

**Woodlands School  
Board of Trustees Meeting**

**Our Mission**

“Creating the character of the community through diverse education.”

**Our Vision**

“The best of what urban education can be.”

**Minutes**

**January 19, 2017 – FINAL, APPROVED**

<b>Attending:</b>	<p><b>Officers:</b>            Chair – Sue Bay – Y            Vice Chair – Jason Schultz – Y            Treasurer – Catherine Wittig - Y            Secretary – Matt O’Neill - Y            Ex-Officio – Tommie Myles, Executive Director/State Street - Principal; Patty Rogers, Bluemound Principal</p> <p><b>Trustees:</b>            Claypool, Krista - Y            Coby-Beaver, Jacqueline - Y            Caruso, Carolyn – Y            Griffin, Dennis - N            Hartwig-Rahmani, Brenda – Y            Khan, Qasim – Y            Lathrop, Kirsten - Y            Richardson, Peter - Y            Sheka, Lynn – Y</p> <p>Guests: Michele Scott, Business Manager; Tracey Hermann (PTO Bluemound); Mitch Hartman; Michael Pointer-Mace; Kathy Simonis; Kallie Schuchtnik; Amy Williams</p>
<b>1. Finance Committee Update</b>	<p>Catherine Wittig gave a report. Committee will be meeting to do some outlook planning. January count occurs this month, and there be some shortfall from one family moving. Financial reports look sound and on track for this time of year.</p> <p>Business Manager Michele Scott went over the Revenue and Expenditure sheet, which was circulated prior to the meeting. Revenue overall is at 48% of budget, expenses also at 48% of budget. Michele went over and explained individual items of note.</p>

	<p>Overall, however, we are on budget for this time of year.</p> <p>Michele then walked the board through the Balance Sheet, which was also circulated prior to the meeting. We are in a good cash situation for the current quarter. Board discussed some of the receivables for extension, lunch and 4K, and efforts that can be taken to nudge payments.</p> <p>MOTION by Finance Committee to approve the quarterly financials as presented, Board unanimously approved.</p>
<p><b>2. Fund Development/ Marketing Committee Update</b></p>	<p>Lynn Sheka gave a report. Committee is working on finalizing an appeal later, will incorporate Patty’s new role, and should go out in next few weeks. Brenda Hartwig-Rahmani is working on the beer tasting event for the spring.</p> <p>Brenda has run into a few road blocks, but has 10 requests out for proposals; will keep moving forward and bring it to the Committee and board for approval. Capital Brewery will be the provider; Brenda is working to secure the right venue. Estimate of 250 people; would be great if we can generate more. Committee still looking for good caterers.</p> <p>Lynn reported that Committee’s focus will solely be on raising money for the entire Woodlands school, both campuses. Plan to refer to events as “school sponsored,” not “parent sponsored.” There is one Bluemound fundraising event that will go forward that is in place, led by Mandie Haley. Committee is not trying to discourage any fund-raising efforts!</p> <p>Committee is also working with Patrick Haley on putting together our fund-raising video.</p> <p>Mitch Hartmann asked about whether future fundraisers can still be targeted at specific items. Lynn said no; in general, the fundraising should be for the whole school, but that will not be exclusive, and we will still allow specific efforts and targeted gifts.</p>
<p><b>3. Workforce Develop. Committee Update</b></p>	<p>Tommie Myles reported. WFD Committee met Jan. 3, 2017. Tommie walked Board through the minutes from the meeting. Committee looked through the rubric for reviewing the ED; Committee is comfortable with the process, and would like to be part of the review process.</p> <p>Committee agreed the calendar should be fully shared with the</p>

