



WMC

Woodrow Wilson High School Management Corporation, Inc
3950 Chesapeake Street, NW
Washington, DC 20016

Minutes of Meeting of April 18, 2008

Attendees:

Officers

J. Koczela, Chairman
R. Zugby, Vice-Chair
A. Evans, Treasurer
E. Martel, Secretary
M. Froning

Members

G. Gibson
P. Gardner
A Wilson
A. da Silva-Olaghere
Callanen

Guests

- J. Howe,
Exec. Director
Michelle Rhee, Chancellor
John Davis, OOC
Justin Cohen, OOC
G. Bargeman

A meeting of the Board of Directors of the WMC was held on April 18, 2008 in the Wilson library.

1. The chair called the meeting to order at approximately 7:00 AM. The distributed agenda (attachment 08.18.1) was followed.
2. Consent Agenda – JK
 - a. Minutes of March 14, 2008 –vote delayed until next meeting because corrections made by Dr. Froning were not included.
 - b. Whistleblower compliance matters-(moved by Dr. Froning, second B. Zugby) passed by unanimous consent
3. Status of Outstanding Action items from Previous Meetings – JH (5 min)
 - a. Operational and financial audits of WMC (GC/JH) – see below
 - b. Time line for deliverables update (JH) Mr. Howe discussed two deliverables that needed to be moved back: The work order process because of the reorganization at OPEFM and the Audit because of the delay of DCPS to provide a final report from their SAF audit
 - c. Board biographies to JH still missing E. Martel, P. Gardner, R. Zugby
 - d. Election results for JH to file-All results have been received and are currently on file.
4. Treasurer's Report – AE
 - a. P & L report by Mr. Howe.(report was not reconciled because bank statement came in late from Industrial bank (statements close on the 5th rather than the end of the month) Reconciliation to be completed by Monday the 21st.
 - b. A discussion was held on athletic field rentals, and Mr. Howe reported on the current account balance and the estimated income.
 - c. Mr. Evans covered the minutes from the Finance Committee meeting held Friday, April 9th. The next meeting is scheduled for Monday, April 21st to discussion budget issues for next fiscal year, and to start defining what WMC's strategy is going to be to define or re-define its overall mission. A report will be given at the next Board meeting.
 - d. Mr. Evans commended Mr. Bargeman for finding less expensive lanyards than the Board had approved. The Board approved an expenditure of \$4,000 and Mr. Bargeman found lanyard for approximately \$1,800.

- e. Mr. Evans then discussed the additional costs of \$700 for the CAAS system to replace wireless equipment which was borrowed from the school to get the system operational. The Board approved the additional expenditure.

5. Audit Committee Report-GC

- e. G. Callanen discussed the difficulty of getting 3 quality bids on our request for an audit. Mr. Howe stated that 6 e-mails and 3 phone calls had been made to DCPS approved auditors and only one response was received by Raffa and Associates. G. Callanen then discussed to cost for a full audit being approximately \$15,000 dollars and that our consultant Mr. Lalech suggestion a compilation rather than a full blown audit which he believed was not necessary because we had so few transactions. Ms. Callanen presented a resolution to the Board to accept the recommendation. The resolution was moved by Dr. Froning and seconded by B. Zugby. The Board passed the resolution unanimously.
- b. Ms. Callanen then discussed the Raffa engagement letter for the compilation and the Board instructed Mr. Howe to cut the check and return the letter.

6. Executive Director's Report-JH

- a. Mr. Howe discussed on-going maintenance at Wilson, and Mr. Koczela reminded him that he needs to provide members with a hard copy of the totals, with date of receipt, date finished and by whom.
- b. A discussion on the status of the Security doors, A/C installation, satisfaction with the CAAS system, and the progress on the Wilson swimming pool were held.
- c. A summary of Grimm + Parkers progress was discussed along with the field trip to Arlington to view some of G + P schools. Mr. Koczela discussed the need to maintain continuity on phase II of the modernization project and the need to get OPEFM involved ASAP.

7. Exec Session: Personnel

- a. **Motion for COLA increase of Executive Director's salary through 7/31/08**
 - Motion by Coach G
 - Seconded Alex W
 - **Motion carried**
- b. **Motion to come out of executive session**
 - Motion by ?
 - Seconded by ?

8. Business meeting adjourned at approximately 8:10

9. Quarterly Meeting with Chancellor Michelle Rhee (8:10 – 8:50 AM)

Submitted by Erich Martel, WMC Secretary