

**Woodlands School  
Board of Trustees Meeting**

**Minutes  
April 16, 2015 – Final Approved**

<p><b>Attending:</b></p>	<p><b>Officers:</b>            Chair – Loretta Cephus – Y            Vice Chair – Sue Bay - N            Treasurer – Catherine Wittig - Y            Secretary – Matt O’Neill - Y            Ex-Officio – Maureen Sullivan, Executive Director Woodlands, Inc./Principal Woodlands East - Y            Patty Rogers, Principal, Woodlands - Y</p> <p><b>Trustees:</b>            Acevedo, Rafael – N            Coby-Beaver, Jacqueline - Y            Caruso, Carolyn – Y            Griffin, Dennis - N            Hartwig-Rahmani, Brenda – Y            Newell, Dr. Markeda - Y            Richardson, Peter - Y            Schultz, Jason - Y            Sheka, Lynn – N</p> <p>Guests: Brian Mitchell (PTO); Bonny Wesson, Business Manager; Mitch Hartman; Kallie Schuckneht; Patrick Mulvey; Shirley Hubbard; Amanda Marks DeSchane; Kathy Simonis; Amy Williams; Rosalie Gazana;</p>
<p><b>1. Board Icebreaker</b></p>	<p>Loretta asked the Board members two questions: what are to things you will always see on the Agenda; and What is one of the guiding principles of Woodlands. The answers were varied. The correct answers were: (1) the School’s Mission Statement and Vision Statement; and (2) Diversity, Discovery, Integration, Excellence, Communication, Life-Long Learning. Loretta is working to remind Trustees of the core guiding principles.</p>
<p><b>2. Google Chromebooks</b></p>	<p>Mitch Hartman presented a proposal for the purchase of Chromebooks. Loretta circulated materials prior to the meeting concerning a move to Chromebooks.</p> <p>Current usage by 5/6 went very well. Mr. Hartman circulated</p>

comments from current students, which are positive. Have had very little upkeep; no concerns about security, based upon the way the machine works – no software stored on the hard drive, machine runs a scan every time turned on and resets if anything changed;

Mr. Mulvey did a demonstration for the Board; explained how documents created and then automatically available for students through Google Accounts; explained why this is very useful for the teachers – “It is like magic”; able to get much more done, and done more quickly in the classroom; Loretta asked about students without internet access at home; Mr. Mulvey answered we know the students that do not and paper copies are always provided;

Marketa asked about the connection to the Chromebooks; Mr. Hartman explained how the Google Account is the key to the shared documents; and also explained the students do not have access to gmail or other potential problematic content on Google; successfully completed all testing on Chromebooks this year – MAP testing, Badger Exams, etc.; Mr. Mulvey gave a recent example of how the ability to control the Chromebooks saved hours of IT time;

Mr. Hartman circulated the costs from the past year; only had 36 hours of setup, and 8 hours of maintenance; lifespan of the Chromebooks should be long; Google guarantees 5 years of updates, and has not issued an end date; current price is \$300 per machine, compared to \$1,000 for Macbook Pro; this is the best pricing option currently available;

There are some drawbacks for Chromebooks (no CD drive, flash drive, Java), but the computers do everything we currently do with the Macbooks.

Board discussed impact of increased Chromebooks on the wireless system, and a corresponding need to upgrade the school’s system; it will increase demand;

Marketa asked if the Chromebooks have a pedagogical advantage; Mr. Mulvey said yes;

Age range – Mr. Hartman explained 5-6 and 7-8 are the major classes that need the books; lower grades do work on computers, but likely do not need full Chromebooks;

