

**Woodlands School
Board of Trustees Meeting**

**Minutes
May 8, 2014 - Approved**

<p>Attending:</p>	<p>Officers: Chair – Loretta Cephus – Y Vice Chair – Sue Bay - N Treasurer – Brad Hoeschen - Y Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Principal – Woodlands East Patty Rogers, Principal, Woodlands</p> <p>Trustees: Acevedo, Rafael - N Coby-Beaver, Jacqueline - Y Caruso, Carolyn - Y Hartwig-Rahmani, Brenda – N Leazar, Naryan - N Newell, Dr. Markeda - Y Sheka, Lynn - Y Wittig, Catherine - Y</p> <p>Guests: Shari Wiemer, Business Manager</p>
<p>1. Salary Increase</p>	<p>Prior to the meeting, Chair Loretta Cephus circulated a salary increase proposal from the Finance Committee. Proposal includes increase in salaries of \$1,000, across the board for teachers and administration; Teachers Assistants, Extension and Lunch staff would receive a .25-cent increase.</p> <p>Brad Hoeschen explained that Finance wants approval for the raises, and approval for Finance Committee to develop a salary scale. Brad further explained how the proposed salary increase fits into the budget; paid for by the increase in per student increase and elimination of one part-time position. Recommend also includes raise for new Business Manager in 9 months if review is positive.</p> <p>Finance Committee’s view is we need to get back to a salary schedule that rewards achievement and seniority. Finance wants to get that developed. May not be able to afford it each year, but we will have a benchmark.</p> <p>MOTION to approve across-the-board salary increases for 2014-</p>

	<p>2015 school year: (a) \$1,000 for teacher and administration (including Business Manager at 9 months if review is positive), (b) 0.25 cents per hour for TAs, extension and lunch staff; and (c) to authorize Workforce Development/Finance Committees to develop salary schedule; motion seconded by Carolyn Caruso, motion approved unanimously.</p>
<p>2. Bluemound Repair Projects</p>	<p>Chair Loretta Cephus circulated proposals from McGuire and Oliver construction companies. We attempted to obtain three bids. McGuire provided their bid and we have had to ask Oliver to revise their bid three times in order to add additional color regarding specifics.</p> <p>Loretta asked Sister Joan for her input on the selection. Sister Joan advised that she had consulted with their construction manager, Pat Seegers, who is familiar with both Oliver and McGuire. Mr. Seegers reviewed the two bids, and recommends moving forward with McGuire they spelled out exactly what they will do so there won't be any surprises down the road.</p> <p>Loretta commented that if we need to go back to one contractor three times, as we have with Oliver, it indicates a problem with the bidding process. Brad noted it is unusual to provide one bidder with details from a different bidder. Board had further discussion regarding differences between two approaches; Loretta informed Board that Brenda Hartwig-Rahmani recommends McGuire; Brad has general concern of asking one contractor to do work proposed by another; Patty Rogers explained the two approaches, and she is comfortable with McGuire.</p> <p>MOTION to authorize administration to go forward and enter contract with McGuire, motion by Matt O'Neill, second by Lynn Sheka, motion carries unanimously.</p>
<p>3. Park Bank/IFF</p>	<p>After our last meeting, Shari Wiemer and Maureen Sullivan have investigated further the option of refinancing our existing loan and any other options available. IFF has stated that they do not do operating capital loans. As of right now, with Park Bank, we would potentially be looking at a loan at 4.5% for 6 yrs. In order to move forward with permanent re-financing we would need to present a final budget and updated financials to Park Bank.</p> <p>Loretta is comfortable we completed our due diligence for other options. Park Bank is eager to work with us to get our financing in</p>

	<p>proper shape.</p> <p>We will be basing our 2014-2015 budgeting on an assumption of 160 FTE, which is conservative. Park Bank needs a few more items to get loan approval in place. Brad noted that Park Bank has given us a short-term bridge loan of up to \$270,000 to get us through the end of year. Brad confirmed he approved Maureen’s confirmation of the bridge loan was within authority provided at last Board meeting, as it was less than the entire amount authorized.</p> <p>Next Board meeting – earlier than June 19th is needed to get budget approved; Board discussed dates and selected June 5, 2014 at 6:00pm.</p>
<p>4. ASO/PEO/Insurance</p>	<p>Brad summarized work of the Ad Hoc Committee. The Committee researched four different scenarios regarding the ASO/PEO/ Insurance concerns. Brad reached out to Bruce at Empower to advise that we were looking at other options and requested to know how long we would be able to keep our rates. In response, Empower and Humana are willing to put into writing that we will be able to continue as part of the same group health insurance pool until January, 2016, if we sign a longer term contract to stay with Empower on an ASO basis, versus our current month to month agreement. Working as an ASO would also reduce our cost to approx. \$40 per employee versus the \$60 for the PEO.</p> <p>The Ad Hoc committee recommends we move forward and sign a longer term agreement with Empower as an ASO, provided we have written guarantee that our health insurance rating will continue to be based upon the same group insurance pool through January 2016.</p> <p>MOTION by Brad Hoeschen to authorize administration to enter into agreement with Empower on ASO basis through January 2016, provided the contract specifies that our current Humana health insurance rating as part of the same group insurance pool will remain in place through January 2016; motion seconded by Jacquie Coby-Beaver, motion passes unanimously.</p>
<p>5. Business Manager Update</p>	<p>Business Manager Shari Wiemer circulated a Project Update, listing three top goals to bring things back into order – Financials, Cash Flow, and Budget. Shari discussed with Board her work on these items. Discussed some issues with manual key entries and extension software; looking for solutions through Quickbooks online.</p>

	<p>Shari is learning the Budget and will be able to get it in the software. Also working with Empower to get their data configured in a way we can use.</p> <p>The Board expressed its appreciation for Shari’s hard work and incredible progress to date.</p>
6. Adjourn	<p>Motion to adjourn by Brad, second by Jacquie, motion passed unanimously.</p>

Prepared by: Matt O’Neill