

**Woodlands School
Board of Trustees Meeting**

Minutes

October 17, 2013 – Approved

<p>Attending:</p>	<p>Officers: Chair – Loretta Cephus – Y Vice Chair – Sue Bay - Y Treasurer – Brad Hoeschen - N Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Principal – Woodlands East Patty Rogers, Principal, Woodlands</p> <p>Trustees: Acevedo, Rafael - N Coby-Beaver, Jacqueline - N Caruso, Carolyn - Y Hartwig-Rahmani, Brenda – N Leazar, Naryan - Y Maney, Jennifer – N Newell, Dr. Markeda - Y Sheka, Lynn - N Wittig, Catherine - Y</p> <p>Guests: Marilyn Reynolds, Brian Mitchell (PTO Liaison)</p>
<p>1. Welcome New Board Members</p>	<p>New Board members Catherine Wittig and Carolyn Caruso introduced themselves, and gave us their respective backgrounds. The rest of the Board introduced themselves.</p> <p>Chair Loretta Cephus discussed that the retreat for board members will take place in November in connection with our November 21, 2013 meeting. Will be downtown, further details forthcoming.</p>
<p>2. Approval of September Meeting Minutes</p>	<p>Minutes from the September 19, 2013 Board Meeting were circulated prior to the meeting. Motion by Sue Bay to approve, second by Dr. Newell. Motion approved unanimously.</p> <p>Minutes from April 18, 2013 Minutes, which had been electronically lost by the Secretary, were circulated prior to the meeting. Motion by Matt O’Neill to approve with correction noting Sue Bay’s attendance, second by Dr. Newell, motion approved unanimously.</p>
<p>3. Woodlands East Enrollment</p>	<p>The initial goal was 140 students. We are currently short of the goal – current enrollment is 103, with 2 new enrollees in this past week.</p>

	<p>Had an open house today, but not convinced that is the best draw. Put up 5 new billboards. Word of mouth has been the best way to attract students. Biggest need is additional 2nd graders. 4K and 5K are nearly full.</p> <p>The difference between the goal and actual causes budgeting concerns, but Maureen Sullivan and Patty Rogers are actively working on increasing enrollment, as well as ensuring the students are here for the long term. The kids themselves are doing well, and parental volunteering effort has been exceptional.</p> <p>Maureen is facing a brand new set of challenges in starting the school from the ground up. Need to make a conscious decision on when to shut off enrollment.</p> <p>Maureen is working hard to effectively use all funding sources as needed, and the existing loan, to meet budget. Interested in looking for additional sources of funding. Maureen and Marilyn Reynolds are analyzing the timing of DPI payments and potential sources of financing.</p> <p>Free and reduced at Woodlands East is at 47%. Far higher than Woodlands (17%). Will allow higher Title I funding.</p> <p>Patty explained the process that we engaged in to do the initial budgeting for Woodlands East, which was a year before opening. It was based on the Woodlands budget structure, but there was much unknown. Loretta confirmed that with the work to get up and running, if we can break even on budgeting, we will be very happy.</p> <p>Loretta highlighted for the Board what a good decision it was to open up only with K4 through 2nd grade, as there have been myriad unexpected issues to deal with and work through. It would have been impossible to try to open a full K4-8 school.</p>
<p>4. Additional Discussion Items</p>	<ul style="list-style-type: none"> • At next meeting we will be discussing allowing parents to make payments on line. There is a demand for additional options on how to pay the fees. • Question if we want to continue discount for extension for free and reduced. We will look further into where to go on extension after Alan completes the audit. • In future meetings the Board will continue to discuss some

	<p>ongoing confusion with the school names, and the occasional reference to “Woodlands West.”</p> <ul style="list-style-type: none"> • Brian Mitchell explained a program that he is involved in for gift cards through his church for gift cards to certain stores. Lots of companies participate, and the participating school can raise decent funds. At Carolyn Caruso’s prior school, they had a scrip program – it was successful, became a good line item (\$18K), but took many years to develop to that point and was complicated to administer because the gift cards are essentially cash. Loretta agreed this is a good item for Finance to consider, and will also reach out to Jackie Cody-Beaver on the issue, as she is working on a website update.
5. Adjourn	<p>Motion to adjourn by Naryan, second by Matt, passed unanimously. Next meeting: November 21, 2013.</p>

Prepared by: Matt O’Neill