

**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

December 5, 2016 – APPROVED

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – Y Treasurer – Catherine Wittig - N Secretary – Matt O’Neill - Y Ex-Officio – Tommie Myles, Executive Director/State Street - Principal; Patty Rogers, Bluemound Principal</p> <p>Trustees: Claypool, Krista - Y Coby-Beaver, Jacqueline - Y Caruso, Carolyn – Y Griffin, Dennis - Y Hartwig-Rahmani, Brenda – N Kahn, Qasim – Y 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; Kathy Simonis; Brook Zocher</p>
1. 2015-2016 Annual Audit Report-	<p>Valerie B & Wendy Hanson of Walkowicz, Boczkiewicz & Co., S.C. presented a report to the Board. They handed out copies of the Audit Report prior to the meeting.</p> <p>WB finished the audit on time. Issued an unmodified opinion – the cleanest possible. Bottom line is \$443,000 excess revenues over expenses; much improvement from the prior year.</p> <p>Valerie walked the Board through the entire Report. Did not find</p>

	<p>any weaknesses in internal controls. Found 2 items of non-compliance, but they were not substantial and have been corrected. Details are set forth at pages 21-23 of the Report, and were reported by Wendy.</p> <p>Wendy discussed an attached letter that advised the school about items that were overlooked and can be subject to better control. Biggest item is purchase of items through credit card where the school pays an income tax that it should not pay, and is not an allowable expense.</p> <p>Wendy directed the Board’s attention to a WB letter to the Board of Directors. The letter is fairly standard, and includes a list of all changes and adjustments made during the audit.</p> <p>Valerie and Wendy confirmed the organization’s finances have reached a point of stability.</p> <p>The Board thanked them for the excellent report.</p>
<p>2. Finance Committee Update</p>	<p>ED Tommie Myles gave a brief report. When Michelle was brought on, we had consulting help from Tom Sprague to help with the transition. We have decided to now let Tom go as a consultant, and let Michelle develop a sustainable business office based upon the help she received to date. Tommie thanked Tom Sprague for his critical help through a difficult transition</p> <p>.</p>
<p>3. Fund Development/ Marketing Committee Update</p>	<p>Lynn Sheka gave a report. The Committee is finalizing our fundraising appeal letter. Working to send it out with full panoply of information. Working with Brenda on a fund raising event for both campuses. Looking towards a beer tasting event.</p> <p>Also looking to incorporate the informal fundraising informed by teachers into our budgetary process.</p> <p>Making a motion to the Board to approve a draft Fundraising Policy, which was circulated prior to the meeting. It reads:</p> <p>[DRAFT] WOODLANDS SCHOOL, INC. FUNDRAISING POLICY</p> <p>Woodlands School, Inc. encourages and welcomes fundraising to help offset expenses and maintain a first-class learning environment. To ensure fundraising activities comply with the schools mission, values, and policies, and are equitably promoted</p>

to key stakeholders, all fundraising activities on behalf of the school need to be shared with the Executive Director and principal(s), as well as the Board's Marketing and Fund Development Committee for discussion and approval.

The following information needs to be shared in writing at least 60 days in advance of the proposed event so that it can be thoughtfully evaluated by Administration and the Marketing and Fund Development Committee.

- Type of fundraising (e.g. event, raffle, sale)
- Date and location
- Timeline of activities that includes ample time for all approvals(e.g. 60 days prior to event)
- Target audience
- What the fundraiser is raising funds for
- Who will manage the fundraiser and be accountable for the revenues and expenses
- What is the revenue goal for the fundraiser
- What kind of promotion is requested from Woodlands School Inc.
- If students are not involved will alcohol be served?

This policy is not meant to limit fundraising ideas, but rather to provide a clear and transparent structure to better organize, manage and promote school fundraising activities, and to ensure that funds are appropriately accounted for and directed to the school's most critical operating and capital needs.

