

**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**

**October 20, 2016 - 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 -Y            Principal; Patty Rogers, Bluemound Principal - Y</p> <p><b>Trustees:</b>            Claypool, Krista - Y            Coby-Beaver, Jacqueline - Y            Caruso, Carolyn – Y            Griffin, Dennis - Y            Hartwig-Rahmani, Brenda – Y            Kahn, Qasim – N            Lathrop, Kirsten - Y            Richardson, Peter - Y            Sheka, Lynn – Y</p> <p>Guests: Michelle Scott, Business Manager; Lena Patton (PTO State); Patrick Mulvey;            Tracey Hermann (PTO Bluemound); Mitch Hartman; Michael Pointer-Mace</p>
<b>1. Board Procedures</b>	<p>Chair Sue Bay circulated a copy of Roberts Rules of Order prior to the meeting. Sue went over the basic rules with the Board. The point of the Rules is efficiency. Goal is to limit talking over other members or guests.</p>
<b>2. Finance Committee Update</b>	<p>Catherine Wittig circulated the summary Q1 2016/2017 financial statement prior to the meeting. Catherine presented a report: Finance Committee met last week; audit is proceeding well; Committee looking for approval of Q1 statements. Business</p>

	<p>Manager Michelle Scott walked the Board through the report. We are at roughly 23% against budget for revenue and expenses, which is on track with the budget after the first quarter. Board asked several questions about enrollment and expenses.</p> <p>Michelle discussed the balance sheet. Through the first quarter, the balance sheet items are tracking as expected. We have the money in accounts to cover our expected expenses through the quarter. Patrick Mulvey asked about the restricted accounts, and Michelle noted that there were funds raised by Student Council for their trips, and that money is in a restricted account.</p> <p>MOTION by Finance Committee to approve Q1 2016/2017 Financial Statements, motion approved unanimously.</p>
<p><b>3. Fund Development/ Marketing Committee Update</b></p>	<p>Carolyn Caruso gave report. The Committee met Tuesday and discussed photo consent form, which appears comprehensive and appropriate. Will be contacting Patrick &amp; Mandy Halley to start on the video. Fundraising letter hopefully will be out before Christmas.</p> <p>E-newsletter is in development. Designed for alumni and grandparents to keep them informed about the school. Not just an ask, but designed to bring them into what is going on.</p> <p>Board discussed developing a general policy of supporting fund raising efforts for school events. Plan is to have all fundraising pass through the administration and Committee, to keep a handle on the overall approach. The goal is to work to coordinate with parents who want to help, and to be supportive of all events and fundraising efforts. If event last year was not allowed to advertise through school, it is not likely to happen again.</p> <p>Committee is planning on a specific wish list on a donate page allowing givers to designate a gift.</p> <p>Committee planning a potential beer tasting event in February at a new local brewery.</p> <p>Carolyn thanked Tommy and Patty for setting aside their time to attend the Committee’s meetings.</p>
<p><b>4. Workforce Develop. Committee Update</b></p>	<p>Tommie Myles gave a report. Attended Workforce Development Committee meeting. Worked on 2 goals – a mission statement; and a plan to develop a salary scale. Read the draft Mission Statement</p>

	<p>for the Committee to the Board: – “to respectfully listen and give voice to the growth and development of school culture, financial and intangible benefits, and being part of the Woodlands Community through Touchstone.”</p>
<p><b>5. Strategic Plan Update</b></p>	<p>Strategic Planning committee met once since last meeting. Discussed the planning process. Next meeting is Nov. 7, 2016. Completing SWOT analysis. Will then schedule stakeholder meeting; goal is to invite 200 to get 60-70 attendees. Would like the Board to suggest potential stakeholders to invite to meeting. Meeting likely to happen in late January or February. Reasonable expectation is to have strategic plan completed in approximately April 2017.</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> <li>▪ Mitch Hartman – Bluemound teacher</li> <li>▪ Cindy Zielinski – State teacher</li> <li>▪ Amy Chandler – State teacher</li> </ul> </li> <li>○ Community <ul style="list-style-type: none"> <li>▪ Paul Haubrich</li> </ul> </li> </ul> </li> </ul>
<p><b>6. Woodlands State Report Cards</b></p>	<p>Wisconsin DPI Report Cards will be released later this year. Tommie and Patty discussed the items that will be addressed by and included in the report card, and the different challenges for State Street as a newer school capped at 5<sup>th</sup> grade. Mitch Hartman explained the different kinds of testing and what is included and what is not. MAP testing is not included in the report card. Question asked if we could drop one of the forms of testing and keep MAP testing; the answer is no, the state testing is mandated.</p> <p>Krista Claypool asked about whether the teachers are collaborating to ensure the two campuses are educating on the same model; there are questions by State Street parents if this is the case. Tommie confirmed that he and Patty are working daily, sometimes hourly, to</p>

	<p>bridge that gap. Looking to have staff working much more closely together.</p> <p>Dennis Griffin asked about the teachers' use of Strategic Learning Objectives (SLOs) and Personal Professional Goals (PPGs). Tommie and Patty discussed the different practices and experiences of the two campuses. Kirsten Lathrop and Krista Claypool discussed setting proper Smart goals, and have offered their own help to put that in place. Need to have some data involved to set a measurable Smart goal. Lena Patton discussed the vision of having both campuses pursuing a unified goal.</p>
<p><b>7. Good News</b></p>	<p>Tommie Myles reported the Simple Café event was a big success. Huge turnout, great Woodlands entertainment, will be a brief video coming out.</p> <p>Have great physical education substitute teacher at State Street, Danny Pope. Kids are very excited about him. Also helping as TA in 3-4 for Ms. Zielinski.</p> <p>Patty Rogers talked up the successful Time for Living program. Student Council has new mission statement and working on a vision. Making sure students that leave Woodlands are agents of change.</p>
<p><b>8. Adjourn</b></p>	<p>Motion to adjourn by Peter Richardson, second by Carolyn Caruso, motion passed unanimously.</p>

Prepared by: Matt O'Neill