

**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**

**March 27, 2018 – FINAL**

<b>Attending:</b>	<p><b>Officers:</b>  Chair – Sue Bay – Y  Vice Chair – Jason Schultz – N  Treasurer – Catherine Wittig - Y  Secretary – Matt O’Neill - Y</p> <p><b>Trustees:</b>  Claypool, Krista - Y  Griffin, Dennis - Y  Hanvey, Patricia - N  Khan, Qasim – Y  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; Shaunte Bryant</p>
<b>1. Finance Committee Report</b>	<p>Committee Chair Catherine Witting reported. Committee met last week, discussed upcoming school year and expected enrollment. Adding 7<sup>th</sup> grade next year, currently 27 students. Considering the separate curriculum for that class.</p>

	<p>Enrollment focus is larger open house to complete open K4 enrollments. Also discussed book and tech fee and efforts to increase payment of fee; perhaps outline services that school provides with the fees so parents know why we charge the fee.</p> <p>April meeting will focus on budget for next year. Also look at fee scale and health care issues.</p>
<p><b>2. Academic Excellence Committee Update</b></p>	<p>Committee Chair Peter Richardson reported. Committee met last week, reviewed data from Patty Rogers and additional assessment data and MAP data from UWM. Overall data showed both schools on target on a school-wide basis. Improvement in African American subgroup; some concerns re math at 3-4 level and addressing gap; teachers working on ways to improve performance.</p> <p>Have follow up requests for data from staff. Committee understands changes that will need to be made at State Street, and will continue to work on that.</p>
<p><b>3. ED Performance Review: Quarterly Progress Check-In</b></p>	<p>Board Chair Sue Bay reminded the Board about the process we have created for reviewing the performance of our Executive Director.</p> <p>Executive Director Tommie Myles gave the Board his own high-level assessment of his progress towards the goals in place. Tommie walked the Board through the Evaluation Template and the specific items he has been focused on achieving.</p> <p>Prior to the meeting, Tommie had Sue Bay distribute his written chart of four primary goals and the action plan in place to achieve each goal. The four primary goals are:</p> <ol style="list-style-type: none"> <li>1. Create an Organizational Structure that Properly Allocates Administrative Responsibilities.</li> <li>2. Using MAP Data, Analyze Student Achievement and Design Academic Strategies to Improve Improvement</li> <li>3. Implement Instructional Strategies that Support the Woodlands Philosophy and Reflect the School’s Population</li> <li>4. Create a Positive School Environment that Sets the Foundation for Academic Excellence</li> </ol> <p>For each item Tommie identified a responsible person or persons, and the chart tracks the status of each identified sub-goal. Adrienne</p>

	<p>Woods has the same chart and is also tracking the progress and working with Tommie.</p> <p>Peter Richardson stated that what would be helpful from an oversight perspective is a timeline showing when the goals are targeted for achievement, and which goals are most important. Tommie unhid a few columns showing he is tracking the start date and anticipated end date for each. Peter said his Committee would also like a visual timeline showing how and when he expects issues to be addressed and achieved.</p> <p>Dennis Griffin suggested a potential 100-day plan, that will give a specific set time within which the Board and Committees can track what is happening and help as needed. Tommie thanked Dennis and Peter for the input and suggestions.</p> <p>The Board and Tommie engaged in additional substantive discussion regarding the efforts to ensure our community is aware of our ongoing goals, how we can measure achievement, how the Board can help influence or shape the goals, the proper level of Board involvement in tracking and/or working to further the identified goals and sub-goals, and the means in place to report on progress via the Academic Excellence Committee and ED Review Committee.</p> <p>The Board further discussed how the goals relate to both our evaluation of Tommie as the Executive Director, our Smart goals through UWM, and our own strategic planning. The Board expressed an interest in having some specific means to measure the success of achieving the goals, with improved MAP scores being an easy example. Other goals may be harder to track objectively and be more amenable to satisfaction surveys.</p> <p>Kasim Kahn pointed out that the sub-goals are better described as tactics that are designed to achieve the major goal. He also asked if the tactics are listed in priority, and Tommie said not necessarily, and many are at an equal level of priority. Kasim suggested that it may be helpful to list the tactics in an order of importance.</p> <p>Tommie thanked the Board for all of the feedback.</p>
<p><b>4. Fund Development Update</b></p>	<p>ED Tommie Myles reported. He and Katelyn are finding this the most difficult part of his goals to get a firm handle on in the short time spent so far. Tommie pulled up the acting document they created to pursue long-term fund development, reviewed the existing</p>

