

**Woodlands School
Board of Trustees Meeting**

**Minutes – FINAL
November 19, 2012**

<p>Attending:</p>	<p>Officers: Chair – Loretta Cephus – Y Vice Chair – David Abelson - Y Treasurer – Brad Hoeschen – Y Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Principal – Y</p> <p>Trustees: Bay, Sue - Y Coby-Beaver, Jacqueline – N Cody, Dan - N Hartwig-Rahmani, Brenda – Y Leazar, Naryan - N Maney, Jennifer – Y Mueller, Jennifer – N Smokowicz, Jan – N Suozzi, Paula - Y</p> <p>Guests: Mr. Foster, Patty Rogers, Alan Schulman, Mindy Feist, Rosalie Gazana</p>
<p>1. Financial Statements</p>	<p>A. Monthly Financials</p> <p>Jim Foster circulated the financials through October 31, 2012 prior to the meeting. Mr. Foster reported there is nothing unusual or a major issue; we are close to budget, cash position is good; he noted the creation of the Board Reserve-Operating Capital of \$25,000.</p> <p>Motion to approve October 31, 2012 financial statements, motion by Brad Hoeschen, second by Paula Suozzi; motion approved unanimously.</p> <p>B. Financial Audit Results</p> <p>Alan Schulman of Wolfman Ritter presented on the 2011-2012 audit. Everything is prepared, and tax filings are ready for approval. Audit report and 990 have been circulated to the board for approval. Alan summarized the results - for the year, we have increase in net assets (profit/loss) of approximately \$29,000. Between board actions and staff, a remarkable job given the lower funding overall from the state. Board was able to keep expenses in line in a difficult environment. Audit will have unqualified opinion, and identify need for clean communications between the board and the business office; more oversight.</p>

	<p>Mr. Foster updated that he does not handle cash any longer; Rosalie Gazana takes care of cash and deposits. Better segregation of duties.</p> <p>Alan continued – cash balance is good; paying down our bank note; have met requirements for our finances applicable to charter school. If board members have questions about the audit or 990, feel free to pass along the questions to Alan.</p> <p>Loretta Cephus will circulate a motion for electronic approval, after board has had chance to review the audit.</p>
<p>2. Status of Woodlands I Charter Renewal</p>	<p>Chair Loretta Cephus reported that Brad Hoeschen, Sue Bay and Jan Smokowicz are working with UWM to update the new 5-year charter contract. Brad Hoeschen reported the committee is on task, and should have the contract completed in the required time period. Should be ready for review by next board meeting. We will be updating the 180-day requirement, as it is not applicable to our school and we do not in fact meet it. The contract will refer to hours, and not days.</p> <p>Maureen Sullivan asked about the charter for Woodlands II. Brad confirmed it will be a separate contract, but with many of the same items.</p>
<p>3. Roof Repairs</p>	<p>At the previous board meeting October 18, 2012, the board approved moving forward with replacement of the gym roof by Laubenstein Roofing for \$38,287 (Woodlands half would be \$19,143.50) pending approval from the Sisters and recommendation from the Finance committee regarding payment (\$10,000 cash and a loan for the remaining \$10,000).</p> <p>The Sisters have approved repairs, and Maureen has signed the contract to move forward. Mike Lee, the gym tenant, has been notified of the replacement. Laubenstein advised that they will be able to proceed with repairs pending the weather does not drop below 20 degrees.</p>
<p>4. Exercise First Option on Lease of Building</p>	<p>Woodlands entered into a long-term lease with the Sisters for the building we currently occupy. This is the first option for another five year period. Board approval needed for Maureen to send notification to the Sisters in writing prior to January 1, 2013, since we do not have a December 2012 meeting.</p> <p>Motion to authorize Maureen to send the notification, motion by Brad Hoeschen, second by Jennifer Maney, motion approved unanimously.</p>
<p>5. Fund Development</p>	<p>This item was tabled until a later meeting.</p>

<p>6. Strategic Planning 2010-2012</p>	<p>Original strategic plan was completed in 2010 and ran through 2012. The eight objectives of that plan are in the following categories:</p> <ul style="list-style-type: none"> a. Model School b. Curriculum c. Faculty and Staff d. Technology e. Facilities f. Outreach g. Board Development h. Fund Development <p>Prior to the meeting, Maureen Sullivan circulated an updated version of the plan, indicating the progress on each of these objectives. Loretta Cephus reported the board and administration have met nearly every goal in the strategic plan over the past two years. Walked through each one with the board and how things have developed.</p> <p>Sue Bay reported on her attendance at a charter school group, Milwaukee Charter School Advocates, which included Howard Fuller. It was a good and informative meeting, and Sue will update the board after the next meeting on December 7.</p>
<p>7. PTO Report</p>	<p>Mindy Feist gave the PTO Report – Harvest Dance brought in \$1,500, a record. PTO voted to start using its funds, starting with the playground. One quote obtained is to fill in the potholes on the lower parking lot, which would cost \$1,500. The board agrees on the need, though we may have resources in place to take care of the potholes. The quote also includes a quote for full replacement of the lower parking lot, which would be over \$75,000. We do not expect PTO to address that level of a need; in addition, Maureen does not think the Sisters would agree to go in on this at the same time they have agreed to pay for 50% of the roof repairs on the gym.</p> <p>PTO also raised issues of technology. Current PTO board would like to start spending funds to help the teachers with technical needs. Maureen explained some of the technical costs and needs. Paula will look into a wish list that we prepared last year. The board appreciates all of PTO’s efforts and will work with PTO to help determine the best use for its funds.</p>
<p>8. Administrative Staffing/Building for Woodlands II</p>	<p>Motion by Brad Hoeschen to go into closed session to discuss administrative staffing issues and Woodlands II, second by Brenda Hartwig-Rahmani, motion approved unanimously.</p>

9. Adjourn	Motion to adjourn by Brad Hoeschen, second by Brenda, motion approved unanimously.
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Prepared by:
Matt O'Neill