

**Woodlands School  
Board of Trustees Meeting**

**Minutes  
June 25, 2015 - Approved**

<p><b>Attending:</b></p>	<p><b>Officers:</b>          Chair – Loretta Cephus – Y          Vice Chair – Sue Bay - Y          Treasurer – Catherine Wittig - Y          Secretary – Matt O’Neill - Y          Ex-Officio – Maureen Sullivan, Executive Director/Principal – Y          Patty Rogers, Principal, Woodlands - Y</p> <p><b>Trustees:</b>          Acevedo, Rafael – N          Coby-Beaver, Jacqueline - N          Caruso, Carolyn – Y          Griffin, Dennis - Y          Hartwig-Rahmani, Brenda – N          Newell, Dr. Markeda - Y          Richardson, Peter - Y          Schultz, Jason - Y          Sheka, Lynn – N</p> <p>Guests: Bonny Wesson, Business Manager; Kathy Simonis, Patrick Mulvey, Corey &amp; Mike Aranow, Brooke Zacher, Mitch Hartman, Jeff Rauhworth, Kallie Schuknecht, Rosalie Gazana, Joe Bitter &amp; Joshua Orlopp (River Run)</p>
<p><b>1. Closed Session – Personnel Issues</b></p>	<p>Motion to go into closed session to discuss personnel issues, motion by Chair Loretta Cephus, second by Matt O’Neill, motion passed unanimously.</p>
<p><b>2. River Run Presentation</b></p>	<p>Joe Bitter and Joshua Orlopp from River Run gave a presentation regarding future plans for IT at Woodlands. They have spent time looking at our systems and identified infrastructure needs. Many schools have moved to web-based computer systems, rather than relying on multiple servers. Woodlands needs a more robust ability to access and use the internet for educational purposes.</p> <p>River Run created a proposal for Woodlands to consider. Currently the infrastructure at State Street is OK; Bluemound, however, has major needs for cabling. Joe gave an analogy – we need to be at</p>

	<p>1,000 mph, but are currently limited to 100 mph. Primary expense will be the cabling and the wireless expansion. Proposal is a total of \$56,900, including \$20,000 for cabling and \$36,000 for wireless capacity. Jason Schwarz asked questions about specific technology and our needs; Josh explained how CAT 6 is the current standard. Woodlands is using technology that is now 20 years old and cannot handle the current demands. Jason asked if we could do the work in stages and get more use of the current system; Josh and Joe explained some concerns, that we will only be as fast as our slowest components. Joe presented another analogy – the need to continue to upgrade the freeway system because there are more cars that go faster, etc.</p> <p>Joe stated that River Run has some leasing options/partners to help with financing.</p> <p>The Board thanked Joe and Joshua for their time and presentation, and promised we will get back to them.</p>
<p><b>3. IT Plan</b></p>	<p>Mitch Hartman presented the IT Plan to the Board, which was circulated prior to the meeting.</p> <p>Woodlands does not have a written technology plan, so they have created a plan. The Plan has several aspects – devices, access, electronic records, and communications. The Plan covers the next three years. Budget in the plan is a large number (\$107,000), but if we do not have the funding, there is a federal program that may subsidize the costs, called E-Rate (the “Schools and Libraries Program” administered by the Universal Service Administrative Company). The Board should not have sticker shock; the Plan represents a wish list, and there may be help in funding. However, we cannot apply for and receive any funding unless we have the plan in place.</p> <p>Bonny Wesson explained the E-Rate funding can be close to 50%; much of the money goes into Tier 2, which would be exactly this kind of work. Bonny has experience from a previous school in obtaining funding from E-Rate.</p> <p>The Plan needs Board approval in order to apply for the E-Rate funding. Also, the Board needs to approve the Plan in order for the school to continue using the Chromebooks.</p> <p>Motion by Jason Schultz to approve the proposed Woodlands</p>

