

**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

May 17, 2018 – ANNUAL MEETING - FINAL

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y</p> <p>Trustees: Claypool, Krista - Y Griffin, Dennis - Y Hanvey, Patricia - Y Khan, Qasim – 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</p> <p>Staff Trustee – Mitch Hartman, Bluemound Appointee</p> <p>Guests: Many Woodlands families, staff and friends</p>
1. Welcome and Trustee Introductions	Chair Sue Bay introduced the meeting. She apologized for the blue children on the slides. The Board members introduced themselves to the attendees.
2. Charter Renewals	ED Tommie Myles introduced himself, and announced formally that Woodlands State Street will no longer be referred to as “Woodlands East.” Mr. Myles explained the new UWM Charter renewal process, with State Street being the first school to go through the process. The

	<p>potential options for renewal were no renewal, three-year renewal and five-year renewal. State Street was given a three-year renewal. Bluemound is currently going through its charter renewal process.</p>
<p>3. Staffing Updates</p>	<p>ED Tommie Myles then went through the plans for State Street going forward. Right now, with the school growing out, State Street needs a new 7th grade teacher, as the oldest group of students is entering 7th grade next year. Mr. Myles explained some issues we encountered in growing out, as the oldest class reached a new odd year and not a natural multi-age model.</p> <p>Mr. Myles explained the expected teacher changes in the coming year at both campuses. State Street is currently also looking to hire an Assistant Principal for the coming year, as well as a part-time HR director.</p> <p>Mr. Myles explained the change for next year, in no longer having a Chief Educational Director (“CED”) for Woodlands. Bluemound Principal Patty Rogers served in the position for the past year. Administration and the Board concluded that we have met our goals that we set for the CED, so have decided to discontinue the position.</p> <p>Mr. Myles explained our goal in hiring an Assistant Principal for State Street, including the goal to allow State Street the opportunity to define its own culture under the Woodlands guiding principles of multi-aged instruction and character development. The two campuses will still be aligned, and collaborate, but Mr. Myles is excited about the opportunity for State Street to start determining its own unique character.</p> <p>Mr. Myles presented the first-ever Woodlands School, Inc. Organization Chart.</p>
<p>4. State Report Cards</p>	<p>ED Tommie Myles presented the State Report Cards. [We cannot present the MAP scores, because they are not complete for the year.]</p> <p>The Bluemound campus scored 80.7, in the Exceeds Expectations category (four of five stars). Bluemound’s rating has increased in each of the past 5 years.</p>

	<p>State Street scored 55.6, which is in the Meets Few Expectations category (two of five stars). Mr. Myles explained how our growing into the model has presented challenges, which we are aggressively addressing. Our goal is to be in the green, not the yellow, and are confident we are headed in that direction. The biggest challenge is our math proficiency rating, which is at 6.1% currently. Mr. Myles explained the issues, and said we are currently considering a major change to the math curriculum at State Street.</p> <p>Mr. Myles discussed the existing Action Plan, and walked through the four primary goals we are pursuing:</p> <ol style="list-style-type: none"> 1. Organizational Structure – the Chart is a step in that direction, as is the hiring of an AP for State Street and an HR person 2. Instruction – to increase performance to measurable growth achievement 3. Assessment – put in place proper instructional assessment practices, using MAP data and FORWARD data 4. School Building Culture – creating a positive school culture and environment to allow for academic excellence <p>Mr. Myles answered questions from parents about starting the goals now, rather than next year, and addressing the achievement gap at Bluemound between students of color and other students, and diversity at both campuses. Mr. Myles confirmed we have been working on the achievement gap over the past year, and are already looking to implement the changes at State Street, and are scheduling trainings for changes to the math curriculum in advance of next school year.</p> <p>Mr. Myles discussed the school’s positive experience in maintaining diversity, and the fact that we cannot control the issue because we have open enrollment. Currently Bluemound is approximately 50% white and 30% black, while State Street is the opposite, 50% black and 30% white. The balance of the other backgrounds is consistent.</p>
<p>5. Board Update</p>	<p>Board Chair Sue Bay explained the Board’s role in the overall operation of the school. The Board meetings are open to anyone, and all are welcome to attend if interested.</p> <p>Ms. Bay showed the 10 essential board responsibilities from PAVE. Basically, the Board is a collection of volunteers who oversee and govern the function of the organization. It is not at the level of day-to-day management of what is happening at a curricular or hiring level.</p>

	<p>The Board meets monthly and has multiple committees that will meet more frequently and as necessary.</p> <p>Ms. Bay explained the function of each of the Board committees – Governance, Finance, Academic Excellence, Executive Director Performance Review, Vision and Mission, and Annual Meeting Planning.</p> <p>Governance oversees the Board structure and makeup. There will be one opening next year, and we are looking to fill it with a non-parent community member. If you have suggestions, please do let Sue know.</p> <p>Finance Committee develops the budget and oversees finances. Finance worked with the Staff Professional Development committee to develop a pay scale for all educators. We had a three-year plan and achieved it in two years. Patrick Mulvey expressed his thanks for that achievement, which corrected a long-time, lingering problem.</p> <p>Academic Excellence is a new committee, created as part of the State Street charter renewal process, where it was identified that the Board was deficient in its ability to review, oversee and assess student achievement.</p> <p>Exec. Director Performance Review is self-explanatory, carrying out one core function of the Board to oversee the performance of our Executive Director, the one employee the Board hires. The Committee established a detailed rubric and are in the process of collecting information and completing a formal review.</p> <p>Vision and Mission committee is part of our strategic plan, and determine if our current vision and mission statement adequately capture our goals and purposes.</p> <p>Annual Meeting Committee is in charge of planning this meeting, and would like direct input on the surveys to keep improving the meeting.</p> <p>Ms. Bay then thanked the Board’s loyal secretary, Matt O’Neill, for his 10 years of service to the Board.</p>
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<p>6. Fund development Update</p>	<p>ED Tommie Myles discussed the ongoing efforts to move from the current history of fund “raising,” and put in place a solid system of fund “development.”</p> <p>Right now, he and Kaitlyn Kastern are creating and formulating a Fund Development Committee. Mr. Myles discussed their approach, their review of prior strategic development conclusions and goals. He listed the three goals for the 2017-2018 year:</p> <ol style="list-style-type: none"> 1. Make compelling case for support 2. Identify, cultivate and manage prospective donors 3. Use multiple methods of solicitation for specific target audiences <p>They have identified the gap between what we budget per student, and the amount we receive from the State per student. Right now we are \$1,400 short per student that we need to raise to cover our budget.</p> <p>Mr. Myles discussed certain actions they have taken to gather donor data, through a program called SNAP. Next move will be to ask our current list of donors and supporters and ask for names of other potential funding sources.</p> <p>Fund Development has also created new and updated marketing materials for mailings and potentially email campaigns.</p>
<p>7. PTO Acknowledgements</p>	<p>ED Tommie Myles lauded the work and achievements of our Parent-Teacher Organization volunteers. Since he joined Woodlands he has been awed by the dedication of parents to working tirelessly for the school, particularly through the PTOs. Thanked them for all of their work, from the Spring Picnic, the book fair and the Teacher Appreciation week. He asked the volunteers to stand up and everyone shared their thanks.</p>
<p>8. Survey & Adjourn</p>	<p>Chair Sue Bay encouraged all to complete surveys to help us improve the annual meeting in the future, and the meeting was adjourned.</p>

Prepared by: Matt O’Neill