

**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

June 16, 2016 –FINAL

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 (for 13 more days); 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 – Y</p> <p>Guests: Adrienne Woods; Michelle Scott; Mitch Hartman; Kallie Schuknecht; Kelly McKenna; Jodie Schneider; Rosalie Gonzaga; Brook Zocher;</p>
1. UWM Charter Contracts	<p>Chair Loretta Cephus forwarded communications from Adrienne Woods of UWM to the Board regarding the contract options.</p> <p>Loretta introduced Adrienne to the Board. Adrienne has had discussions with several board members regarding the charter contract issues. There have been a few changes in the law. UWM would like to move all schools to be on the same contract, rather than wait for renewal dates to cycle everyone. Adrienne worked</p>

	<p>with Jennifer from UWM legal office to handle the details. Intent was just to update the contract to comport with the updated law. Adrienne also recommends moving the renewal year from year 4 to year 5. If we accept new model contract Woodlands East will get one additional year for renewal, to fall 2017, and Bluemound will be up in 2018. We could also move Bluemound up to 2017 to get both schools on the same cycle.</p> <p>Sue Bay asked if we could delay the decision on the Bluemound renewal to later; Adrienne said that is fine.</p> <p>Loretta, Sue and Brad Hoeschen recommend we approve the change to the new form contract.</p> <p>Motion for approval of amended UWM form contract for Woodlands Bluemound, motion by Matt O’Neill, second by Sue Bay; motion approved unanimously.</p> <p>Motion for approval of amended UWM contract for Woodlands State Street, motion by Matt O’Neill, second by Sue Bay, motion approved unanimously.</p>
<p>2. Annual School Growth Plan</p>	<p>The Annual School Growth Plan is replacing the Accountability Plan. We will review and approve the “plan” in August or September, and then review/approve the “report” in June.</p> <p>Adrienne explained the revamping of the Plan. Loretta scrolled through the revised form for the Plan. People are excited about it. Will be a more efficient process for the schools by removing information they do not need. The key is that the Plan is for the schools to hold themselves accountable; it is not used by UWM for approval purposes.</p> <p>UWM extended the timeline for the full Plan into the fall from August 1. Report remains due on August 1. Maureen and Patty agreed the new format and the extended timeline for the full Plan are an improvement.</p> <p>Adrienne discussed the 2014-15 Academic Performance Framework data for Woodlands. UWM selected some comparative targets for our performance that were somewhat equal to the schools. This is what UWM uses to measure performance. Went over the results. Bluemound was at or above state averages and on par with comparable schools; State Street is performing lower</p>

	<p>against state averages and had mixed performance against the comparable schools. State Street is moving in the right direction. Overall conclusion had Bluemound meeting 82.4% of the standards, State Street meeting 22.2% of standards.</p> <p>At renewal time, they will use an average of the four years prior to the renewal year. Looking to meet 75% for a 5-year renewal. 50-75 is a 3-year renewal; below 50% can be a non-renewal. Adrienne identifies an achievement gap for African-American students at both campuses; could be an area for attention in our planning.</p> <p>Loretta pulled up 2015-2016 partial results. Bluemound hit the 75% overall target; State Street is incomplete but improving from prior year. Achievement gap for African-American continues to exist.</p> <p>Ms. Zocher noted that during testing in the past year we had serious issues with the technology (for MAP and Wisconsin Forward), which was frustrating for students and faculty. Took multiple days to finally finish without crashing. How can we address this issue? Loretta agreed this is an infrastructure issue we need to address; but it does not change the achievement gap.</p> <p>Adrienne made the point that schools that are performing lower should be reporting additional information to UWM. Gives schools the opportunity to explain to UWM what is happening and what they are doing to improve the issues. Should help us with the UWM renewal process.</p> <p>Markeda asked Adrienne what kinds of explanations can be given for underperformance. Adrienne said there are multiple individuals on the committee; what they may be looking for is an honest analysis of what is happening and what they are doing to address problems and improve performance. In response to a question from Jody, Adrienne confirmed the status of State Street as a new school is an important factor; what they are looking for is improvement and growth.</p>
<p>3. Accountability Plan</p>	<p>Chair Loretta Cephus forwarded to the Board the Accountability Report for Woodlands School (State Street campus). The Report will be identical for both campuses. Loretta also forwarded the survey results from State Street campus.</p>

