

**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

March 23, 2016 – FINAL

Attending:	<p>Officers: Chair – Loretta Cephus – Y Vice Chair – Sue Bay – Y Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Executive Director/Principal; Patty Rogers, Principal, Woodlands Bluemound</p> <p>Trustees: Acevedo, Rafael – Coby-Beaver, Jacqueline - Caruso, Carolyn – Y Griffin, Dennis - Y Hartwig-Rahmani, Brenda – Newell, Dr. Markeda - Richardson, Peter - Y Schultz, Jason - Y Sheka, Lynn – Y</p> <p>Guests: Michelle Scott, Tom Sprague; Jody Schneider, Amy Williams, Mary Perzyk, Kelly McKenna, Mitch Hartman, Kim McKenna, Kallie Schuknicht, Kathy Simonis, Crystal Arrington, Jeff Rauworth, Patrick Mulvey , Rosalie Gazzana,</p>
1. Succession Planning	<p>Loretta updated the Board regarding the succession planning process: parent letter is going out tomorrow, along with Maureen’s retirement announcement; letter will include link to parent survey to be completed by April 1; search firm is in info gathering phase of 30 days or less; after that will gather feedback from parents, faculty and staff; looking tentatively to 2d week of April; staff survey has been sent by email; Lynn and Carolyn are drafting a press release</p>

about retirement and open position; Woodwinds will include weekly updates.

Lynn Sheka had question about interviewing – who will be in the room for interviews, and who makes the final decision. Loretta and Maureen have discussed the issue; Maureen stated there will be parent and staff representation in the interviews; Maureen explained we will look to PTO to help decide parent and unit representative; staff will need to determine who they will include;

Lynn stressed that the more opportunity to participate, the better the process and the more the buy-in. Surveys serve a purpose, but direct input and involvement is important; expects the comment section will get the greatest responses.

Kathy Simonis asked how the letter and survey are going out; answer: paper letter and electronic survey; Kathy worries that the April 1 cut-off seems early b/c of spring break; Loretta said the deadline can and will be pushed out;

Carolyn Caruso wants to know who exactly will be involved in the final interview. Loretta said all persons involved in the interview process will be invited to participate in all levels of interviews. Jonathan West said as a search firm person, he would object to that. But the final determination is made by the Board, so he might suggest narrowing the group of persons in the room as the process gets down to the end. Input at every level is great, but need to have a workable process. Loretta explained that Jonas Walters will conduct an initial “scrub” to narrow the field of candidates that do not meet our criteria; they agreed to our continued participation throughout the process.

Carolyn Caruso wants to know whether the same stakeholders will be involved at each stage, for consistency. Loretta said that is ideal, but will be dictated in part by the availability of the various involved stakeholders. Carolyn said she hopes that this is important enough that the stakeholders place some importance on this process over other obligations.

Mary Parzyk said when Maureen was hired, the same group was involved throughout the entire process; everyone made the commitment. Lynn said we should make this clear and add that to the Woodwinds update.

	<p>Sue Bay asked whether the feedback sessions will be open in general, or limited to just representatives. Loretta is not sure, depending upon the Jonas Walters views. Matt O’Neill added that the feedback sessions should not be limited, though the interview process will necessarily be limited. Sue commented that if Jonas Walters does not want to have open feedback, she is willing to have independent sessions where she would be open to listening to everyone. Loretta said if we do need that, by all means we should go ahead and do that for the Board.</p> <p>Jonathan West asked again whether there is an interim plan in place. Loretta said yes there is, but it is not in a fashion to share at the moment. Jonathan said such a plan should be shared. Carolyn and Matt agreed that an interim plan should be put in writing and shared with stakeholders. Loretta will circulate that to the Board to get something in writing we can share.</p>
<p>2. Strategic Planning</p>	<p>Loretta Cephus updated the Board on Strategic Planning process for the 2016–2019 school years. There will be a stakeholder input meeting on <u>May 4, 2016</u> at the Bluemound Campus.</p> <p>The key elements of the strategic planning are:</p> <p>Communication Long-Term Sustainability Academic Performance Organizational Leadership Marketing/Branding (NEW)</p> <p>The Steering Committee includes:</p> <p><u>Board Members</u> Sue Bay - suembay@gmail.com Peter Richardson - peterrichardson@northwesternmutual.com Jason Schultz - jasonjschultz@gmail.com Loretta Cephus - drinkardi@aol.com</p> <p><u>Staff Members</u> Shirley Hubbard - shirley.hubbard@woodlands-school.org Cindy Zielinski - cynthia.zielinski@woodlands-school.org Amy Chandler - amy.chandler@woodlands-school.org</p> <p><u>Community Members</u> Paul Haubrich - UWM Max Schuette - TNTP - max.schuette@tntp.org Paul Sackmann - Park Bank - PaulS@parkbankonline.com</p>

