

**Woodlands School
Board of Trustees Meeting**

Woodlands School Mission

Creating the character of the community through diverse education.

Vision External

The best of what an urban education can be.

Minutes

January 23, 2018 – FINAL, APPROVED

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – Y Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y</p> <p>Trustees: Claypool, Krista - Y Griffin, Dennis - N Hanvey, Patricia - N Khan, Qasim – Y Miller, Milika – Y Parsons, Don - N Richardson, Peter – Y Sobush, Sonya – Y Stenum, Erin – Y</p> <p>Ex-Officio – Tommie Myles, Executive Director/State Street Principal; Patty Rogers, Chief Educational Director and Bluemound Principal</p> <p>Staff Trustee – Mitch Hartman, Bluemound Appointee</p> <p>Guests: Michele Scott, Business Manager; Patrick Mulvey; Kathy Simonis; Amy Williams; Michael Pointer-Mace; Fund Development Assistant and Operations Manager Katelyn Kastern; Kieshan Jones-Sutton, PTO Liaison; Shonte Bryant</p>
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<p>1. Finance Committee Update</p>	<p>Prior to the meeting, Chair Sue Bay circulated to the Board a preliminary Revenues & Expenditures summary as of 1-17-18, the Preliminary Balance Sheet Comparison as of Dec. 31, 2017, and the Draft Form 990 Tax Return for Woodlands School, Inc.</p> <p>Catherine Wittig, Chair of Finance, discussed the Revenues and Expenditures sheet. The goal is to be at or about 50% at this point in the school year, and we are generally on track. There was a head count was last week, Bluemound is up one over budget; State Street is down four from budget. ED Tommie Myles explained our tracking system to predict how and when we may lose students and can then get to the wait list. This year we lost two families without notice, and we were able to fill only a few of the lost spots.</p> <p>Michelle Scott noted a few numbers. Federal grant numbers will go up when those revenues come in later this year. Revenue is as expected; expenses is in line with expectations. Catherine noted that net income is positive. Matt O’Neill thanked Catherine and Michelle and the Committee for the excellent work</p> <p>Motion to approve Statement of Revenues and Expenses by Matt O’Neill, second by Milikia Miller, motion approved unanimously.</p> <p>Sue Bay discussed the draft 990 form, which was circulated to the Board prior to the meeting. Trustees discussed a few items in the return, and some policies that can be created or updated to clean up future filings, such as a whistleblower policy, which is an item of note on the return. it will be reviewed again before filing.</p>
<p>2. State Street Charter Renewal</p>	<p>Executive Director Tommie Myles reported further on the 3-year charter renewal for State Street, granted on a probationary status. This means UWM could choose to end the charter during this period. UWM has the right to visit the school monthly. Tommie has had three visits from Adrienne Woods to discuss our Action Plan, and she has provided helpful feedback. Goal is to be done by June; Tommie is moving more aggressively than that.</p> <p>The Action Plan includes:</p> <ul style="list-style-type: none"> • Instructional programming <ul style="list-style-type: none"> ○ Curriculum displaying differentiation ○ Higher academic expectations/Rigor ○ Quicker Academic Pace ○ Attention to the specific needs of the students ○ Development of world language (French) at the upper grade levels

- Modification of the school’s discipline plan to include the restorative practices that actually exist
- Tie instruction to assessment

- **Organizational Infrastructure**

- Decision what should be “replicated” at State Street and what should not be.
- Clarity on roles of Chief Educational Director in conjunction with Principal role.
- An organizational chart

Tommie Myles presented a Powerpoint to the Board explaining the Action Plan. First, he gave some chronological context regarding what has happened since he was hired as Executive Director 18 months ago.

