



**WMC**

*Woodrow Wilson High School Management Corporation, Inc.*

## Meeting of The Board of Directors

Minutes of Meeting -- October 26, 2007

### Attendees:

J. Koczela, Chair  
A. Wilson  
V. Callanen  
C. Reilly

M. Froning  
G. Bargeman  
M. Morton  
R. Zugby

M. Berlin, Co-Treasurer  
J. Howe, Executive Director

There were no proposed changes to the agenda which had been previously distributed.

The consent items, moved by Bob Zugby and seconded by Mary Froning, after being amended to add the fourth item below, was passed unanimously:

1. Approval of Minutes from September 21, 2007
2. Approval of Minutes from Special Meeting of October 5, 2007
3. Resolution extending Howe Agreement through December 31, 2007
4. Duties and Responsibilities of a WMC Board Director

Mr. Koczela commented on the Terms of Reference for the Board of Directors and its standing committees (Executive, Audit, Budget & Finance), reminding all directors to complete their review and submit comments. It is the intention to add these items to the consent agenda for the November meeting.

Treasurer's Report: Mr. Howe went over the current financial report for the period ending September 30, 2007, noting that it does not reflect the deposit we received on October 15, 2007. He explained that our bank had been instructed to deposit our funds into a premier money market account, which is presently earning 4 1/2%, until such time as he and the WMC treasurers develop a complete investment strategy, which should be completed prior to the next meeting. Mr. Howe also explained that Mr. Koczela had asked that the Corporation identify another bank for WMC funds. Ms. Berlin will undertake a search for an alternative banking relationship. It was recommended that the change in banks take place on Dec 31<sup>st</sup> – so as to start the new year with the new bank. Mr. Koczela requested that along with the regular income and expense statement, the Treasurer and the ED prepare a balance sheet to go with the financial reports.

Mr. Howe mentioned that he was not able to obtain a second bid on insurance from Moran, and therefore contracted with the Rice agency to put in place a general liability policy, which will go into effect today or Monday with D&O (from Chubb) to be added as soon as possible. Mr. Howe will forward a one-page summary of the policy to the Board

Executive Director's Report: Mr. Howe discussed the latest facilities report including an update on the roofing contract. Still outstanding are downspouts and some gutter drainage issues as well as the necessary interior plastering and painting repair. Estimates on the plastering square footage range in the neighborhood of 12-14,000 s.f., a financial bid has been obtained, and we are waiting for OCA to execute the contract. There was a problem with rain in the cupola area where it has always been. In terms of necessary repairs there is the substantial plaster work and then two coats of paint required in addition to this repair work. This work would be done after school and on weekends.

Mr. Howe mentioned that, as promised, Henry Champ canvassed the neighborhood to get a first hand reaction to the stadium, and offered season tickets to each household who wanted them. In addition, Mr. Howe and Ms. Callanen gave a tour of the school to folks from the Tenleytown area, an event that went over very well.

It was noted that the District upheld its promise to change the timing of the 15-minute parking on Fort Dr. to allow teachers to park there commencing at 7:46 AM. Mr. Howe reported that Turner's project to increase the paved area next to the current faculty and staff parking lot was complete.

New exit/security doors are to be installed at Wilson as part of the Mayor's initiative to have this done at every high school. Turner Construction will be the contractor. Mr. Howe then covered the locker situation, noting that we are still missing 19 football lockers and 30 lockers for 9<sup>th</sup> graders. It was noted that some teachers have still *not* requested lockers for their students.

The RFP for the Corporation's A&E consultant has been issued. Everyone was thanked for his or her input into the document. Responses are due on November 2, 2007. Board members were reminded not to speak to potential vendors while this process is underway.

Other Committee Reports: Mr. Koczela reported that an *ad hoc* committee was working on the development of athletic field use policies and procedures. Committee members include Eddie Saah, Sarah Whitener, John Howe, and Jack Koczela. This will be sent out to Board members prior to the next meeting for a vote at the November meeting. Many options are being considered for how any funds that might be generated from usage fees would be utilized. The athletic directors from the other schools have been invited to work with the committee.

Governance & Elections: Mr. Zugby stated that the faculty had been addressed and a slide show presented at its meeting on October 23 with respect to the coming elections. Parents will be shown the slide presentation at the November PTSA meeting. It was recommended that the staff be informed of which parents are running and the parents be informed of the staff members who are running. The election for all seats is still scheduled for December 7<sup>th</sup>.

The next regular meeting of the Board will be held on November 16 at 7:30 AM in the library.

The meeting was adjourned at 8:30 AM.

Respectfully submitted: \_\_\_\_\_