	<p>Board, and there may be adoptions of board members by a classroom or unit, to help a connection to the school.</p> <p>Amy Williams talked about the classrooms adopting a board member and bringing them into the class, or on a field trip. They drafted a short synopsis of the staff's ideas; she passed them out to the board and asked us to indicate where we might be interested in visiting and being involved.</p> <p>Tommie asked the Committee how they felt about board meetings. Committee asked if there was any board evaluation, or evaluation of the board President. Sue Bay said there is nothing in the bylaws for that, but we should add it to our agenda in the future. Patty whispered to the board (she has laryngitis) some thoughts about breaking out the board to some surveys that are handed out to parents. We may need approval from UWM (Adrienne Wood) to change that format.</p> <p>Committee spoke about increasing staff attendance at board meetings, and staff are working to set a rotating rep for each unit to attend the board meetings.</p> <p>Committee still researching pay scales. They have one model from MPS, but would like to review a broader array.</p>
<p><b>4. Strategic Plan Update</b></p>	<p>Sue Bay gave report. Stakeholder meeting will be Feb. 7, 2017, Bluemound Campus, 6:00-9:00 pm. (Light dinner will be available at 5:30 pm.) Would like entire board to be present. Also sending invite to a wide group of persons who have shown interest in Woodlands previously, including parents, staff, and community members. Joan Feiereson is leading the Committee in how to approach setting up the meeting.</p> <p>-----</p> <ul style="list-style-type: none"> <li>• Steering Committee members include: <ul style="list-style-type: none"> <li>○ Board: <ul style="list-style-type: none"> <li>▪ Susan Bay – board/parent</li> <li>▪ Krista Claypool – board/parent</li> <li>▪ Peter Richardson – board/finance</li> <li>▪ Carolyn Caruso – board/fund development</li> </ul> </li> <li>○ Staff: <ul style="list-style-type: none"> <li>▪ Tommie Myles</li> <li>▪ Patty Rogers</li> <li>▪ Jeff Rauworth – Bluemound teacher</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Mitch Hartman – Bluemound teacher</li> <li>▪ Cindy Zielinski – State teacher</li> <li>▪ Amy Chandler – State teacher</li> <li>○ Community <ul style="list-style-type: none"> <li>▪ Paul Haubrich</li> </ul> </li> </ul>
<p><b>5. Executive Director Performance Review Committee</b></p>	<p>Sue Bay gave report. Committee has not met since the last board meeting. Working up the rubric that Kirsten located and put together. Sue walked the board through the 7 review standards we are focusing on. Hoping to have final draft ready for board review by the February meeting.</p> <p>Next step will be developing the process. Initial concept is to have Tommie choose one indicator within each standard that he focuses on for a given year, and that would be the focus of the review. Need to determine how the process will be this inaugural year, and then for future years. Expectation is to have staff involvement and committee involvement.</p> <p>Kathy Simonis commented that WFD member suggested that the ED should establish a “portfolio” along the lines of the Woodlands model, so we have “artifacts” to look back on in future years. Sue agreed completely.</p>
<p><b>6. Good News</b></p>	<p>Patty Rogers gave some very quiet news, confirming the frozen pipe at Bluemound did not cause any extensive damage. Mid-year MAP testing has started, and there have not been any glitches.</p> <p>Tommie talked about State Street’s own frozen pipe, which burst in 3-4 room and caused a flood. One classroom has been completely redone, and cafeteria received a nice overhaul. Potawatomi was terrific in helping us deal with a fix the problems; they followed through quickly and got everything done. Insurance will cover the loss of property within the classrooms.</p> <p>State Street MAP testing had a few glitches, but not too bad. Testing has been positive, initial feedback is great.</p> <p>Patty Rogers has been working hard and superbly in her new role as Chief Education Director. Tommie walked the board through the many changes that have and are already occurring.</p> <p>Carolyn Caruso has offered to help develop the job description for CED. Sue handed out a draft to the board. Carolyn discussed the</p>

	draft description. Carolyn had reviewed a description for a similar position at MCP, and is working to incorporate some more items from that, such as listing the essential job parameters. Patty, very softly, thanked Carolyn for all of her work.
<b>7. Adjourn</b>	Motion to adjourn by Peter Richardson, second by Carolyn Caruso, motion passed unanimously.

Prepared by: Matt O'Neill