

**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

April 24, 2018 – FINAL, APPROVED

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – Y Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y</p> <p>Trustees: Claypool, Krista - Y Griffin, Dennis - Y Hanvey, Patricia - Y 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; Patrick Mulvey; Megan Harper; Mary Jane LaTona; Tia Woodard;</p>
1. Governance Committee	<p>Committee Chair Jason Schultz reported. Need new Board member to replace Matt O’Neill, and will need member to volunteer to be secretary. Goal is non-parent with experience in financing and fund</p>

	<p>development. Contact Jason if you have suggestions. Secretary should come from existing board member.</p> <p>Committee is proposing amendment to existing Bylaws to formalize exception allowing Chair to remain for an extra year if necessary to find time to approve replacement. Jason circulated the proposed amendment, which was developed with the input of Joan Fieireisen of PAVE. Will create a single one-year exception to serve a third year as Chair. Other officers can serve longer.</p> <p>Jason moved to approve the amendment to the Bylaws as circulated, seconded by Peter Richardson; discussion; motion carries unanimously.</p>
<p>2. Upcoming Annual Meeting</p>	<p>Board Chair Sue Bay reported. She and Erin Stenum consulted after the last meeting to make a series of decisions. They decided to schedule this year’s meeting at the same facility, Dugout 54, and will plan to advertise as a Board function with notice of what will be addressed. The meeting will include reports about performance as available, and about the board’s actions throughout the year. Will survey parents at close of meeting to see what elements are best. PTO Rep. Tia Woodard reported that the Social Night at Motor is coming up and that may be a useful facility for the meeting next year.</p> <p>Executive Director Tommie Myles received feedback that in the past that there was too much information, and last year too little. Sue confirmed we will always be striving for the perfect middle.</p> <p>The Trustees are strongly requested and encouraged to attend.</p>
<p>3. Academic Excellence Committee</p>	<p>Committee Chair Peter Richardson reported. Committee asked Mr. Myles to relate school-wide goals covering the next few years; Committee discussed and has provided feedback to Mr. Myles. There will be further discussion and more work to develop a set of goals and means to track progress toward those goals.</p>
<p>4. Proposed 2018-18 Budget</p>	<p>Business Manager Michelle Scott discussed the balance sheet of assets and liabilities distributed to the Board. Milika Miller suggested we add a column showing a comparison to last year. Treasurer Catherin Wittig noted that we did not have to access our line of credit this year, which is a positive.</p> <p>The schools’ loans are being paid down steadily. Jason Schultz asked about our interest rate, and suggested we should look into paying down the notes to increase cash flow. Michelle confirmed the</p>

	<p>IFF loan is at 5.25%. Catherine agreed with Jason that this may be a good option to pursue, and we will be looking into this along with other budgetary options next year.</p> <p>Balance sheet currently shows net income for the year of \$243,685.</p> <p>Michelle Scott then walked the Board through the statement of Revenue & Expenditures, and highlighted specific items of interest. The goal is to be at 75% to budget at this point of the year. Overall revenue is currently 76% for Bluemound and 75% for State Street.</p> <p>For expenses, the cost of instruction is currently at 74% of budget, so our new system for projecting education expenses is working. Overall the total expenses are at 75% of budget.</p> <p>Treasurer Catherine Wittig noted the 2018-2019 budget is on the far right-hand column, and she discussed the budget figures with the Board. Biggest difference is adding the 7th grade to State Street. Biggest increase in projected expense is the addition of multiple new instructors for both campuses, including a new Vice Principal at State Street (per the recommendation of UWM). All instructors but one will be at the pay scale by next year, which is a year ahead of schedule. Finance is factoring in a 10% increase in health costs into the budget, which they view as a reasonable estimate based upon past experience.</p> <p>Jason Schultz asked about reasonableness of projecting a total of 312 students for State Street for next year. Tommie Myles explained the basis for the projection and why he believes we will be at or above the projection by August. Healthy in most levels except for K4, and they are working on strategies to get students.</p> <p>Michael-Pointer Mace asked whether the Vice Principal role will be extended to the Bluemound Campus in the future. Tommie explained the strategy at State Street through UWM’s recommendation, and the ultimate goal of having the Executive Director as a stand-alone position. Board discussed at length the relative administrative expenses at Bluemound v. State Street, and the respective staffing at both campuses.</p>
<p>5. Good News</p>	<p>State Street Principal Tommie Myles reported the State Street 1-2 unit put on an outstanding Woodlands Way presentation, including Disney-based skits discussing character and calling out the stressful adults and the how the students were helping them out. Patrick Mulvey reported we have vibrant summer school program in the</p>

	<p>making for State Street. Already have 25 students planning to attend and the possibility of more; may need to get an additional instructor.</p> <p>Bluemound Principal Patty Rogers reported that the 8th grade students expected to do 20 hours volunteer work outside of school. Has required some pushing in the past. Last week she reviewed the performance and still have 20 that had not turned in the hours; they have been steadily coming in since then, showing they have been volunteering all over the City. She is proud of the students and all of their good work, confident all will make the requirement by graduation.</p>
<p>6. Closed Session – Compensation Matters</p>	<p>Peter Richardson moved to go into closed session to discuss compensation matters, Matt O’Neill seconded, motion approved unanimously.</p>
<p>7. Adjourn</p>	<p>Matt O’Neill moved to adjourn, second by Erin Stenum, the motion passed unanimously.</p> <p>Next Board meeting is the Annual Meeting - May 17, 2018.</p>

Prepared by: Matt O’Neill