

**Woodlands School  
Board of Trustees Meeting**

**Minutes**

**March 5, 2013 – FINAL APPROVED**

<p><b>Attending:</b></p>	<p><b>Officers:</b>            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><b>Trustees:</b>            Bay, Susan - Y            Coby-Beaver, Jacqueline - Y            Suozzi, Paula – Y            Hartwig-Rahmani, Brenda – N            Leazar, Naryan - Y            Maney, Jennifer – Y            Mueller, Jennifer – N            Smokovitz, Jan - N</p> <p><b>Guests:</b> Jim Foster, Patty Rogers, Omega Burckhart</p>
<p><b>1. Approval of Financials</b></p>	<p>Prior to the meeting, the Board received copies of and reviewed completed financials through January 31, 2013. Jim Foster gave a general update. Through end of January we are OK. Jim went over actual v. budget – revenues are on target; expenses right at budget; repairs and maintenance are currently on budget, which is a good surprise; computer repairs and maintenance is higher than expected, but we will have improvements in performance; YTD we are slightly ahead of budget (\$12,000; 7%).</p> <p>David Abelson had question about “doubtful” accounts, and Jim explained the accounting treatment for revenues that we have doubts about ever collecting, and process for eventually writing off.</p> <p><b>Motion</b> by Brad Hoeschen to approve the January 31, 2013 financials, second by Matt O’Neill, motion approved unanimously.</p>
<p><b>2. Committee Updates</b></p>	<p>a. Finance Committee – No Report</p> <p>b. Workforce Development. Prior to the meeting Loretta distributed the minutes from the WFD meeting in January.</p> <p>c. By-Laws Committee. Prior to the meeting Loretta distributed an</p>

	<p>extensive set of minutes from the Bylaws Committee, with specific proposals for changes and updates. Last update was ten years ago, and we should have more current review and updating, particularly with the new school starting this year. Loretta proposes that Narayan be permanent chair of a Bylaw Committee, and make the review and update a normal, periodic function.</p> <p>Narayan explained the meeting the committee had, and its thoughts on specific items. Paula commented that in setting a range for total members, we should use odd numbers. Board discussed term limits, and how it should apply to officers, including the President. For Board members, Brad suggested considering changing terms to 2 years, and allow max of three terms.</p> <p>Narayan encourages the Board members to carefully review the committee recommendations and the bylaws, and forward any suggestions to him. The Committee will develop a written set of proposed revised (replacement) bylaws.</p>
<p><b>3. Woodlands 2013-14 Budget</b></p>	<p>Prior to the meeting, Loretta circulated the following narrative description of budgetary issues:</p> <p>“Jim and Maureen are preparing for the 2013-2014 Woodlands Budget, based on proposed figures in Governor Scott Walker’s budget, which would raise the per pupil amount from \$7,775 to \$7,852 for 2013-2014 and \$7,931 in 2014-2015. This will be sent under separate cover by Jim or Maureen. This will also include a proposed raise structure for the upcoming school year. Major repairs are going to be needed in the coming years to our existing building; tunnel (resurfacing of the parking lot where the faculty park which is causing leaking in the tunnel), aged boiler and vents in the classrooms. The sisters are currently doing a large renovation project and have asked that for two years we make no large improvements due to their own budgets constraints. In order to proactive, I would like for us to meet with the sisters and outline areas of concerns regarding the building to allow enough time in their planning budget for future projects. Attached are estimates that Dan Rogers has prepared in order to provide some perspective regarding our aging boiler. Technology has been a growing area of concern, as I’m sure you read in the meeting minutes from the Workforce Development committee. In the very near future testing will need to be completed on computers and our 2<sup>nd</sup>/3<sup>rd</sup> graders will need to be able to type their essays. Woodlands currently has extremely outdated desktops and laptops that are in need of replacement. This was also an area of</p>

concern from UWM charter review committee; they were concerned that in our strategic plan, technology was not an area that was addressed. This is something that we will need to begin to address next year and ensure we allocate funds going forward on a consistent basis.”

a. Teacher & TA Contracts.

Jim Foster handed out preliminary draft of 2013-2014 budget (stressing “preliminary”). Now that we have estimate of per pupil charter aid for next two years, we can start the process. Projected additional total student count – from 332 to 340. On last page, Jim has list of potential adjustments to teacher and staff wage adjustments. With new school, Maureen will be at 50% for her role as Executive Director – that may eventually change when final budget prepared for Woodlands II. Options include flat raise (\$1,000), or 2% or 3% raise. Narayan asked questions about the scale we use for teacher pay, and Board discussed generally how compensation has been dealt with. Other budgetary considerations include potential hourly limits on TAs (from 6 hrs/day to 5), in conjunction with changes in the health care law. Board discussed health care costs, and the issues we will be facing in the future.

We will need to decide by April how we want to approach teacher and TA contracts for next year. Brad will convene a finance committee meeting prior to our next meeting to discuss salary and hours issues. Loretta would like to see updated projections within the next week, so the Board can begin analyzing it.

b. Major Repairs

Loretta explained we need to prepare now for upcoming major repairs we need. The Sisters would like us to wait on large items, because of their own budget constraints. This will allow us to undertake deliberate planning, but we do have some potential critical needs – leaks in the tunnel, the old boiler, outdated venting.

c. Technology Needs

UWM identified this as an area we have not stressed as much as others, and one we need to be conscious of upgrading.

<p><b>4. Woodlands Annual Meeting</b></p>	<p>We need to get the meeting scheduled for May 16, at the former Long Wong’s, at 6:00pm; Mindie Feist has already secured the facility.</p>
<p><b>5. PTO Update</b></p>	<p>Remaining PTO events this year are the annual events normally planned.</p> <p>Omega explained issues with PTO leadership. PTO leadership will be changing for next fall, and they are currently soliciting new candidates to fill existing Leadership positions. The PTO bylaws state that there are four positions that are required for the PTO to exist--either a President and Vice President or two Co-Presidents, a Treasurer, and a Secretary. If those positions don't fill, the PTO will cease to exist as an organization.</p> <p>The Board/PTO liaison position is not in the PTO bylaws as an obligatory position to fill, rather it is an Ad Hoc position created to fill a specific need. When this was recently discussed with Ms. Sullivan, she thought the Board had to approve whether this position could be eliminated or not--it's an ex officio position that Brad and Omega created a few years ago. It's not that the PTO doesn't want to have a liaison, but the Leadership team is just trying to figure out how many positions it needs to have filled for next year. Omega will not be able to serve in any Leadership position next year, so she is helping to sort out as much as possible for these positions before her term is up.</p> <p>The Board confirmed that it does not need to approve any Liaison position, but the Board certainly would like to have such a position filled.</p> <p>Brad stressed that it is equally important that we have Maureen and a Board member attend the PTO meetings. David Abelson suggested that if it appears the PTO may actually dissolve, they should let the Board know and we can try to help encourage folks to volunteer for the leadership positions.</p> <p>Maureen reminded the Board of the generous contributions by PTO to the school, including \$3,500 this year for computers. This would be resource that would be sorely missed.</p>
<p><b>6. CLOSED SESSION - Budget/Administrative Staffing/Woodlands II</b></p>	<p>Motion by Brad Hoeschen to go into closed session to discuss budgetary issues, administrative staffing issues, and the Woodlands II Building negotiations, second by Sue Bay, motion approved unanimously.</p>

**7. Adjourn**

Motion to adjourn by Brad H, second by Jennifer Maney, passed unanimously.

Prepared by:  
Matt O'Neill