Matt O'Neill asked why a 60-day requirement; would prefer just 30 days. Mitch Hartman noted there are long-time fundraisers that are dedicated; will they be impacted? Lynn and Carolyn Caruso explained they can and will still go ahead; the Committee and Administration would like to know about everything however so they can do their own budgeting knowing here money is coming in.

Carolyn explained that there should always be an ability to OK a fundraiser short of the notice requirement if there is good reason.

Qasim Kahn noted that we may want to avoid having too many restricted funds, which our consultant recommended. Lynn explained we are looking to have just a drop-down set of requests that we can control. MPM put in a plug for special education.

Matt asked that the final par take out final phrase "critical operating and capital needs," as it could be read as discouraging other fundraising. Lynn agreed.

MOTION by Committee to approve with two changes, 30 days instead of 60, and taking out final clause; as amended, motion

	approved unanimously.
<p>4. Workforce Develop. Committee Update</p>	<p>Tommie Myles gave report – he reached out to Brian Galineau and have a final draft of the new mission statement. Tommie displayed it for the Board: “The FDS Committee is a collaborative group of ... whose purpose is to respectfully listen and give voice to the growth and development of the school culture, including financial and intangible benefits.”</p> <p>Committee discussed idea of having units adopt a board member. Help build a more personal relationship between the Board and the students.</p> <p>Patty added that in the past we made an effort to have a Board member at every major school function, and introduce them. May make effort to build the practice back up. The Board discussed ways of best communicating to Board members the key events they should consider making the time to attend.</p>
<p>5. Strategic Plan Update</p>	<p>Sue Bay gave update: Steering Committee had 2d meeting on renewed process Nov. 7, 2016. Continuing SCOT (strength, challenges, opportunities, threats) process. Broke down each category. Meeting next Monday, and start planning the stakeholder meeting, likely in the spring. We expect the full Board at the meeting.</p> <p>Next step after meeting is setting our goals.</p> <ul style="list-style-type: none"> • Steering Committee members include: <ul style="list-style-type: none"> ○ Board: <ul style="list-style-type: none"> ▪ Susan Bay – board/parent ▪ Krista Claypool – board/parent ▪ Peter Richardson – board/finance ▪ Carolyn Caruso – board/fund development ○ Staff: <ul style="list-style-type: none"> ▪ Tommie Myles ▪ Patty Rogers ▪ Jeff Rauworth – Bluemound teacher ▪ Mitch Hartman – Bluemound teacher ▪ Cindy Zielinski – State teacher ▪ Amy Chandler – State teacher ○ Community <ul style="list-style-type: none"> ▪ Paul Haubrich

<p>6. Executive Director Performance Review Committee</p>	<p>Sue Bay formed committee to develop review for ED/Principal. Sue, Kirsten L, Peter R, Qasim and Matt. Two meetings so far, to brainstorm on the process – set up initial review process and then permanent process for ensuing years.</p> <p>Have established seven standards as a beginning basis, based upon our own job description and research of other organizations; Sue described them to the Board. Kirsten has worked to lay these elements out in detail, and incorporate them into a rubric. Committee is now getting input from Tommie about the process; he will also work with Workforce Development. Best case is bringing approved process for the Board’s February 2017 meeting.</p>
<p>7. Good News</p>	<p>Patty Rogers reported successful conferences, nearly 100% participation. This week is Renaissance Fair for 7-8 unit; Thursday night 6:30 production will be incredible. Then celebrating holidays around the world, with all-school sing-along on final day of school year. Ugly sweaters contest will be in force.</p> <p>Tommie reported on scholastic book fair, was outstanding with a Pirate theme. \$4,500 raised. State Street has reached full enrollment at 252 students.</p>
<p>8. Closed Session – Employment / Promotion / Compensation</p>	<p>MOTION to go into closed session to discuss employment matter, motion by Matt O’Neill, second by Jason Schultz, motion approved unanimously.</p> <p>Board came out of closed session.</p>
<p>9. Adjourn</p>	<p>Motion to adjourn by Peter Richardson, second by Carolyn Caruso, motion passed unanimously.</p>

Prepared by: Matt O’Neill