	Technology Plan, motion seconded by Matt O’Neill, motion approved unanimously.
<b>4. Budgets 2015/16</b>	<p>Finance Committee Chair Catherine Wittig provided an overview of Finance Committee meetings.</p> <p><b>Bluemound.</b></p> <p>Catherine walked through the updated proposed budget for Bluemound. Recommending increase to K4 afternoon fees to \$3,500 based upon charges at comparable schools. Keep Book and tech fee at \$85. Other adjustments were made for specific items based upon realistic assessments of Extension and other items. Salary and rent will be 85% of the Budget. Benefits budgeted to increase 15%; this is a worst-case scenario based upon conservative assumptions. This number increased from initial draft budget. Finance created an Insurance Subcommittee to explore our options a little further. Bottom line is projected surplus of \$69,000.</p> <p>Loretta asked that we take the Fund Development person out of the budget, and keep the fundraising plan in its own sphere. Proposes that as we move forward, use all contributions from the Board towards paying the Fund Development person.</p> <p>Business Manager Bonny Wesson broke out all of the details in the Budget document so the Board can see the specific items.</p> <p>Brooke Zacher asked why the Committee did not propose raising book and tech fee; Catherine explained they did not want to be raising fees across the Board, and when they ran the figures a raise in the fee would not generate a lot of addition funds. Loretta also explained our position with fees and the fact that the book and tech fee is a voluntary payment by the parents (by Charter, we cannot impose fees aside from the K4 fee).</p> <p>Motion to increase K4 afternoon from \$3250 to \$3500, motion by Peter Richardson, second by Sue Bay, motion approved unanimously.</p> <p>Motion to approve 2015-2016 Bluemound Budget, motion by Markeda Newell, second by Sue Bay, motion approved unanimously.</p> <p><b>State Street</b></p> <p>Catherine Wittig walked the Board through the State Street proposed budget. For the budget, the total student count is 213. We are</p>

	<p>currently at 210 so we are well on the way to reaching the goal. We do have some flexibility built in with TAs if we do not meet projections. Same K4 afternoon fees and book and tech fees as Bluemound. Budget includes conservative assumptions about extension fee payment rates. Bottom line is a slight loss of \$552. The State Street budget includes an aggressive debt repayment schedule, which should help position us in the next five years. Finance recommends approval of the State Street budget.</p> <p>Chair Loretta Cephus asked a question about the lunch program, and Bonny Wesson explained how the free and reduced population impacts this item. Free and reduced at State Street is 52%; Bluemound is at 17%. Loretta reminded everyone that all families who may qualify should apply for the free and reduced; we believe some families do not apply because of embarrassment or concern about stigma.</p> <p>Motion to approve 2015-2016 State Street budget by Sue Bay, second by Jason Schultz, budget approved unanimously.</p>
<p><b>5. Financials</b></p>	<p>Financials through April 30 were circulated prior to the meeting.</p> <p>Bonny Wesson presented the financial reports to the Board. Bonny said she would like to see changes in the way the budget is formatted, that will provide additional evidence about where the funding is coming from, and other items where we can identify different items and benchmarks (e.g., cost per student for specific items).</p> <p>The Board thanked Bonny for all of her work, and how much it has helped people understand and follow the budget.</p> <p>Bonny likes to focus on net operating income, and both campuses have kept a good pace to continue to maintain net operating income close to budget by making adjustments when necessary.</p> <p>Motion to approve financials as presented through April 30, 2015, motion by Peter Richardson, second by Jason Schultz, motion approved unanimously.</p>
<p><b>6. New Board Member/Renewal</b></p>	<p>Three terms are coming up this year – Sue Bay, Matt O’Neill and Rafael Acevedo.</p> <p>Motion for renewal of all three for additional terms, motion by Jason Schultz, second by Markeda Newell, motion approved unanimously.</p>

	<p>New proposed executive Committee is:</p> <p>Loretta Cephus – Chair  Sue Bay - Vice President  Catherine Wittig – Treasurer  Matt O’Neill - Secretary</p> <p>Motion to approve Executive Committee by Jason Schultz, second by Markeda Newell, motion approved unanimously.</p>
<p><b>7. Adjourn</b></p>	<p>Motion to adjourn by Matt, second by Catherine, motion passed unanimously.</p>

Prepared by: Matt O’Neill