

**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

February 20, 2018 – FINAL

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – N Treasurer – Catherine Wittig - N Secretary – Matt O’Neill - Y</p> <p>Trustees: Claypool, Krista - Y Griffin, Dennis - Y Hanvey, Patricia - Y Khan, Qasim – N Miller, Milika – Y 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; Kathy Simonis; Michael Pointer-Mace; Fund Development Assistant and Operations Manager Katelyn Kastern; Kieshan Jones-Sutton, PTO Liaison; Shonte Bryant</p>
1. State Street Charter Renewal	<p>Chair Sue Bay reported she and Tommie Myles met last week with Board of Regents in Madison re the State Street Charter. Woodlands State Street was approved formally for the three-year probationary renewal. Will have annual reviews, plus the monthly check-ins. Bluemound is set to start the renewal process next month. As of July</p>

	<p>1, 2018 State Street will formally be named Woodlands State Street Campus per the charter. The name “Woodlands East” will officially be retired.</p>
<p>2. Academic Excellence Committee Update</p>	<p>Peter Richardson reported. First meeting was 1/29/18. Edgar Russell from PAVE gave a presentation, which led to discussion about data schools have and can use for board purposes. The Committee realized it wants to reconvene and start charting out its own scope and duties it wants to pursue. Peter arranged meeting with Michael Byrne of Bruce Guadalupe to get some information about the workings of a similar committee and their use of data.</p> <p>After the meeting there were further discussions between committee members, asking Tommie Myles about available data and what we have in hand for use by the committee.</p> <p>Tommie commented we will work to gather the most relevant data points to track progress on academic performance. Winter data is good opportunity to develop the protocol and process for data review and use. Comparison with Bluemound will be helpful in setting goals and tracking performance. He believes we are headed in the right direction.</p> <p>Eventually the committee may develop a useful dashboard for the board to review to track performance and progress.</p>
<p>3. Finance Committee Update</p>	<p>Prior to the meeting, Chair Sue Bay circulated to the Board an updated draft of the Form 990 2017 Tax Return for Woodlands School, Inc.</p> <p>Michelle Scott discussed the 990. Pointed the Board to a few changes in the prior draft, including the reporting of fundraising revenues. No other substantive change. Filing was extended, and is due in May.</p> <p>Motion to approve the Form 990, as amended, by Matt O’Neill, second by Peter Richardson, motion approved unanimously.</p> <p>Michelle Scott discussed work with new banker. He noted the authority of Board Chair to execute various documents, by authorization of the Board. Would like that specifically done by the Board.</p>

	<p>Motion by Peter Richardson to authorize Sue Bay to sign Letter of Credit on behalf of organization, second by Sonya Sobush, motion approved unanimously.</p> <p>Michelle discussed schedule of charges for Parent and Student Services. Committee decided not to change the fees, despite the fact that we lose some money on certain fees. Tommie Myles noted we should focus on continued improvement in collection to avoid any shortfalls. Patty Rogers noted that we lose some money on lunch but do not lose on Extension, and it offsets any loss on lunch program. Patty noted also we set the fees in a way that we do not have families abandoning the lunch program.</p> <p>Motion to approve the unchanged Parent and Student Services fees for 2018/2019, motion by Erin Stenum, second by Patricia Hanvey, motion approved unanimously.</p>
<p>4. Governance Committee Update</p>	<p>Milika Miller reported that we will need replacements for Vice Chair Jason Schultz and Secretary Matt O’Neill. Trustees should let Jason or Sue know if they have interest.</p> <p>Malika also reported that Committee will be recommending a change to Bylaws to allow flexibility for Chair to remain for at least an additional year, and not be strictly limited to two-year term, which is not clear in the bylaws as it relates to trustee term.</p>
<p>5. Fund Development Update</p>	<p>Executive Director Tommie Myles reported that they have learned of a new Charter School Expansion and Replication grant available from the federal government. Tommie and Kaitlyn went in and met with an official to determine if we can qualify into any category for an expansion grant. Replication grant is not available to us, but we may be able to apply for a grant for the continued expansion of State Street (while we continue to grow out into the 7th and 8th grades). The official confirmed we can apply for \$750,000, 3-year expansion grant. The problem is the 2018 application is due March 9, 2018.</p> <p>Tommie and Caitlyn looked into what would be required and determined we did not have adequate time to complete a quality application by March 9th, so we will begin gathering and look to submit a complete application next year. Should we succeed, the grant money will need to be earmarked for a specific use consistent with the grant program.</p>

<p>6. Board Conflict of Interest Policy</p>	<p>Sue Bay circulated prior to the meeting a proposed conflict of interest policy. Bylaws require that Trustees execute a conflict of interest form, and the tax return encourages a written policy. Intent of the policy is to make sure we identify any kind of conflict and have appropriate recusal if necessary.</p> <p>Sue will bring this up each year at the August meeting and ensure we have forms executed by each Trustee for each school year.</p> <p>Motion to approve the Conflict of Interest Policy, by Peter Richardson, second by Erin Stenum, motion approved unanimously.</p>
<p>7. Good News</p>	<p>Patty Rogers discussed multiple trainings they have completed this year, including diversity, trauma, helping children succeed, and LGBTQ community welcoming. Staff from both schools attended, and were enthusiastic and involved.</p> <p>Tommie Myles reported about MLK day volunteering at the school from Public Allies. That led to another Public Allies group sending a representative to help organization build a sustainable project of need. The representative was a proponent of student leadership, and Tommie proposed a program to establish a program to promote student leadership in the middle school level. Public Allies ran with it and will return with a program to put into place this school.</p>
<p>8. Adjourn</p>	<p>Don Parsons moved to adjourn, second by Krista Claypool, the motion passed unanimously.</p>

Prepared by: Matt O’Neill