

**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 26, 2016 –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; Patty Rogers, Principal, Woodlands Bluemound</p> <p>Trustees: Acevedo, Rafael – N Coby-Beaver, Jacqueline - Y Caruso, Carolyn – Y Griffin, Dennis - Y Hartwig-Rahmani, Brenda – Y Newell, Dr. Markeda - Y Richardson, Peter - Y Schultz, Jason - Y Sheka, Lynn – N</p> <p>Guests: Michelle Scott, Tom Sprague; Kelly McKenna, Mitch Hartman, Kim McKenna, Kathy Simonis, Brook Zacher; Patrick Mulvey, Rosalie Gazzana, Ms. Sathe, Jonathan West</p>
1. Annual Meeting	<p>The meeting was previously tentatively scheduled for May 19, 2016. However there is a Brewers game on that date. PTO was able to book May 26, 2016 at 6:00 pm at Dugout 54 (the former Burke’s Irish Castle at 54th & Bluemound). The purpose of this meeting is to provide stakeholders an update regarding various initiatives happening across both campuses; academic, PTO, survey results, succession planning, and financial updates.</p>

2. Succession Planning

Notices were distributed for the parent and staff listening sessions for both campuses:

a. Parent Listening Session Dates

- i. April 28, 2016 – Bluemound Campus
- ii. May 5, 2016 – State Street Campus

b. Staff/Faculty Listening Sessions Dates

- i. May 2, 2016 – State Street
- ii. May 4, 2016 – Bluemound

Bill Walters of our search firm has sent seven resumes to the Board for consideration. We are setting up further communications with the candidates and will be scheduling interviews. The interview process was previously discussed and will be designed to include representatives of all stakeholders.

Jonathan West asked if Bill Walters will be at the listening sessions. Chair Loretta Cephus explained he will be, if available; he is working on the schedule we have set and other conflicts he may have. Mr. Walters has been provided with in-depth information about the school and the Woodlands community, and has reviewed the responses to the survey. The focus of the listening sessions is on the Board taking in the input from the Woodlands community, because the Board has the ultimate responsibility of choosing the successor.

Michael Pointer-Mace asked further about the process. Loretta and Sue Bay explained the full Board is invited to all of the listening sessions, if they can make it. Other members will be filled in on the meetings.

Brook Zocher asked how many resumes were received. Loretta said 7 were distributed to the Board; many more candidates were considered in the vetting process by the search firm. J. West asked if Bill Walters will share the process he employed to find names and do the narrowing; Loretta said we will absolutely get the details and share the information. Loretta explained the search firm, as part of its professional process, was doing the initial review of applicants, to take care of that process. Jonathan explained the process he undertakes when he does search work within the arts community as part of his work, and all of the layers of feedback he

	<p>finds appropriate. Loretta said she discussed our search process with Joan F. at Pave, who is helping guide us in the transition, and Joan said it is not uncommon that the search firm does not have extensive contact with the persons within the organization.</p> <p>Mitch Hartman asked about the interim plan. Matt O’Neill said the Executive Committee met and has outlined an interim plan, which the Board will consider and approve at the closed session tonight. [It is included below in the minutes after coming out of closed session.]</p> <p>Brook Zacher asked if the position was posted on WECAN. Loretta said no. Brook wondered how then people did find out about it; she has heard from others that did not know about it. Loretta said the search firm found its own way to locate candidates, and it was a conscious choice not to use WECAN. Maureen Sullivan said we used a search firm for business manager, and used connections in the community more or rather than WECAN.</p> <p>Jonathan commented that he as a parent is interested in additional information about process undertaken by the search firm.</p> <p>Sue Bay offered to forward any questions people have to Bill Walters, and try to get answers to the questions, in case he cannot make it to the listening sessions. Michael Pointer-Mace said one of his primary questions will be: how are we ensuring that any new hire will continue the Woodlands Way?</p>
<p>3. Strategic Planning</p>	<p>Strategic Planning has been placed on hold, until the Executive Director/Principal position has been filled and with all of the stakeholders listening sessions and Annual meeting. It has been proposed to re-start in July/August. It is important that the new executive director be involved in the process.</p> <p>Kathy Simonis asked if we stall the process, how will we choose our goals for next year? Maureen said we already have goals identified, and Sue confirmed the strategic planning process did get to the level of starting to outline the goals. Maureen confirmed we will have a framework established in time for next year.</p>
<p>4. Wellness Policy</p>	<p>Maureen Sullivan explained we need to establish a wellness plan; this is related to food and hot lunch program. A week ago staff met with student council and parent representatives from both schools to discuss lunch, wellness, the picnic, and other health and wellness</p>