	<p>goal for the end of the current school year and discussed the issues they have identified and begun to address.</p> <p>We have purchased Donor Snap software to create an orderly database and direct future efforts. Current lists of potential donors have been uploaded to the software.</p> <p>General outreach process is in place. Emails and outreach documents have been created. Holiday outreach through Board members was completed to gather additional potential funding sources.</p> <p>Created a per pupil analysis to determine what our needs are, comparing the cost of educating each student, compared against the per pupil funding from the state. The figures show Woodlands is providing \$710 per pupil above the state funding (total of \$432,000). This represents the deficit that our fund development should be targeted to meet. To equate to the amount MPS spends per student, we would need to raise \$1,400 per student.</p> <p>Sue Bay noted that other institutions commonly use a per student number that they need to raise to meet their goals. The Board needs to set an aggressive goal per student, to really achieve our educational goals.</p> <p>Katelyn Kastern discussed how she learned from MCP the importance of gathering and tracking data, which allows the institution to use the data to drive fund development in multiple ways.</p>
<p><b>5. Vision &amp; Mission Committee Report</b></p>	<p>Committee Chair Erin Stenum reported. Committee has had one meeting. PAVE is helping with drafting a new mission statement, with the efforts at the past Board meeting. The Committee is focusing further on the vision issues, and Joan Feieriesen may come to a meeting in the future to continue work on the vision statement.</p> <p>Mitch Hartman suggested the Committee may want to gather some input from staff. An after-school meeting could garner quality input. Erin noted that Mr. Mulvey is on the committee, and noted they will look into the best way to get input from staff.</p>
<p><b>6. Annual Meeting Discussion</b></p>	<p>Chair Sue Bay indicated it is time to start planning our annual meeting, and how we would like to structure the meeting and how to communicate the information. Last year we made the meeting more of a Board function, including an agenda, committee reports, PTO reports, and reports from ED/Principal Tommie Myles and</p>

	<p>CED/Principal Patty Rogers. Sue believes we should structure the meeting in similar fashion for this year.</p> <p>Peter Richardson noted the social aspect is positive and gives a good chance for the Board to connect with the staff and parents, and to allow the fuller community to interact and get an overview of where the school is and where the school is going.</p> <p>Krista Claypool said that as a parent she found it helpful to see the testing and other achievement data presented at prior meetings. Patty Rogers noted that while the final testing data will not be available, the Academic Excellence Committee will have some testing and other data to present.</p> <p>Milika Miller thought parent attendance was low last year and wondered how we could work to draw more parents. Erin Stenum suggested we could identify the event as a “State of the School” event to drive enthusiasm. We will still need to denominate it as our Annual Meeting, but we could use a different title along with that. The Board discussed various ideas about how to generate greater attendance. Presenting awards may help drive interest, and having the Board make personal calls could help as well.</p>
<p><b>7. Good News</b></p>	<p>Patty Rogers reported the Art fair and Book Fair event raised over \$5,000 scholastic dollars. Spring Fling was last weekend with record attendance. Civil War Museum event is coming up - students have been creating projects to create their own museum to display their products. Will be this coming Thursday morning on the last day before Easter Break. The afternoon will see the annual staff v. student volleyball game.</p> <p>Tommie Myles noted the State Street 1-2 unit will be presenting their own ode to the character traits of the Woodlands Way on April 24, with much singing and dancing. He has hired a consultant to help State Street develop the professional community and getting more training for the Teachers Assistants.</p>
<p><b>8. Adjourn</b></p>	<p>Next Board meeting is <b>April 24, 2018.</b></p> <p>Peter Richardson moved to adjourn, second by Catherin Wittig, the motion passed unanimously.</p>

Prepared by: Matt O’Neill