

**Woodlands School
Board of Trustees Meeting**

**Minutes
March 26, 2015 - Approved**

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 – Woodlands East - Y Patty Rogers, Principal, Woodlands - Y</p> <p>Trustees: Acevedo, Rafael – Y Coby-Beaver, Jacqueline - N Caruso, Carolyn – Y Griffin, Dennis - N Hartwig-Rahmani, Brenda – Y Newell, Dr. Markeda - Y Richardson, Peter - Y Schultz, Jason - Y Sheka, Lynn – N</p> <p>Guests: Brian Mitchell (PTO); Ms. Gazzana, Mr. Rauworth; Ms. Hubbard; Mr. Pointer-Mace; Dave Steele & Joan Feiereisen (PAVE); Lisa Attonito; Woodlands Student Council representatives: Audre Young-Huggins; Simone Pointer-Mace; Dorothea West; Malena Grimm</p>
1. Woodlands School – Student Council	<p>Chair Loretta Cephus welcomed all to the Board meeting. Loretta commented that the Board enjoys the opportunity to have the students from Student Council visit the Board meeting.</p> <p>Mr. Rauworth introduced the Council members and explained their approach to leadership.</p> <p>Representative Malena Grimm explained how younger children look up to her because she is on Student Council, which obligates her to be a good role model.</p> <p>Representative Dorothea West is organizing the Penny Challenge for the school; had to meet with teachers and get things approved. Adds organizational skills for the students.</p>

	<p>Representative Simone Pointer-Mace said it is her first year on SC; she helped organize the middle school dance, and spoke at ensemble, and made the event a success. Simone explained ensemble, and how the Student Council members go on stage and present information or perform skits. Public speaking is a big part of SC, and her skills are improving.</p> <p>Representative Audre Young-Huggins is working on Book Fair, and helping with the 8th grade graduation dance. She is learning how to make time to complete extra tasks, and take care to have information correct before meetings with teachers. Learned about how to get things approved by the authorities.</p> <p>The young leaders explained their reasons for joining Student Council – to develop leadership and confidence, to be part of ensemble, work on public speaking, to be part of what is happening at the school, to improve on the high school resume, and to help out with decision-making.</p> <p>Loretta thanked them for taking the time to address the Board, and for being leaders at Woodlands.</p>
<p>2. Introduction of New Business Manager</p>	<p>Loretta introduced our new Business Manager, Bonny Wesson, and all welcomed her to the School. Bonny presented some of her relevant background experience doing accounting for schools, and stated how welcoming Woodlands has been to her.</p>
<p>3. PAVE</p>	<p>Loretta thanked Dave Steele and Joan Feiereisen for agreeing to address the Board regarding the assets that PAVE offers to Woodlands, including PAVE’s focus on long-term sustainability through fund-raising and strategic planning.</p> <p>Dave noted Woodlands has been a partner school with PAVE for four years. Involvement goes back to late 90’s when Woodlands transitioned into a charter school. Gave some history of PAVE, transforming from providing scholarships to providing supply-side help for the schools. Focus has shifted to assisting with board governance. Launched the Board Corps program a few years ago.</p> <p>The Board watched the PAVE video regarding the Woodlands Board.</p> <p>Joan circulated copies of the PAVE Annual Report, which features Woodlands. Dave also circulated the feedback report, showing the partner school responses to their survey questions. Dave walked the</p>

Board through the report. Some highlights:

- Student mobility – we are at 3%; many MPS schools approach 25%.
- Student stability is 93%, which is excellent.
- Teacher retention is 100%.
- Woodlands test scores are well above the average PAVE partner school.

Dave discussed our Board’s makeup, structure, and committee makeup. Woodlands does not have Education Committee, which many schools, do, but there is a school of thought that this is appropriate.

Joan discussed how PAVE has been working with Maureen Sullivan and Loretta on an assortment of issues, largely on the business end of running the school. One highlight is strategic planning, where they help facilitate and pay for the strategic planning, and currently offer it in-house. Will also help Woodlands develop a business plan, particularly with the ongoing expansion. Can also assist with our succession planning for Ms. Sullivan. Finally, will assist us with putting together a fund development program. The fundraising will be able to take off after we have completed strategic planning, which is how you portray the school to givers.

Rafael asked about the assistance available for succession planning. Joan said PAVE can help with the search process; Dave and Joan have served on search committees for partner schools.

Finally, Joan circulated a brochure listing upcoming, free PAVE board training sessions.

Loretta explained we have interviewed candidates, and retained Lisa Attonito as fund-raising consultant. Lisa gave some background - has been in non-profit world for 20+ years; outlined some recent successes; workers with Sojourner Peace Center;

First priority – review the Woodlands brand; will engage with Maureen, Patty Rogers and other stakeholders throughout the process; hoping to complete the process before our annual meeting in May, and before we launch the strategic planning; goal to have a

	<p>solid brand and allow us all to be effective brand managers</p> <p>Second priority – enhance the Resource Generation plan; gave some details, and will circulate the written overview of the project.</p> <p>The Board then reviewed the new Woodlands website, which all agree is an excellent improvement. Identified need to allow contributions to be made directly through the website.</p>
4. Succession Planning – CLOSED SESSION	Motion to go into closed session, motion by Rafael, second by Peter, motion carries unanimously. Board went into closed session to discuss succession planning.
5. Adjourn	Motion to adjourn by Matt, second by Rafael, motion passed unanimously.

Prepared by: Matt O’Neill