

**Woodlands School
Board of Trustees Meeting**

Our Mission

“Creating the character of the community through diverse education.”

Our Vision

“The best of what an urban education can be.”

Minutes

November 30, 2015 – FINAL APPROVED

Attending:	<p>Officers: Chair – Loretta Cephus – N Vice Chair – Sue Bay – Y Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Executive Director/Principal; Patty Rogers, Principal, Woodlands Bluemound</p> <p>Trustees: Acevedo, Rafael – N Coby-Beaver, Jacqueline - N Caruso, Carolyn – Y Griffin, Dennis - N Hartwig-Rahmani, Brenda – Y Newell, Dr. Markeda - N Richardson, Peter - Y Schultz, Jason - Y Sheka, Lynn – Y</p> <p>Guests: Kallie Schuknecht; Mitch Hartman; Kathy Simonis; Michele Scott; PTO President Chrystal Arrington; Tracy Hermann (PTO Board Liaison)</p>
1. Audit 2014-1015	<p>Maureen Sullivan updated the Board on the audit process. The latest date the audit will be completed is Dec.11; Board will need to meet again to approve the audit so we can send to DPI.</p> <p>Audit team has been on site over the past week working on matters. Will be back tomorrow to review matters that have been prepared for them. Michelle Scott and Maureen said the experience has been very positive. They have asked for more information than our</p>

	<p>prior auditor and have been on site much more.</p> <p>Maureen spoke with DPI today and they agreed we could have some leeway from the Dec. 1 deadline given the unique circumstances, and knowing the firm we are using. We have not heard back from UWM but Maureen is not alarmed.</p> <p>Board checked calendars and scheduled a meeting for December 14, 2015 at 6:00pm to review and potentially approve the Audit. Backup date is Tuesday Dec. 15, 2015.</p>
<p>2. Finance Committee Update</p>	<p>a. ASO/PEO – Empower Relationship</p> <p>Catherine Wittig updated the Board on the Committees work with several potential brokers to help us look into health insurance for the next year. Decision comes down to two groups. Committee considered pluses and minuses of pursuing a Professional Employer Organization (PEO), which we have done in the past. Consensus is the risks outweigh the benefit.</p> <p>Received proposals from Infinity Benefit Solutions and Empower/Hub. Based upon the proposals and the responsiveness overall, Committee recommends that we work with Infinity. Have been impressive, responsive, and flexible considering our needs. Also have the capability to expand the services in the future, including potentially a PEO or ASO (Administrative Services Only) approach.</p> <p>Mr. Hartman noted that at a prior meeting, we discussed the issues with staying with a PEO and unemployment comp and other issues, but that if we shifted to a community-based plan we could face other issues based upon specific employee characteristics. Michelle and Peter answered that we do not qualify for community-based insurance because of our size. The rates will be based upon the overall makeup of our employees, but the cost per employee will be equal. Peter explained the pricing we received was not as bad as we feared. The benefits from a PEO were likely to be far outweighed by the huge cost of paying the FUTA and UTA.</p> <p>Mr. Hartman asked whether the community-based guideline is based upon the number of employees or number of participants. Maureen answered that it is the number of employees.</p> <p>Jason asked who pays the costs. Maureen explained how the costs are</p>

	<p>shared with teachers, administrative staff and TAs. Michelle and the Board discussed the types of options for the specific plans. The Committee can't give the specifics yet, because the potential insurers have not completed the underwriters. The quotes give an idea, but the actual numbers will follow the underwriting. Catherine believes, however, that the final cost to the School, it will be within what we have budgeted.</p> <p>Jason stressed that when we do get the final proposals, we remain cognizant of the impact on the teachers, and that we are not unfairly shifting costs to the teachers from increased deductibles and other factors. Catherine confirmed the Committee and the Board are very focused on that issue. There will be options provided for the teachers to consider – with three tiers each involving a different mix of coverage/deductibles.</p> <p>Ms. Schuknicht gave an example of how different insurance providers can cover needed services and medications, while others do not cover the same things.</p> <p>MOTION by Matt O'Neill to approve Committee recommendation that we move forward with Infinity Benefit Solutions as our broker for health insurance, and to move forward expeditiously with the process; motion seconded by Peter Richardson, motion approved unanimously.</p> <p>Michelle Scott will follow up tonight.</p>
<p>3. Fund Development & Marketing Committee Update</p>	<p><i>a. Social Media Policy</i></p> <p>Lynn Sheka explained the draft Social Media Guidelines that Mr. Hartman helped develop. The draft policy was circulated prior to the Board meeting. The guidelines are general in part, and specific in part. They give suggestions on what to post and what not to post. The goal is to fairly represent both campuses, and to have representatives from both campuses. The policy was developed by referencing existing policies from other schools. Matt O'Neill asked about potential removal of postings to Facebook, which Lynn stated would be added to the policy. Mr. Hartman confirmed that he will be an Administrator of the page given his role as chair of the Technology Committee. Kim McKenna will be the primary Administrator with posting and removal privileges. The Technology Committee will seek individuals at each campus to serve as</p>

	<p>Facebook Content Managers, who will provide content to Kim McKenna for posting to Facebook.</p> <p>Patty Rogers expressed some concern with the confusion created by the Woodlands Parents Facebook page, which many people believe is controlled by the School, when it is not. There have been questions about whether some of the postings or comments on the family page are appropriate for the School’s branding.</p> <p>Carolyn confirmed that while we have control of our page, we have no control over the parents’ page. The policy will specifically control the School’s Facebook page, but not the private parents’ page.</p> <p>MOTION by Lynn Sheka to approve the proposed rules, with clarification that Administrators have the authority to remove postings or other content; motion seconded by Sue, motion approved unanimously.</p> <p>Lynn also updated the Board about plans to prepare and circulate a fund-raising brochure, using our website consultant.</p>
<p>4. Workforce Development Committee</p>	<p>Maureen gave a brief report on behalf of Dennis Griffin. Dennis attended a staff meeting at the school. Discussion occurred regarding pay scale and concerns; notes from the meeting were circulated prior to the meeting. Dennis laid out a series of items to identify the critical concerns – what is most valuable to the teachers: TAs, specialists, other? What are the non-negotiables? Continued discussion regarding views on pay scale issues and equitable concerns.</p> <p>Kathy Simonis explained that for her unit, they value TAs extraordinarily – it is a non-negotiable item for them. They discussed potential other benefits that could be provided to TAs, such as personal days or other things of value which are budget neutral.</p> <p>Maureen gave enrollment report:</p> <p>Bluemound: 346 State Street: 215</p>
<p>5. Adjourn</p>	<p>Motion to adjourn by Brenda Hartwig-Rhamani, second by Carolyn Caruso, motion passed unanimously.</p>

Prepared by: Matt O’Neill