

**Woodlands School
Board of Trustees Meeting**

**Minutes – Final Approved
August 16, 2012**

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| <p>Attending:</p> | <p>Officers: Chair – Loretta Cephus – Y Vice Chair – David Abelson - Y Treasurer – Brad Hoeschen – Y Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Principal – N</p> <p>Trustees: Suozzi, Paula - N Coby-Beaver, Jacqueline – N Cody, Dan - Y Glover, Ylonda – N Hartwig-Rahmani, Brenda – Y Leazar, Naryan - N Maney, Jennifer – Y Mueller, Jennifer – Y Smokowicz, Jan - N</p> <p>Guests: Mr. Foster, Patty Rogers, Omega Burkhardt</p> |
| <p>1. Approval of Financial Statement</p> | <p>Financial Statements through June 30, 2012 were distributed prior to meeting. Jim handed out a full set at the meeting.</p> <p>Brad Hoeschen reported that Finance Committee reviewed the financial statements in detail. Most important, we ended the year in the black, with a \$15,000 net gain in assets. No other significant concerns with the financials. Board is receptive to PTO input as to how we should use the \$3,000 contribution from PTO that is now available for other uses.</p> <p>Omega Burkhardt said PTO has not met, but leadership was updated on the situation, and they will meet on September 5 and report back to the Board before the next meeting.</p> <p>Jim Foster noted that the handout is missing the statement of cash flows, but it was included in the prior version sent out.</p> <p>Jim updated the Board about the coming year. Currently there are not as many Children’s Place applications as usual, and the number of families qualifying for free and reduced is down.</p> <p>Motion to approve June 30, 2012 financial statements by Brad Hoeschen,</p> |

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| | second Jennifer Mueller, motion approved unanimously. |
| 2. September Meeting Date - Change | Sept. 20 falls on the same day as parent orientation. Calendars were checked, and the new date for the board meeting will be Monday, September 17, 2012, at 6:00pm. |
| 3. Building Search Update | <p>Brenda Hartwig-Rahmani reported we are currently in a “holding pattern” in light of the MPS year beginning. Will be getting additional information about the two buildings under review, including a floor plan, and some information about a new possibility. Brenda will advise about potential tours of the two potential schools.</p> <p>Chair Loretta Cephus discussed the need to now dig further into the proposed 5-year budget for Woodlands II, and possible financing options. Suggests that Brenda and Jennifer could prepare a Powerpoint presentation of the building search committee’s progress. Brenda agreed, and will move forward on a presentation after we have the floor plans in place, which will provide a much better view for the Board. Jim offered to prepare some sample amortization schedules for a lease or financing arrangement; the Board agreed this will be helpful.</p> <p>Board further discussed other, non-traditional options that the committee looked into, including a former bus station and a bank. Really.</p> |
| 4. Finance Committee Update | <p>Brad Hoeschen reported on Finance Committee. Committee is looking into financing issues for the new school, and what specifically Patty Rogers’ and Maureen Sullivan’s respective duties/roles will be.</p> <p>The first tranche of funds for Woodlands II may be available soon, including \$60,000 allocated for salaries. Discussions centered on timing and movement with Ms. Sullivan, Ms. Rogers, and others, and how the funding will need to be allocated to ensure that no Woodlands funds are being used for Woodlands II. There is some flexibility with the funding, and how we can still comply with DPI requirements. Committee member Alexandra Kotsue will prepare a much more detailed draft budget that will delve into these specific details. Committee will next meet on September 6.</p> <p>Patty Rogers stated we are interviewing for a new certified teacher to be TA for Ms. Rogers’ room, to ensure continuity if Ms. Rogers moves to new position.</p> <p>Chair Loretta Cephus discussed the anticipated timeline for Woodlands II, including the new building, and then moving persons to new positions. Anticipating starting with major work on the new facility (renovations,</p> |

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| | setting up offices, etc.) in January 2013. |
| 5. Board Development | <p>Chair Loretta Cephus introduced new Board member Dan Cody, who described his background, and his prior work in fund raising. He has been working on the Finance Committee for a year.</p> <p>Brad Hoeschen reported on a meeting with Ron Retzke, which resulted in five tasks to work on over the next few months:</p> <ol style="list-style-type: none"> 1. Governance issues (Surveys for Board, develop committee structure) 2. Trustee selection (new matrix, new approach, job description revision) 3. Leadership succession plan 4. Education (revise Trustee orientation packet) 5. Board Evaluation <p>Motion to approve pursuit of these five items by Dan Cody, second Jennifer Maney, motion approved unanimously.</p> |
| 6. Committee Assignment | <p>Brad Hoeschen discussed committee issues, and placing new members on committees. Suggestion is not to have Dan Cody start on Finance, as usual, because he has already served for a year. Believe Dan will best fit in with Fund Development. Board agreed.</p> <p>Current committees include:</p> <ul style="list-style-type: none"> • Finance • Board Development (now, Governance) • Fund Development • Workforce Development • Executive • Building/Grounds (Facilities) <p>Chair asked Board to carefully consider the existing committees, and actively choose at least one to participate in, and make a commitment at next meeting.</p> <p>Brenda Hartwig-Rahmani suggested a formal committee for Facility Development. May simply take existing building task force and make it a committee.</p> |
| 7. Election of Sue Bay as Trustee | <p>Ylonda Glover recently resigned from the Board, because she did not have sufficient time to do what she believed necessary for the role. The Board thanks her for her excellent service, including her leadership of the Board Development Committee.</p> <p>Sue Bay had been considered for a prior open position, and is recommended as a replacement for Ylonda Glover’s term. Brad gave</p> |

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| | <p>some background about Sue: she is a parent of two Woodlands students, and a legal writing professor at MU Law School. She is willing to work on grant-writing, and wants to pursue potential board leadership in the future. Brad discussed the other candidates that were considered, and explained how they are each actively involved with the school.</p> <p>Motion to elect Sue Bay as Trustee to fill the unfinished term of Ylonda Glover, motion by Matt O’Neill, second by Brad Hoeschen, motion approved unanimously.</p> |
| <p>8. PTO Report</p> | <p>Omega Burkhardt reported on PTO activities. The PTO completed a survey on how parents would prefer that certain funds be spent, the results of which Omega will forward to Loretta. PTO will use the survey results in discussions concerning planned uses for the \$3,000 PTO contribution to the school.</p> <p>Omega also noted that a parent who was at grounds cleanup is an electrician, and volunteered his own services for free to update ballasts, tubing, yellow lenses, and other needs at the school. This could help with our pursuit to become more green. Brenda Hartwig-Rahmani agreed to follow-up with the parent.</p> <p>Omega has tried to locate Sean Burke, the new owner of Derry Hegerty’s, to discuss the issue about our parking lot and Brewers games. Brad reported that the Sisters will not take any role in the situation, and that we need to discuss matters directly with the new owners of Hegarty’s. Patty Rogers knows Mr. Burke, and offered to follow up with him.</p> <p>Dan Cody suggested we may just ask if they are willing to contribute one day a month to the PTO as a charitable contribution. Then we can avoid the liability issues. Loretta will add this to the agenda for next month.</p> |
| <p>9. Adjourn</p> | <p>Motion to adjourn by Dave Abelson, second by Jennifer Mueller, motion approved unanimously.</p> |

Prepared by:
Matt O’Neill