

**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

February 23, 2017 – APPROVED

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – N Treasurer – Catherine Wittig - Y 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 – N Griffin, Dennis - Y Hartwig-Rahmani, Brenda – Y Khan, Qasim – N Lathrop, Kirsten - Y Richardson, Peter - Y Sheka, Lynn – N</p> <p>Guests: Michele Scott, Business Manager; Tracey Hermann (PTO Bluemound); Mitch Hartman; Michael Pointer-Mace; Kathy Simonis; Amy Williams; Patrick Mulvey; Lena Patton</p>
1. Finance Committee Update	<p>Treasurer Catherine Wittig gave an update. Circulated current fees for extension, lunch, milk, K4 afternoon, and NSF. Committee is suggesting reduced rates for students qualified for free and reduced. Michelle Scott explained this level of fees is limited and is awarded scholarship style; this option is not currently well known. Effort is being made to inform parents.</p> <p>Patty and the Board discussed the practice of requiring families to make a deposit in advance for use of extension or for hot lunch.</p>

	<p>Better practice for the administration than billing later for the services and being put into the position of being a bill collector.</p> <p>MOTION by Finance Committee to approve issuance of letter to parents requesting deposit, by August 1, 2017, of \$50 for lunch and extension, in order for administration to plan, second by Peter Richardson, motion carries unanimously.</p>
<p>2. Fund Development/ Marketing Committee Update</p>	<p>Brenda Hartwig-Rahmani reported we have new potential dates for our beer-tasting fund raising event. Brenda is looking to align the best date for the event, vis-à-vis the Annual Meeting and other school events.</p> <p>Lynn Sheka suggested June 3, 2017 as a possibility; could work well because it is prior to the year end and the 8th grade families may still be willing to participate.</p> <p>Committee is working on finalizing the appeal letter, and Lynn is researching clearing houses to accomplish the mailing. Plan is to complete within the month.</p> <p>Sue Bay discussed initial planning for the Annual Meeting. Hold May 18, 2017. Want the details in place before our next board meeting.</p>
<p>3. Workforce Develop. Committee Update</p>	<p>Executive Director Tommie Myles gave a report. Committee met on Friday, is in initial stages of finalizing analysis of salary scales and approaches (for teachers and TAs). Progress is encouraging; the process is challenging. Once this piece is completed, the Committee’s work product will be forwarded to Finance Committee for review.</p>
<p>4. Strategic Plan Update</p>	<p>Chair Sue Bay gave report. Stakeholder session took place on Feb. 7, 2017; Sue thanked all for their participation. Discussions were robust and helpful to the Committee’s approach. Process identified several categories that a broad range of stakeholders agreed were critical to address.</p> <p>Next Committee meeting scheduled for March 13, 2017. Prior to that Joan Fieireison will gather input from staff.</p> <p>Board members discussed the utility of the meeting, and healthy exchange of ideas and, in some cases, venting of some frustrations.</p>

	<p>Tommie remarked on how useful the process was for him in identifying things that parents do know and don't know.</p> <p>-----</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>5. Executive Director Performance Review Committee</p>	<p>Sue Bay gave report. One of the Board's primary obligations is to complete a review of the Executive Director. Committee's goal is to develop a procedure to complete this function.</p> <p>Prior to the meeting, Sue circulated the Committee's draft of a Principal Evaluation timeline, as well as potential review criteria and a rubric for the analysis. Sue walked the Board through the proposed timeline for the process. Committee has prepared 7 specific standards, with several different related indicators. The idea is to choose one indicator from within each standard to focus on during the year. Proposed schedule has the process completed throughout the year, from August through June of the following year:</p> <p>August – Set annual goals from criteria and indicators</p> <p>December – Quarterly progress check-in</p> <p>March – Quarterly progress check-in</p> <p>May – ED completes self-evaluation; Board members complete rubric evaluation; staff completes evaluation; Performance Review Committee gathers results</p>