	<p>issues. They will be having a second meeting. Student council was very excited and had many ideas. There is a draft of the plan, and they will be working up the policy and bring it to the board later for approval.</p>
<p>5. Employee Handbook</p>	<p>Sue Bay reported that our prior consultant took our old handbook and updated it with a comprehensive form they commonly use. The Sue, Maureen and Patty then went through with a fine-tooth comb to ensure the policies were consistent with our policies and practices. Legal counsel reviewed the policy and made sure it covered the legal bases. The Governance Committee did a final read-through and has the full handbook ready for board approval. It was circulated prior to the meeting. The current handbook was approved in August 2010.</p> <p>Carolyn Caruso read the handbook and believes it is a thorough document and will be a great resource for employees. It appears to address everything that should be addressed for our staff and employees. Sue confirmed the new handbook will be effective for the new contracts.</p> <p>Motion to approve proposed Woodlands School, Inc., Employee Handbook, motion by Brenda Hartwig-Rahmani, second by Carolyn Caruso, motion approved unanimously.</p>
<p>6. UWM Charter Contract Update</p>	<p>Adrienne Woods – UWM Charter School Director, recently sent an email to charter school leaders advising that the UWM is requesting that the charter school contract be updated to reflect certain information in the new model contract being developed by UWM. We are not required to make changes because we have our current charter in place; but UWM is inquiring if schools will voluntarily make certain changes that may be acceptable.</p> <p>Maureen and Patty are going to sit down and look over the differences between our current contract and the new model contract, and see how these changes could impact Woodlands. They will report back to the Board with a recommendation. There may be enough incentives attached for us to consider changing the current contract. Peter asked if they are in essence asking us to “reopen” the contract. Sue said yes, and we are taking a careful look at the changes.</p> <p>Mitch Hartman and Michael Pointer-Mace asked clarifying questions about the charter contract situation. Sue explained we have our</p>

	<p>current charter contract; other UWM charter schools have agreed to make changes; we are being deliberative. We are not moving from our current situation of two charters – we will remain with an independent charter for each school.</p>
<p>7. Fund Development Committee Update</p>	<p>Carolyn Caruso said the materials are coming in with the new branding and information (stationary, letterhead, envelopes). It is looking good. The committee has not met since the last meeting. Next committee meeting will focus on a positive communication to the stakeholders, which will begin the process to our next efforts for fundraising.</p>
<p>8. Closed Session</p>	<p>Peter Richardson made a motion to go into closed session to address financial and personnel issue; motion seconded Jacquie Coby-Beaver, motion passed unanimously.</p> <p>Upon coming out of closed session, the Board confirms the following motions were made and passed during the closed session:</p> <ol style="list-style-type: none"> 1. Motion to approve proposed budget for 2016-2017 school year, subject to adjustments as agreed to by the Board; motion by Peter Richardson, second by Jason Schultz, motion passed unanimously. 2. Motion by Matt O’Neill to approve interim plan if the succession planning process does not result in a new Executive Director/Principal to replace Maureen Sullivan; second by Carolyn Caruso, motion approved unanimously. <p>The approved Interim Plan is as follows:</p> <p>“If a replacement for Maureen Sullivan cannot be secured in time for the 2016-1017 school year, the Board will retain an interim principal for Woodlands State Street for the school year. The Board will look to internal candidates from among our current teachers, or an external hire from existing partners who are already familiar with Woodlands and the Woodlands Way. Individual candidates have been identified. The Board will also seek to retain a part-time interim Executive Director, who will work directly with the Board of Trustees and two principals during the interim term. An individual has been identified for this interim role.”</p>

9. Adjourn

Motion to adjourn by Jason Schultz, second by Catherine Wittig, motion passed unanimously.

Prepared by: Matt O'Neill