

**Woodlands School
Board of Trustees Meeting**

Woodlands School Mission

Creating the character of the community through diverse education.

Vision

The best of what an urban education can be.

Minutes

October 26, 2017 – FINAL, APPROVED

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – N Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y</p> <p>Trustees: Claypool, Krista - Y Griffin, Dennis - Y Hanvey, Patricia - Y Khan, Qasim – N Miller, Milika – N Parsons, Don - Y 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; Michael Pointer-Mace; Fund Development Assistant and Operations Manager Katelyn Kastern; Kallie Schucknecht; Kathy Simonis; Amy Williams; Jody Schneider; Kieshan Jones-Sutton, PTO Liaison; Amanda Dushain, Patrick Mulvey</p>
1. Finance Committee Update	Chair Sue Bay circulated the quarterly financial statements for the last quarter prior to the meeting.

	<p>Treasurer Catherine Wittig gave a first quarter report. Nothing unexpected, everything is on track with budget. Audit currently in process, will be available for review at November meeting.</p> <p>Business Manager Michelle Scott reported on the financial statements. Balance sheet – increased cash on hand, did not extend line of credit. Increased allowance for uncollectible accounts. Explained some changes designed to improve collections, by pre-paying money for fees. Should decrease collection issues.</p> <p>Michelle walked the Board through the Revenue & Expenditures sheet. Enrollment targets met or exceeded so cash flow is positive. Current status is where we expect to be at this point in the school year. Expenses are a bit high due to roof issues and some other maintenance.</p> <p>Sue encouraged new Board members to inquire with Catherine if they have any questions about the financial statements.</p> <p>MOTION to approve first quarter financial statement, motion by Matt O’Neill, second by Peter Richardson, motion approved unanimously.</p>
<p>2. State Street Charter Renewal</p>	<p>ED Tommie Myles explained the UWM Charter Renewal meeting that took place at State Street yesterday. We knew going into the process that we were up for a three-year renewal, not a five-year renewal.</p> <p>Our formal application was submitted after the last Board meeting. Visit took place all day yesterday. Interviewed parents, teachers, students, Board members. The process was intense. The reviewers gave optimistic review and granted the three-year renewal. The renewal is, however, on a probationary status with certain “stipulations.” Tommie explained that the probationary status is not a cause for alarm, and is in line with our expectations given the initial difficulties as the State Street Campus has grown from its inception, and the recent change-over of administration.</p> <p>UWM Charter Review committee will fashion directives from an Action Plan to give us concrete steps to take to advance our goals, which will be included in the renewed charter as a stipulation. Tommie is confident we are already doing much of this and will be eager to follow and achieve the stipulations. We take the probationary status very seriously, and our accountability will be stringent. UWM could cancel the charter if we are non-compliant.</p>

	<p>The Committee was complimentary about some of the current processes in place at State Street, but at the same time will be placing tight controls on us.</p> <p>Patty Rogers explained the process of the renewal and how we will be re-submitting the application, and thereafter the action plan points will be developed and included as stipulations in the charter contract. There will be some further process before we see and review the new charter contract. We expect close monitoring (monthly) and, at a minimum, annual reviews going forward. One item they identified is disappointment that we have not completed our strategic planning process.</p> <p>UWM team will be providing us with a summary report of the renewal process for us to share with the stakeholders.</p> <p>Dennis Griffin expressed his appreciation for all of the work Tommie and Patty are doing and have done to bring State Street forward. He was expecting at best a three-year renewal. Dennis urged the Board to be more proactive regarding the academic improvement at State Street, and to take on a strong sense of urgency.</p> <p>Peter Richardson suggested the Board could benefit from a quarterly report from staff regarding progress within the various subgroups. Patty suggested this could be done, though it is not necessarily dashboard worthy. Trimester reporting consistent with our testing schedule may be more workable. Peter added we could create a Board committee focusing on the performance issues, to get into more depth than we can at the Board meetings. Several Board members noted agreement.</p> <p>Tommie commented that we may well benefit from a more dashboard type measurement on a regular basis, at least at State Street. He still believes in the initial goal of replication, but understands and acknowledges that State Street has its own unique challenges and issues.</p> <p>Erin Stenum asked if we could do benchmarking compared to other schools that have been through the probationary status. Tommie said he is already doing that.</p> <p>Patty cautioned against any panic in light of the probationary renewal. We can and will meet the challenge. UWM is optimistic as well.</p> <p>Krista Claypool views, as a Board member, a series of problems and practices. What is the problem, and what are the practices to address</p>
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	<p>the problem. She gave a concrete example of focusing on subgroups achieving at the lowest level, and creating and implementing throughout all levels how we are working to improve and solve the problems. Patty agreed this is part of the approach already in place, and is consistent with where we intend to go.</p> <p>Sue Bay, Patrick Mulvey and Peter Richardson engaged in further discussion of the proper Board role in overseeing and supporting the staff in their own processes and work at ensuring accountability at the teaching level. Michael Pointer-Mace identified the testing data that is available, and expressed there may be a more meaningful way to present that to the Board to aid the process.</p> <p>Dennis Griffin noted that at his school the Board is presented with achievement data at every meeting. We could work to put that in place during our meetings. Believes the Board should have a role in holding the schools accountable for the necessary education of every student, at both schools.</p> <p>Sue Bay will send out communication after the meeting to establish a new Academic Achievement Committee, that will include staff as well.</p>
<p>3. Preliminary View of Woodlands State Report Cards</p>	<p>ED Tommie Myles advised that the 2016-2017 State Report Cards for Bluemound and State Street are not completed, and not ready for any kind of release. Expect the reports to be finished in mid-November.</p> <p>PAVE is presenting a workshop in December on understanding the DPI report cards. Sue has found the workshops to be very helpful.</p> <p>Board discussed distinct issues for each campus.</p>
<p>4. Board Committees</p>	<p>Chair Sue Bay went through the committees and their respective functions, in order to help Trustees decide what committees will work best for them.</p> <ul style="list-style-type: none"> - Governance - Finance - ED Performance Review - Vision/Mission - Annual Meeting - Academic Achievement Committee

5. Good News	<p>Patty Rogers reported that 7-8 went to Camp Manitowish on a grant from a donor. Very positive feedback.</p> <p>State Street had its first 5-6 first visit to Camp Timberlee. Tommie is not a camper, but enjoyed the experience greatly. The students are excited to return. Krista Claypool reported that students would like some donations of ping pong tables.</p>
6. Adjourn	<p>Peter Richardson moved to adjourn, second by Krista Claypool, the motion passed unanimously.</p>

Prepared by: Matt O’Neill