	<p>Maureen Sullivan addressed the Report.</p> <p>Covered our progress against our Annual School Improvement goals. On Goal #1 of improving communication, went over the partnerships established between the 2 schools, and other parts of the Report. Loretta noted a few additional Board activities that could be included in the Report – Fund Development 101, Fund Development Committee meetings; attendance at faculty meetings; branding materials.</p> <p>Goal #2 was strategic plan. We have a steering committee and have started the process; paused as a result of leadership succession.</p> <p>Mitch H walked Board through the results of Goal #3, our Technology Plan, which are excellent. The infrastructure improvement starts tomorrow.</p> <p>Maureen covered the school’s performance for Goal #4 of growing into a cohesive organization, including a common theme, shared training, a joint family picnic, leadership training for both schools, kindergarten connections, and a combined luncheon for both schools. Both Maureen and Patty believe we are making progress toward this goal.</p> <p>Motion to approve Accountability Plan for 2015-16, as adjusted, motion by Markeda Newell, second by Lynn Sheka, motion approved unanimously.</p>
<p>4. Upcoming Teacher Licensure Renewal</p>	<p>Maureen provided an update on teachers who have their licenses expiring as of June 30, 2016, and the status of their PDP or licensure information. At the present time, all necessary paperwork has been filed.</p> <p>Loretta confirmed we have a plan to continue monitoring renewals to ensure that all faculty is properly licensed at start of new school year. Maureen notes we require each teacher to check off their renewal date on a form each year.</p> <p>Existing issue with a lack of resources from the State of Wisconsin to provide requisite approval that the work has been completed. Patty is working to see how this can be fixed. Entire state is in the same boat; the “verifiers” are just not there. Thanks a lot, Wisconsin.</p>

<p>5. Employee Handbook Amendment</p>	<p>Loretta explained the work by Patty, Maureen and the Governance Committee on updating the employee handbook.</p> <p>Carolyn explained another recommended update related to the board’s role and function to clarify the Board’s responsibilities, as including the hiring of an Executive Director. Read the changes to the language.</p> <p>Michelle Scott noted additional changes we could make regarding benefits to avoid an unnecessary budgetary impacts. Governance Committee along with Patty will look into these changes and clarify as necessary before the handbook is distributed.</p> <p>Motion to move forward with further updating of employee handbook with changes as noted to 403b, bereavement, employee assistance program removal, life insurance to salaried employees only, and the role of Board, motion by Markeda Newell, second by Carolyn Caruso, motion carries unanimously.</p>
<p>6. By-Laws Update</p>	<p>By-Laws will also be amended to clarify the role of the Board relative to hiring an Executive Director.</p> <p>Motion to move forward with process to amend bylaws to clarify role of the Board in hiring Executive Director, motion by Lynn Sheka, second by Jason Schultz, motion passed unanimously</p>
<p>7. Fund Development Committee Update</p>	<p>Lynn reported Jonathan West will be joining the Committee and helping draft a campaign for fund development in the upcoming 80th year.</p>
<p>8. Board Members Renewal/Officer</p>	<p>Loretta thanked Markeda for her Board service and dedication to Woodlands. Rafael Aceveda has also resigned from the Board. Governance Committee is recommending Qasim Kahn as new Board member from Bluemound parents.</p> <p>Loretta’s term is ending and she thanked the Board for all of its work. The Board thanked her for her incredible, tireless efforts to lead the Board through an incredibly challenging period, with a steady hand and huge heart.</p> <p>Motion to renew the board terms of Carolyn Carusoe and Lynn Sheka; motion by Jason Schultz, second by Brenda Hartwig-Rahmani, motion passed unanimously.</p> <p>Motion by Sue Bay to add Qasim Kahn as a Board member, second</p>

	by Peter Richardson, motion approved unanimously.
9. Facilities	<p>Maureen reported that 2 boilers will need to be replaced at State Street. The good news is the landlord is required to cover all of those expenses.</p> <p>As a preview, in 2 years the play structure will need to be moved because of ongoing campus renovations. Not clear if we will need new play structure or if we can just move the current structure. The costs for this will be covered by the landlord.</p>
10. Closed Session	<p>Motion to go into closed session by Peter Richardson to address personnel issues; motion seconded Brenda Hartwig-Rahmani, 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> <p>After extended discussion and consideration,</p> <p>MOTION to extend the offer to be Executive Director and State Street Principal to Tommie Myles, motion by Markeda Newell, second by Peter Richardson, motion approved unanimously.</p> <p>The Board notes in connection with the offer the Board will create a Joint Advisory Council to provide assistance, direction and time resources to help Tommie in the role as Executive Director. The Board's preference would be to have Patty Rogers as part of that Council.</p> <p>The Board expressed its complete faith in Patty Rogers as Principal of Bluemound and intends to continue her employment indefinitely.</p>
11. Adjourn	Motion to adjourn by Matt O'Neill, second by Peter Richardson, motion passed unanimously.

Prepared by: Matt O'Neill