	<p>Sister M. Joan - srjoan@schsrsmary.org Mitch Hartman asked a clarifying question. He wants to participate, but does not know how to do so. Loretta explained that we have selected the representatives for the steering committee, and in the future Joan F will be providing opportunities to receive input.</p> <p>Sue Bay added that there will be a specific faculty/staff session for input.</p>
<p>3. UWM Charter Contract Update</p>	<p>Adrienne Woods, the UWM Charter School Director, recently sent an email to charter school leaders advising that UWM is requesting that the charter school contract be updated to reflect the below information to update the next charter contract:</p> <p><i>“After having further discussion with Jennifer Herzog in the UWM Office of Legal Affairs, we have determined that the best way to move forward with the amended model charter contracts at this juncture is for schools to use one of the following options:</i></p> <p><i>Option 1</i></p> <p><i>1. Use the attached revised model contract and insert the information requested in Section 3.1 of the contract. If any of the language you insert is different from the language currently in your contract, please indicate such as a comment. The attached model contract is for continuing school and includes all recent modifications that were redlined in the contract I sent March 10th.</i></p> <p><i>Option 2</i></p> <p><i>2. Use the contract that I sent March 10th and reject the strikethroughs in Section 3.1, if that information is still correct. Then accept all other modifications or reject with comment for items that your attorney would like to question or negotiate.”</i></p> <p><i>Jennifer presented the contracts in this manner with the thought that it would give the opportunity for schools to revise language in Section 3.1 if (i) the old responses are no longer accurate (ex. a new individual has taken charge since the last contract) or (ii) the old responses are insufficient (ex. disciplinary procedures did not include grounds/procedures for expelling students in the last contract but are required to be included in this contract). Additionally, Section 3.1 (16) regarding methodology for monitoring and verifying enrollment, etc. didn’t exist in past contracts, so new</i></p>

	<p><i>responses would be needed.</i></p> <p><i>Additionally, I have changed the due date to April 15, 2016 for your attorney to submit contracts to Jennifer.”</i></p> <p>Loretta explained that this has been forwarded to Sue Bay for consideration, as she was involved in our last charter contracting process. Maureen added that UWM is now going to do the renewal in the 5th year, not 4th year of the contract. This issue has to do with some changes to the charter law since our contract.</p>
<p>4. Annual Meeting</p>	<p>The meeting is tentatively scheduled for May 19, 2016, at 5:30 pm, and would formally start at 6:00 pm. Update from administration and PTO.</p> <p>Crystal Arrington said we had secured Burke’s as the location, but they have since closed. She has not been able to contact the new owners. Kelly McKenna will help – she has the name and contact information for the new owners.</p> <p>Rosalie asked if we will be changing the format; the answer is a resounding yes. We will streamline some things and look to make a more interesting and efficient meeting.</p>
<p>5. Committee Updates</p>	<p>Finance Committee</p> <p>Tom Sprague gave a presentation regarding the new financial reports the Business Manager will be developing. He concludes the school is in excellent financial shape, despite the need to engage in cleanup of our financial statements. Circulated a balance sheet for 12/31/15 and a newly formatted Revenue and Expenditure sheet. Noted that our existing financial information was bloated, and needed to be narrowed.</p> <p>Balance sheet – what we own and what we owe. Cash position as of December was where we expected to be; the picture is always less positive by the end of the school year for a charter school. Is a healthy balance sheet for a charter school.</p> <p>Revenue and Expenditure sheet is broken down by campus and shows actual to budget. Instead of breaking down by month, we will be communicating the percentages against budget.</p> <p>Bottom third of the sheet breaks out certain items that are not traditionally operating expenses (e.g., implementation grant). This</p>

gives us a clearer picture of the operational performance.

Expenses are broken down into just five standard categories for charter schools, which will give us an easier comparison to other charter schools.

Catherine Wittig said we will also be moving to quarterly reporting, rather than monthly. Tom strongly recommends this change.

Loretta asked some specific questions based upon the more detailed budget entries. Tom explained they are still working through how we are categorizing our expenses, and some may be combined.

Catherine added that the financials reflect a shift from accruals to cash in an effort to more accurately reflect current financials.

Peter Richardson noted that Finance Committee reviewed the complete financials during its meeting on Monday. This is a lot of information to take in, because it is a new format. Said he believes this is reliable and will be a positive change, but we will need some time to become comfortable with how it works.

Next Finance Committee will be Monday, April 11, 2016, and again on April 18, 2016.

Michelle Scott said the new payroll is all set up and ready to go. Will start inputting the information on Friday; will be effective as of April 1, 2016. Mitch Hartman has looked into it, and commented it looks much improved from the current payroll system.

Maureen added that tomorrow the auditing folks will be at both campuses to review our compliance with outreach requirements.

Fund Development Committee

Prior to the meeting the committee's minutes were circulated.

Facebook program has been fully implemented; Mitch Hartman and Kim McKenna are now the two administrators in charge.

Will have new design for letterhead in the next two weeks.

Donor database has been expanded to 600 names. Parents can get volunteer hours for providing additional names. Aiming for a soft ask letter in May 2016 to all persons in the database.

	<p>Governance Committee</p> <p>Sue Bay stated that she and Maureen and Patty are working on updating the school handbook. Is getting in pretty good shape; waiting for some final feedback and will plan to present to the board at the next meeting.</p>
<p>6. Adjourn</p>	<p>Motion to adjourn by Matt, second by Catherine, motion passed unanimously.</p>

Prepared by: Matt O’Neill