

**Woodlands School
Board of Trustees Meeting**

**Minutes
November 24, 2014 - APPROVED**

<p>Attending:</p>	<p>Officers: 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 - N</p> <p>Trustees: Acevedo, Rafael – Y Coby-Beaver, Jacqueline - Y Caruso, Carolyn – Y Griffin, Dennis - Y Hartwig-Rahmani, Brenda – N Newell, Dr. Markeda - Y Richardson, Peter - N Schultz, Jason - N Sheka, Lynn – Y</p> <p>Guests: Alan Schulman, Wolfgang Ritter; Shari Wiemer</p>
<p>1. Audit Report</p>	<p>Alan Schulman presented the audit to the Board.</p> <p>Thanks to Shari for all of her work getting things ready.</p> <p>Found nothing of a material nature to report.</p> <p>Page 2. Alan noted the decrease in cash balance. This comes from fact we have built up equity in the past, but this year we have a loss. Goal is to build equity back up through enrollment and grants. Student fee receivable was not clear in the past; we have worked to clarify that; there is a balance that includes old receivables that are questionable; Board needs to make judgment of what percentage are “doubtful” and may not be collected; currently we consider \$44,000 of \$105,000 to be doubtful.</p> <p>Page 3, liabilities and assets. Alan discussed each item. Unearned fees are down from 2013 only because we did not bill for book and</p>

tech fees until after July 1.

Page 4, Statement of Activities and Changes in Net Assets. Not completely pertinent because we are comparing to a prior year with only one school. Page 21 presents better analysis showing changes of actual to budget. Primary issue presented is lower revenues for East versus budget of approximately \$300,000, which is due to the lower than forecast enrollment (est. 37 fewer students). Current budgeting has been adjusted based upon our experience.

Alan then discussed some of the Notes to the audit report. Re Note 6, the note shows no increase for rent at Woodlands Bluemound through 2019, though the lease does include cost of living expenses.

Note 9 - Note Payable. Loretta made specific note that the East note for \$500,000 is a balloon note; Alan agreed to specifically so note in the final audit report.

Note 13 – Subsequent Events. Reflects our efforts to better capitalize the school by increasing the line of credit and taking out a larger loan from Park Bank of \$425,000 to cover our operations in light of how many students we enrolled. Maureen Sullivan noted she has talked to other schools that have recently been opened and learned that our experience is in line or better, and the need for capitalization is normal. Alan commented that it is not at all unusual that we have the line of credit and bank loans, in light of the way the state aid is paid. Most if not all charter schools have financing arrangements with a bank or sponsoring organization.

Appendix C – Report for UWM (updated sheet passed out at meeting). This information is submitted pursuant to UWM’s form.

Board discussed how our financial budgeting and reporting is evolving, and how we are addressing the receivable issues.

Loretta asked about Alan’s report on compliance with major state programs (pages 26-27); Alan confirmed the language comes straight from DPI’s requirements for audit work.

Alan confirmed we will have report transmitted to DPI before December 1 deadline, and also will be sent to UWM. Then he will work on 990, which is due February 15. We will have it before our January 22 meeting.

	MOTION to approve Financial Statements and Independent Auditors' Report, with minor adjustments as agreed during the meeting, motion by Matt O'Neill, second by Carolyn Caruso, motion passed unanimously.
2. Adjourn	Motion to adjourn by Matt O'Neill, second by Markeda Newell, motion passed unanimously.

Prepared by: Matt O'Neill