

**Woodlands School  
Board of Trustees Meeting**

**Minutes  
October 16, 2014**

<p><b>Attending:</b></p>	<p><b>Officers:</b>          Chair – Loretta Cephus – Y          Vice Chair – Sue Bay - Y          Treasurer – Catherine Wittig - Y          Secretary – Matt O’Neill - N          Ex-Officio – Maureen Sullivan, Principal – Woodlands East          Patty Rogers, Principal, Woodlands</p> <p><b>Trustees:</b>          Acevedo, Rafael – Y          Coby-Beaver, Jacqueline - Y          Caruso, Carolyn – Y          Griffin, Dennis - N          Hartwig-Rahmani, Brenda – N          Newell, Dr. Markeda - Y          Richardson, Peter - Y          Schultz, Jason - Y          Sheka, Lynn – N</p> <p>Guest: Brian Mitchell, PTO</p>
<p><b>1. Finance Committee Update</b></p>	<p>Financial statement docs through 6/30/14 were distributed on 10/16/14, just prior to the meeting. The financials will be preliminary to Alan for the audit. To allow the opportunity for further review and vetting by the Finance Committee and Board, financials will have a final approval vote post audit. In addition, first quarter and preliminary October financials will be ready to view before the November board meeting scheduled for November 13. The next finance committee meeting is scheduled for November 10 to provide the committee with the opportunity to review financials prior to the board meeting. Quarterly financials is the goal, starting in November with monthly financials thereafter. Due to office manager transitions, there has been a delay to catch up on financials. In addition, the financial committee will focus on messaging and communication to the parents and school. The eFunds/Powerschool rollout continues to be a transition; the committee will be evaluating both efficiencies and the benefits of manual process. Finance</p>

	committee meeting minutes will be distributed; Peter Richardson will record minutes going forward.
<b>2. Smarter Balance Test</b>	Loretta: Follow-up after our meeting to review the link that was emailed to everyone on Smarter Balance tests, part of new standardized testing.
<b>3. Fund Development/ Marketing Committee Updates</b>	<p>Rafael shared an update on fund development and marketing. Think Bigger has been hired for the website development. To focus on the two efforts, fund development and marketing committee are split. Jackie and Lynn will be working with Debbie of Think Bigger to meet next week with staff regarding the new website. Fund development will be a focus for Rafael, Carolyn and Brenda. Next month or two, website rollout goal.</p> <p>The fund development committee is evaluating fundraising goals with efforts as a group, as a board and with staff along with the possibility of bringing in a consultant. The committee is working on a one page document, snapshot of the school, demographics, test scores, school impact and the education of the Woodlands way. Database of alumni, parents, grandparents, starting from the ground level. Take steps to build website, one page for discussion with any potential funders.</p> <p>Peter: from his perspective of previous school experience, we should target tangible examples of the funding impact. Where is the money going to? Personal statements, outcome examples.</p> <p>Loretta: expectation will be larger events for future years. Patti: from recent gala experience, impact through auctions, to connect stories and the need to fill.</p> <p>Also: other means to get day to day successes out. Modules need to be rolled out which articulate the story. Leverage the kids to tell the story and share the touchstones, guiding principles.</p>
<b>4. Adjourn</b>	Motion to adjourn by Loretta, second by Markeda, motion passed unanimously.

Prepared by: Catherine Wittig