The Powerpoint started with identifying deficiencies existing in the summer of 2016:

- Instruction had no direction
- District Assessment Coordinator not in place
- Educator Effectiveness not in place
- No reading specialist
- Special Ed. Dept. not established
- School identity confusion
- No clear discipline system
- Math curriculum not in place
- Resources disorganized/lost
- No weekly unit meetings
- Enrollment not met 4 years running
- Spending practices not monitored
- Business office in disarray – no continuity
- Inconsistent job descriptions
- Fund development was ad hoc

Since July 2016, we have taken the following positive steps:

- Chief Education Director created
- Math curriculum implemented
- District Assessment Coordinator in place
- Special Ed established
- Reading specialist hired
- Enrollment met for the first time
- School is financially sound
- Revised collection system for unpaid balances
- Implemented reliable Business Office systems and routines

	<ul style="list-style-type: none"> • Improving staff retention through support • Implementing response to intervention • Making data-driven decisions • Improved drop off/pick up procedure • Beautified Extension environment • Using faculty meetings as Professional Development • Communicate positive accomplishments via broad array of media • Identifying State Street’s individual identity – in process <p>Next Mr. Myles projected where we are headed:</p> <ul style="list-style-type: none"> • After-school tutoring fully in place • Data digging sessions are scheduled • Standardized assessment practices, making goal-setting a habit • Increasing instructional minutes in math and reading • Standardizing lesson plan format • Diversity training scheduled • Increase staff day schedule prior to school starting for training – implement the Woodlands Way • Admin attendance at Unit meetings (Tommie) • Creating professional learning community • Book talks <p>Qasim asked what the top three goals are in this process. Tommie answered: Assessment, instruction, and infrastructure for leadership, and explained why.</p>
<p>3. Academic Excellence Committee Report</p>	<p>Peter Richardson presented the plan for the Committee. First meeting will be next Monday. Purpose is to allow more detailed discussion regarding progress of meeting our educational goals at State Street, and tracking process. Goal is to have oversight, but not at an oppressive level. Edgar Russell from PAVE will be helping the Committee learn what data is available for the Committee to do its work. Follow-up meeting will let Committee establish its expectations for staff, prepare dashboard, and get system in place of data and review.</p> <p>Committee includes Peter, Patricia Hanvey, Krista Claypool and Dennis Griffin. Staff involved include Tommie, Patty and Patrick Mulvey, to start. Hopefully Michael Pointer-Mace can attend as well. Will expand organically.</p>

	<p>Mitch Hartman asked some follow-up questions about the Committee make-up and purpose. Sue Bay explained how and why the Committee is being created to help the Board meet its function to provide a level of oversight over curricular and education issues. The recent issues with the probationary charter approval highlighted this issue, and the Committee should help meet that function. While the focus now is on State Street, the Committee will also provide oversight for Bluemound. Michael Pointer-Mace noted that staff at Bluemound are not resting on their laurels, but at all times are aware of the need to self-assess and strive to maintain the performance.</p>
<p>4. Strategic Plan Update: Mission & Vision Statement review/revision</p>	<p>Sue Bay introduced Joan Feiereisen, PAVE’s Program Director of Governance and Leadership. Joan has been involved in helping the Board for many years.</p> <p>Joan identified the need to update and review our Mission and Vision. All of the Board’s work arises out of and should be guided by the Mission and Vision statements.</p> <p>Joan first discussed the definition of “Mission” and “Vision.” After discussing a few handouts, Joan led the Board through an exercise of identifying the “What,” “Who” and “How” that underlie a good mission statement:</p> <ul style="list-style-type: none"> • What Woodlands does • Who the school does it for • How Woodlands does what it does <p>Joan then led a second exercise, asking the Board to draft a headline and lead sentence of a story in USA Today on January 23, 2028 regarding Woodlands. The results were outstanding.</p>
<p>5. Good News</p>	<p>Ms. Rodgers reported they completed the in-house forensics meet for 6th through 8th grade and it was terrific – not enough medals to recognize the excellence. Noted also that one graduate, Isaac Hoeschen, is headed to California for a national high school forensics competition.</p> <p>Mr. Myles reported that State Street is starting its own forensics tradition, through Ms. Papador. On MLK Day we had 45 volunteers at the school from Public Allies, a non-profit organization that places Americorps members in institutions to build a cohort of future non-profit professionals who have a vision of public service. They re-organized and upgraded the library, and the math and science room,</p>

	and inspired all with their energy and vibrancy. And, they have Chromebooks – thanks Mr. Hartman!
6. Adjourn	Peter Richardson moved to adjourn, second by Krista Claypool, the motion passed unanimously.

Prepared by: Matt O’Neill