemound teachers mentoring State Street teachers. Have had one training, and will be setting up focus groups, and joint meeting dates.</p> <p>Volunteer hours are on the rise at State Street. Bluemound had a record high last year.</p>
<p><b>4. PAVE Assessment</b></p>	<p>Prior to the meeting Loretta circulated the PAVE assessment of Woodlands Board of Trustees. Came from interview with Dave Steele and Joan Feiereisen. Biggest focus is on fund development and strategic planning. They will work with s on finding a strategic planner. Loretta may try to set up interviews during a board meeting. Loretta is working with Dave Steele on this issue. Peter offered to help; has experience in strategic planning.</p>
<p><b>5. Succession Planning – Maureen Sullivan</b></p>	<p>Maureen will be retiring at the end of the 2015-2016 school year. We are looking at a number of ways to replace Maureen, who is currently acting as Executive Director of Woodlands, Inc., and the principal of State Street. Maureen passed out a sheet of Succession Considerations for the Board’s consideration.</p> <p>Loretta went around the room to get perspectives from individual Trustees on how to move forward with succession. Thoughts included:</p> <ul style="list-style-type: none"> <li>• Strong consensus is we need to hire both a new Executive Director and a new Principal for State Street.</li> <li>• Executive Director would be face of the organization, and would lead more high profile fund raising efforts, as other charter leaders have done.</li> </ul>

	<ul style="list-style-type: none"> <li>• Could be someone with educational background or not.</li> <li>• Majority believe it is important for ED to have a background in education, as they will need to be leading the principals. Too difficult of a learning curve to learn how a school functions.</li> <li>• Need to make sure person has ability to oversee and review the principals as well.</li> <li>• May also need an assistant who works directly with the new Executive Director.</li> <li>• Timing would be best if person can shadow Maureen as a way to learn into the job.</li> <li>• Some concerns about new person not knowing the Woodlands Way and our model. Problematic for person without educational background.</li> <li>• Critical that a new ED is capable of fund development. This has been an issue for us, constantly.</li> <li>• Need ED with vision and organizational leadership abilities.</li> <li>• Title could be Chief Educational Officer.</li> </ul> <p>Loretta explained that the Board will continue this discussion at the next Board meeting. This will be a task for the entire Board, not a committee.</p>
<b>6. Adjourn</b>	Motion to adjourn by Matt, second by Jacquie, motion passed unanimously.

Prepared by: Matt O’Neill