Maureen asked if we could use Chromebooks in the computer lab,

	<p>where the computers are hard wired; one issue is the Chromebooks are wireless – do not have Ethernet.</p> <p>Other schools are adapting Chromebooks, including some MPS schools and high schools; many schools are using the Google Account method;</p> <p>Loretta thanked Mr. Hartman and Mr. Mulvey for the presentation.</p>
<p><b>3. IT Projections – River Run</b></p>	<p>Loretta circulated additional projections from Riverrun regarding updates to the school’s infrastructure; we had previously relied on a parent for It work; we need broader services, and have moved to River Run;</p> <ol style="list-style-type: none"> <li>1. Immediate costs – 6 cables for all classrooms – \$19,953;</li> <li>2. Bluemound upgrades wireless and other items for connectivity -\$31,219</li> </ol> <p>This is a major investment, as we do not own the building. If we moved, we would leave all of this behind. Board discussed the goals for computers per student at each class level; when current wireless was set up, it did not anticipate all of the connectivity from additional users; Mr. Hartman explained we are currently using residential-grade access points, which bog down quickly; now there are 2 ethernet jacks per room; we need additional; will also upgrade the wireless significantly; the need is fairly string, but the cost is high.</p> <p>Carolyn noted that these kinds of expenses are what donors like to see, to know a contribution is going to a concrete use.</p> <p>We will address this issue at our next meeting.</p>
<p><b>4. Annual Meeting – Tentative Date 5/21/15</b></p>	<p>PTO is meeting next week to discuss and plan Annual Meeting. Woodlands Bluemound PTO will be working in conjunction with new PTO formed at East.</p>
<p><b>5. Financials/Proposed Budget 2015-16</b></p>	<p>Bonny discussed financials and budget.</p> <p>Goal of Finance Committee was to create outline to see how salaries and other things will impact things;</p> <p>Catherine Wittig walked Board through the draft documents circulated prior to the meeting; looking into shifting manner in which we bill Extension and adjusting price from \$4.80 to \$5 per hour; this year Bluemound is on budget and State street is close; other variables</p>

include Book and Tech and K4 fees, which may be adjusted; survey indicates our K4 afternoon charge is below the norm; will also take a look at the way we implement adjustments and discounts;

Also need to determine our target for fundraising for the coming year;

Enrollment projection for State Street is one unknown; health care costs are an unknown as we move away from our current situation through Empower; Bonny is still learning our budgeting, and knows how much health care can impact things; Bonny has long history with persons at Empower that deal with the health care, and they have been responsive; believes we should ask our own broker at R&R to bid out health for us;

Loretta gave a brief history of the issues with Empower and our PEO status; we will start engaging with Bruce and working forward; Bonny will have more information at next meeting;

Our current estimate is a 15% increase; it could be higher, but we are working on the issue; Board is concerned but understands the challenge; will need much more exploration of what other institutions are doing and what the full impacts of the ACA will be;

Finance Committee made other estimations of increases in costs for the upcoming year;

Patty Rogers discussed some of our other upcoming needs: library garage issues with water and rotting; stairs coming into main door are deteriorating – could need repairs or replacement – we are getting quotes;

Loretta believes the preliminary projection for fundraising was a bit optimistic for the first year; Board discussed difficulty of trying to project this figure when we are just embarking on the new program;

Will also need to increase the reserves, per Alan Schulman;

Brian Mitchel suggested we should encourage parents to check if employer will match a contribution to the school; Loretta's company does that; Brenda noted we should post that on website;

Bonny will continue to update the budget and will ensure that updates are noted;

<b>6. Schedule Special Meeting</b>	Thursday May 7, 2015, at 5:30pm
<b>7. Fund Development Committee Update</b>	Carolyn gave an update of meeting with Lisa Attonito; she gave an impressive presentation about upgrading our brand architecture; will have coordinated branding and messaging; Carolyn will be attending a May 7 Charter School event, thinks it is important the Maureen or Patty or others also be there; Lisa interviewed Dave and Joan from PAVE, we can be utilizing a lot more services that they offer that will help with fundraising; identified additional unique characteristics that Woodlands has, which we do not exploit – the diverse nature, our roots with Alverno, all of our stakeholders;
<b>8. Comments from Teachers</b>	<p>Kathy Simonis presented some comments from the teachers regarding succession planning. The teachers are hearing the Board is contemplating retaining a new Executive Director. Her opinion is such an individual should have a strong educational background, which is critical to maintaining the Woodlands way and our core mission of educating. The teachers strongly believe the background experience in educating will give a new Executive Director a base understanding of what drives our goals and how we operate. Miss Williams explained her perspective and the deep commitment she and other teachers have to the kids and developing them as good persons.</p> <p>The Board thanked them for their comments, and assured them the Board will keep their considerations in mind when moving forward with the succession planning.</p>
<b>9. Safety Plan</b>	Motion by Matt to go into closed session to discuss the Safety Plan, second by Peter, Board unanimously approved.
<b>10. Adjourn</b>	Motion to adjourn by Peter, second by Jason, motion passed unanimously.

Prepared by: Matt O’Neill