

**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

April 20, 2017 – FINAL, APPROVED

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – Y 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 – Y Griffin, Dennis - Y Hartwig-Rahmani, Brenda – N Khan, Qasim – Y Lathrop, Kirsten - Y Richardson, Peter - Y Sheka, Lynn – Y</p> <p>Guests: Michele Scott, Business Manager; Mitch Hartman; Michael Pointer-Mace; Kathy Simonis; Brook Zacher; Madame Schneider; Kallie Schuknecht; Cindy Zielinski; Maria Romanowski; Brian Galineau; Amy Williams; Caitlyn Kaster; Helen Hollerich;</p>
1. Upcoming Annual Meeting	<p>The Annual Meeting is Thursday May 18, 2017, at 6:00pm., at Dugout 54 (54th & Bluemound). Chair Sue Bay and Exec. Dir. Tommie Myles have been discussing the function of the meeting, and how to structure it this year. Would like to have proper balance of informative and celebratory. PTO is helping with the arrangements, and will fund light snacks.</p>

	<p>Tommie met with PTO Presidents for both campuses to discuss the meeting. PTO is interested in stepping back from the planning, but will still contribute; general input is the meeting should be a little less “data heavy.” Board will design meeting with Mr. Miles.</p> <p>Matt O’Neill suggested there should be effort to share with attendees how much our teachers do, in addition to just teaching. Michael Pointer-Mace pointed out that the past detailed presentation of test scores, was not done in a positive or enlivening fashion. Tommie confirmed we will not be presenting data in a mind-numbing format.</p> <p>Ms. Zacher wants to make sure interested parents still have the ability to review all of the cumulative test score information. Mr. Myles said we will talk about the scores, but not to the extreme detail as in prior meetings. Patty Rogers discussed what data we will have available at the meeting, and how we can provide more to parents who would like to see it.</p>
<p>2. Fund Development/ Marketing Committee Update</p>	<p>Tommie Myles presented. Updated the Board and guests about the decision in closed session last month – not to proceed with a formal fund-raising event in the spring. Tommie believes the Committee has taken on too much responsibility; as Executive Director, he will take the reins on the fundraising, and rely on the Committee for help as needed.</p> <p>Fund raising will continue to take place within the school and at established events; fund development will be led by the administration. Tommie will be reaching out to the Board for potential introduction to contacts who could be part of our fund development efforts.</p> <p>Tommie expressed our profound thanks for the prodigious efforts of the Fund Development/Marketing Committee for taking our moribund fund development and marketing infrastructure and bringing it to life, through the branding, website improvements, list development, fund-raising policy, and so much more. The efforts were incredible, and provide a strong foundation for him to work from.</p>
<p>3. Strategic Plan Update</p>	<p>Sue Bay presented. The Committee met this month to discuss the stakeholder meeting recommendations. Planning is underway for the staff stakeholder planning meeting, though there has been some</p>

	<p>challenge in finding an appropriate date. Next step for Committee will be to work with staff’s input, then develop our new goals and a tactical plan. Sue still (aspirationally at least) hopes to finish before the end of the school year.</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>4. GOOD NEWS</p>	<p>Patty Rogers reported on Spirit Week before spring break. Staff went all out this year; the 8th Grade v. Teacher volleyball game was a highlight, and some teachers immodestly informed the Board that they beat the kids 2 games to 1. Mr. Rauworth’s epic dive will be remembered for some time (by his knee).</p> <p>Tommie reported that the State Street 3-4 Group raised money for leukemia through a raffle to make announcements and throw a pie in Tommie’s face (not at the same time). The students had a goal of \$600 and raised \$1,600. Pie selection is currently being negotiated.</p> <p>Amy Williams, on behalf of the Workforce Development Committee, invited Board members to the upcoming series of year-end events, including Field Day, 8th Grade Graduation, Root Beer Float Day, and the Staff Luncheon. Amy handed out an invitation to the Board.</p>
<p>5. Finance Committee</p>	<p>Catherine Wittig and Michelle Scott gave a report.</p> <p><u>Quarterly Financial Review</u></p> <p>Michelle went over quarterly financial statement. We are 75% through the year, and both campuses are at 73% revenue. Expenses</p>

are similar, and Michelle explained a few variances with substitutes, TAs and other expenses.

Catherine summarized that Bluemound is right on track; State Street is higher because of hiring decisions we made to advance our goals. Combined, the institution is on track with the 2016-2017 budget – 73% of revenues and 76% of expenses.

Patty Rogers noted that the apparent technology shortfall is skewed, as we will be receiving a \$35,000 tech grant. Mitch Hartman updated the Board on that process, and the reimbursement of 50% of our costs. Patty thanked Mitch and the Technology Committee for writing the grant proposal.

MOTION to approve quarterly financials by Peter Richardson, second by Jason Schultz, motion carries unanimously.

Proposed 2017-2018 Budget.

Catherine presented on the proposed 2017-2018 budget, which was circulated prior to the meeting. The budget includes a 30-student increase at State Street. Patty, Michelle and Tommie put in a lot of time working up the budget.

Patty notes we need to begin budgeting to update the Bluemound unit ventilation system and a few other items. The system is dated, and eventual failures are certain. The project will be costly, so the goal is to spread the improvements out over a series of years. A loan may be required. Patty noted that Bluemound capital improvements are covered 50% by the landlord.

Michelle confirmed the proposed budget tracks discussions with Finance Committee.

Cindy Zielinski asked whether we are adding 30 to one classroom. Tommie confirmed we are adding two classrooms – 3-4 and 5-6. We are looking to “create” a trend in the manner of adding students and rooms, because we are growing out. His goal is to stay true to the 24-student model, although we may be forced to be a student or two over in specific situations.

Ms. Zacher asked why the total budget for salaries at Bluemound is going down by \$80k. Michelle explained that the prior budget was an estimate only; this budget is specific to our actual teachers and salaries; it does not anticipate any reduction in teachers or staff. The

	<p>proposed budget also takes into account upcoming retirements that will result in lower-paid replacements.</p> <p>Sue Bay thanked the many guests for their attendance, and indicated the Board needs to move into closed session to discuss employment and compensation issues associated with the proposed budget.</p>
<p>6. Closed Session (Employment Matter)</p>	<p>MOTION by Peter Richardson, to go into closed session to discuss employment and compensation matters, seconded by Matt O’Neill, motion passed unanimously.</p> <p>Upon coming out of the Closed session,</p> <p>MOTION by Matt O’Neill to approve 2017-2018 Budget as presented to the Board, and to approve the implementation of the pay scale as presented by Patty Rogers, motion seconded by Carolyn Caruso, motion carries unanimously.</p>
<p>7. Adjourn</p>	<p>Motion to adjourn by Qasim Kahn, second by Catherine Wittig, motion passed unanimously.</p>

Prepared by: Matt O’Neill