

**Woodlands School
Board of Trustees Meeting**

Minutes – APPROVED
September 17, 2012

<p>Attending:</p>	<p>Officers: Chair – Loretta Cephus – Y Vice Chair – David Abelson - Y Treasurer – Brad Hoeschen – Y (@ 7:15) Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Principal – Y</p> <p>Trustees: Bay, Sue - Y Coby-Beaver, Jacqueline – N Cody, Dan - Y Hartwig-Rahmani, Brenda – Y Leazar, Naryan - Y Maney, Jennifer – N Mueller, Jennifer – N Smokowicz, Jan – N Suozzi, Paula - Y</p> <p>Guests: Mr. Foster, Patty Rogers, Patrick Mulvey, Omega Burckhardt, Ye Yuan, Ye Peng, Wendy Mueller</p>
<p>1. Introduction of new Board Member Sue Bay</p>	<p>The Board welcomed Sue Bay to the Board. Sue gave her own background info and connections to Woodlands. Teaches at MU Law School. The Board then briefly introduced themselves.</p>
<p>2. Chair Introductions</p>	<p>Loretta informed the Board about a visit she and Maureen made to a PAVE function to discuss charter schools. We will see some things as the year progresses that derived from the meeting. For example, Loretta included our internal and external mission statements on the Agenda to keep them fresh in our minds.</p>
<p>3. Proposal from Criquet Academy</p>	<p>Maureen gave background about the proposed program. Ald. Michael Murphy approached Maureen – his daughter is in the Criquet program. Looking for a new space. Maureen and Loretta gave them a tour and discussed their needs; then Mr. Mulvey and Miss Rogers went to view the Criquet program to review the program.</p> <p>Peng presented the proposal. Gave background about the school. 10 years in the community. Prior institution dissolved for financial reasons. Peng and Yuan put together a task force to rescue the school, developed new leadership group, and were able to get 50 new students. Rent at the space they were in was increased over 200% and was not sustainable.</p>

	<p>Believe that their mission is consistent with Woodlands’ mission, and they could foresee further collaboration in the future.</p> <p>Loretta explained proposal: use of 8 rooms in main school building on Saturday mornings. \$200 weekly, payable each month. Also willing to offer scholarships for 3 Woodlands students (and 2 adults) to join their program to learn Mandarin.</p> <p>Mr. Mulvey gave his impression of the program. Said it was fantastic instruction, and a well-organized program. Does not see many real downsides for Woodlands, except for some incremental costs. Is confident the program will be respectful of using our classrooms.</p> <p>David Abelson reminded us that we will need the Sisters’ approval for the sublease. Paula S agreed – will be similar to the way we deal with the gym.</p> <p>Wendy M stressed how respectful they are for their space – they bring all of their materials and leave nothing behind, not even garbage. Wendy, Peng and Yuan answered several questions from Board members, and the Board discussed timing issues. The Board thanked them, and let them know we will confer further and get back to them.</p> <p>After the Criquet representatives left, the Board discussed the matter further, and the potential pros and cons. Agreed there are mostly pros.</p> <p>Agreed our next steps will be:</p> <ul style="list-style-type: none"> • Talk to the Sisters • Ensure administration and faculty are on board • Check with St. Jude’s reference • If a go, figure out how to make the final approval <p>Question about voting by electronic means. Both Loretta and Dan have recently reviewed the bylaws, and agree that we can do so.</p>
<p>4. Approval of Financial Statement</p>	<p>Jim circulated the July 31, 2012 financials prior to the meeting. Results of July 2012 are very close to 2011, which is desirable for consistency. Sports account is now included. Collections are going well for tech fees and extension. David A asked about potential surprise expenses – main concern is building repair. Dan Cody had questions about restricted funds at page 3; one was the PTO funds, and Jim will get back to Dan about the other. We are fine from a cash standpoint; first state funding deposit will be next week; will not need to tap the line of credit much, and will pay back almost immediately. Loretta asked about decrease in money market from June to July; Jim explained we have had two payrolls and other expenses.</p>