	<p>June – Board discusses evaluation; Board and ED review results and develop appropriate action plans; Board and ED evaluate the review process itself.</p> <p>Tommie and Sue also discussed keeping a record of artifacts, similar to portfolio that all Woodlands students maintain.</p> <p>Michael Pointer Mace had question about whether this process will satisfy Educator Effectiveness review requirement. Patty Rogers said it will need to be a parallel process, and she and Tommie have discussed the process. Educator Effectiveness must be separate, as evaluators must be certified.</p> <p>Mitch Hartman asked whether staff will become involved in the ED Performance Review process, as they will have the direct involvement. The answer is yes, their evaluation is a part of the process.</p> <p>Board and guests had extended discussion regarding inter-relation of this process and Educator effectiveness process, and relation to the job description. Review process will also use CESA data.</p> <p>Committee is still working to finalize the process and the criteria and rubrics. Committee will, however, begin in the next board meeting working on a review of Tommie Myles for this school year. Kathy Simonis asked if we will use a staff review in this year’s process, and all seemed to agree that is a good idea.</p>
<p>6. Chief Educational Director Update</p>	<p>Prior to the meeting, Sue Bay circulated a Chief Educational Director (“CED”) report for February 2017, and a draft CED/Principal job description.</p> <p>Intent is to approve the description, and to circulate it to staff and parents so that all involved know what the Chief Educational Director’s role is: distribution, posting on website; email to parents, include in Handbook, etc.</p> <p>MOTION to approve proposed Chief Education Director/Principal Job Description, with addition of required licensure, and to circulate the Job Description to all interested parties and include in Handbook and on website, motion by Matt O’Neill, second by Peter Richardson, motion approved unanimously.</p>

	<p>CED Patty Rogers gave the Board a summary of highlights from her February 2017 report, in a good strong voice. Similar report was provided to staff to keep all informed about our progress and goals through the CED position. Confirms staff has been working very hard, and there has been a lot of aligning between the two campuses. Query what of this information we should be sharing with the families, if there are those who have concerns about communication and what the parents know and don't know.</p> <p>Tommie Myles has already circulated to the State Street families an abbreviated version of the report; perhaps that should also be shared with the Bluemound community.</p>
<p>7. MAP Testing Report</p>	<p>Tommie Myles and Patty Rogers met with Adrienne Woods and Nicole Beier from UWM, and the continued growth at both campuses in MAP scores has been very good, greatly improved from last year.</p> <p>Tommie summarized Performance Framework Results for State Street. Shows substantial improvement from last year. One change we made was to standardize the manner in which testing was completed, developed through collaboration from both campuses.</p> <p>Patty reported on the results for Bluemound. Results are positive in part, but still need improvement in growth achievement gap with African American students. One note – this includes certain high achieving groups that have reached a high level and are not continuing same growth rate because they are performing very highly.</p> <p>Tommie and Patty have identified some common issues between campuses, and will be coordinating certain units for purposes of working to improve the growth rates.</p>
<p>8. Good News</p>	<p>Tommie Myles reported that State Street enrollment is full, and waiting list for next year is growing. Families are staying longer; retention rate has increased greatly.</p> <p>Kim McKenna and Kelly McKenna have been meeting to coordinate the processes at both campuses. Continuously working on growing the waiting list. Including a “First Available” category of families who are willing to send children to either campus as opening occurs.</p>

	<p>Bluemound also fully enrolled, with a waiting list for next year.</p> <p>Collectively, this enrollment stability allows us to properly begin planning and budgeting for next year.</p> <p>Brenda Hartwig-Rahmani reported that she was given a tour of Bluemound today by Michael Pointer Mace as the adopted board member for special education. Gave positive review and saw things she had not seen before.</p> <p>Tommie reminded Board to set dates to get started as an adopted member of a class.</p>
<p>9. Adjourn</p>	<p>Motion to adjourn by Catherine Wittig, second by Jacqueline Coby-Beaver, motion passed unanimously.</p>

Prepared by: Matt O’Neill