	<p>Motion to approve July 31 financial statements, motion by Dan Cody, second by Brenda Hartig-Rahmani; motion approved unanimously.</p>
<p>5. Renewal of Woodlands I UWM Charter</p>	<p>UWM Charter is up for renewal, for another 5 years. Request is due by the end of the month.</p> <p>Motion to approve request for 5-year renewal, motion by Matt O’Neill, second by Dave Abelson, motion approved unanimously.</p>
<p>6. Finance Committee Update</p>	<p>Will leave formal report to next month’s meeting, when Brad Hoeschen will be present.</p> <p>Jim Foster reported that the Finance Committee met to discuss Woodlands II finances, and proposed amortizations if we decided to purchase rather than lease a building. Maureen added that the Committee also discussed grant issues.</p>
<p>7. Building Repairs</p>	<p>Chair Loretta Cephus reported on the building roof issues. In meeting with Mike Lee, he reported some ongoing leaking issues. Thinks we will need to take a hard look at more comprehensive repairs later in the year. Brenda suggested we may want to have several contractors come out and give us estimates; offered to arrange for that. Loretta said, based upon discussions with a parent with ties to MMSD, there may be some available grants depending on how the repairs are done.</p>
<p>8. Assignments for Board Members (Current/New)</p>	<p>At the last meeting, Chair Loretta Cephus asked the Board to take a look to the Committees. Board members discussed committees where they may fit.</p> <p>The Board discussed the matters and all members agreed to specific committee assignments.</p> <p>Loretta Cephus: Governance and Executive David Abelson: Workforce Development and Executive Brad Hoeschen: Finance, Governance and Executive Matt O’Neill: Building/Grounds and Executive</p> <p>Sue Bay: Fund Development Jacqueline Coby-Beaver: Finance Dan Cody: Fund Development Brenda Hartwig-Rahmani: Building/Grounds and Governance Naryan Lazar: Undetermined Jennifer Maney: Building/Grounds Jennifer Mueller: Workforce Development Jan Smokowicz: Undetermined Paula Suozzi: Governance</p>

<p>9. PTO Update</p>	<p>Omega Burckhardt reported on PTO meeting on September 6. PTO addressed the \$3,000 surplus from their prior contribution. PTO agreed they would like to take the funds back. They will continue to explore uses for the funds to benefit the school – ideas included playground beautification, murals, etc. Dan Cody reported that he just received a bid for \$1,500 to take out and replace the tire shreds with a new, better playground fill.</p> <p>Motion to return \$3,000 to PTO by Dan Cody, second by Matt O’Neill, motion approved unanimously.</p>
<p>10. Principal Update</p>	<p>Maureen Sullivan reported that we have a student with diabetes who needs to get injection. Mr. Amdahl will be going to training to be qualified for the injections; at the moment the student’s parents/grandparents have been taking care of it. Mr. Mulvey has prior experience and offered to help with the training.</p> <p>Second, the Sports Program Coordinator is part of Ms. Sokolowitz’s job description. Will remain a part of the duties for the gym teacher in the future. Ms. Sokolowitz attended training with the rec department, and will be calling a coordinators’ meeting for each of the sports. Checkbook will remain with the school. Brad gave additional background on how the decision came about, and the positive aspects and good fit with Ms. Sokolowitz.</p> <p>Third, we have received the first half of the dissemination grant for Woodlands model. Will go towards dissemination of the Woodlands model. Need to link with another charter school that we can teach in the Woodlands model. Parochial school is interested, but the first has to be a charter school. Patty Rogers added that our multi-age capabilities have been posted on the multi-age network.</p> <p>Planning grant. Awarded \$200,000 for planning of Woodlands II. Not accepted yet, until we are confident we have a building. Maureen has not been informed of any deadline; they appear patient and flexible. Narayan asked whether we asked for the entire \$250,000; we did, based upon first year enrollment, we received the max.</p>
<p>11. Administrative Staffing/Building for Woodlands II</p>	<p>CLOSED SESSION</p> <p>Motion to go into closed session to discuss personnel matters by Brad Hoeschen, second by Dan Cody, motion approved unanimously.</p>
<p>12. Adjourn</p>	<p>Motion to adjourn by Brad Hoeschen, second by Sue Bay, motion approved unanimously.</p>

Prepared by: Matt O’Neill