

**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 22, 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</p> <p>Trustees: Claypool, Krista - Y Coby-Beaver, Jacqueline - N Caruso, Carolyn – Y Griffin, Dennis - N Hartwig-Rahmani, Brenda – N Khan, Qasim – Y Lathrop, Kirsten - N Richardson, Peter - Y Sheka, Lynn – Y</p> <p>Guests: Michele Scott, Business Manager; Mitch Hartman; Kathy Simonis; Madame Schneider; Maria Romanowski;</p>
1. Finance Committee Report	<p>A. Finance Update</p> <p>Sue Bay reported that Committee will meeting in July to review finances through 6/30; enrollment and waiting list are critical. Tommie Myles reported on enrollment status; still short 4 students at 6th grade at State, as it is extremely difficult to recruit new students at that grade; will need to over-enroll in some other grades in order to meet our budget; 1 over the model (2 in each unit) in most classrooms will be the result; would prefer to</p>

maintain the model, but budgetary reality requires us to have an extra student in each class; current expected enrollment is 283, one over total goal; this also gives some insurance for the unknown number who will not show up when school starts again. Krista Claypool asked if we have approached the two families on the 6th grade waiting list at Bluemound; Tommie does not think so, but could be a possibility. Board discussed the issue, and in general expressed its understanding that this represents a prudent approach to the issue. Tommie pointed out that as we establish our excellent product at State Street, we will not have these problems and will have stability and a built-up waiting list, as at Bluemound.

B. Required DPI process for unpaid meal charges.

Michelle Scott explained DPI requires a manual for our meal charge process. Staff has been developing a policy. Michelle distributed drafts of the policy for “Unpaid Service Charges Process” and “Collections Process” (which also applies to Extension). Policies will be distributed to families and posted on the website. Includes reservation of right to deny lunch for failing to pay or carrying a negative balance for over 60 days. We are currently using these collections practices, and it has been successful.

Peter Richardson believes provision to provide list of families for potential collections efforts to finance committee and Board is not proper or necessary; Board agrees.

Motion by Peter Richardson approve proposed Unpaid Service Charges Process policy, with two bullet points removed regarding sending list of collections to finance committee and the Board, as well as the similar reference in the 5th bullet point; motion seconded by Matt O’Neill; motion carried unanimously.

Motion by Carolyn Caruso, to approve Collection Process, with the same changes to remove any committee or board participation, second by Peter Richardson, motion approved unanimously.

	<p>Michelle noted the summer school enrollment is in good shape. We need to make a few more collections, but Michelle believes that will be OK. We charge \$75 for 3 weeks, and lose money on summer school every year, but believe it is appropriate to provide the option. Board members suggested we may want to raise the fees next year, and add to Finance Committee agenda.</p> <p>Auditors begin their field work next week. We are all set for them.</p> <p>We have already received fees for K4 next year, which is good early revenue.</p>
<p>2. Governance Committee Report</p>	<p>A. Formal teacher role on Board.</p> <p>Sue Bay gave report. Last year Mitch Hartman approached Sue about whether a teacher could apply for a board vacancy. Sue talked to Committee Chair Jason Schultz and Joan from PAVE; concern is conflicts of interest on hiring, compensation, and other matters would lead to many recusals. But we should explore the concept and see what we can accomplish. One possibility is creating a new Ex-Officio non-voting member to be filled by Staff, acting also as Liaison for all Staff. Possibly have two positions, one from each school.</p> <p>Board discussed the issues. Presented idea that we could create two Ex Officio positions, to be filled at discretion of each campus; Peter Richardson suggested that from a governance and oversight perspective, it is best not to have staff on the Board; Peter also believes Ex Officio may also be more than necessary, Matt O’Neill disagrees; Sue suggested we will continue to look at the issue and create the concept and then refine it further. Will require amendment to bylaws.</p> <p>B. Trustee departures/vacancies.</p> <p>Jason Schultz stated we currently have 13 board members. Goal is 4 parent members from each school, and 5 members from outside. We will lose 5 board members next week: Brenda Hartwig-Rahmani and Jacquie Coby-Beaver’s terms are expiring; Lynn Sheka, Carolyn Caruso and Kirsten Lathrop are resigning, for ordinary life reasons. We have several potential replacement candidates, and will be putting together an interview team of Jason, Sue, Matt, Brenda and Tommie. Will be reviewing the Board matrix to ensure we</p>

	<p>have the right mix of people. If anyone has any candidates, please let Jason know. Jason expressed our thanks to the departing members for their hard work.</p>
<p>3. Teacher Licensure Renewal Status Report</p>	<p>Tommie Myles reported that there are 4 teachers up for renewal (6/30/17 expiration). One just waiting for PDP approval; one teacher is seeking 1 year extension; 1 had accreditation licensure completed today; the 4th still needs to complete some licensure requirements. Tommie has already posted for candidates in case the teacher does not complete the requirements. That candidate has not received their contract.</p> <p>Patty Rogers reported that all Bluemound teachers' licenses are current.</p>
<p>4. Executive Director Performance Review</p>	<p>A. Approval of rubric and timeline</p> <p>Began process in February, discussed at Board meeting. Noted how the process aligns with Educator Effectiveness process for principals; does not necessary need to. Sue Bay since spent a great deal of time looking at both rubrics. Tommie Myles and Patty Rogers confirmed that the basics of the processes are aligned, with an additional portion specific to the Executive Director role. Decided not to ditch this and just adopt same Educator Effectiveness rubric, for a few reasons: would not be implemented in the same way, and would require much training of Board members; the Board's role to review Tommie is not the same as the role of trained educators employing the Educator Effectiveness process. Would like the Board's approval today of the timeline and the rubric as proposed.</p> <p>Motion by Matt O'Neill to approve the proposed ED/Principal Evaluation Timeline, and proposed Evaluation Rubric, motion seconded by Peter Richardson; after some discussion of how the proposed process is consistent with the Woodlands Way and our philosophies, motion approved unanimously.</p> <p>B. Executive Director Progress Report</p> <p>Tommie gave presentation of his achievements and progress against the stated goals.</p>

	<p><i>Living a Mission and Vision Focused on Results.</i> Started by trying not to rock the boat and to observe both campuses. Had a moment of clarity when he sat down with 8th graders for the portfolio review; got a deeper understanding of the Woodlands Way. Bluemound Graduation also taught him a great lesson, as the students controlled the entire event. Not sure he was “living” the mission and vision this past year, but believes he will be able to do it next year. Confident that he and staff will be able to bring the Woodlands Way fully over to State Street.</p> <p><i>Improving teaching and learning.</i> Tommie has been at many schools and seen many approaches. Woodlands is the most independent and autonomous approach he has seen. Works at Bluemound, but recognizes that State Street needs further structure and more accountability around the teaching and learning. Started increasing accountability in the second semester. Began working to put the highest quality staff in the most important positions.</p> <p><i>Building and maintaining collaborative relationships.</i> This has been a very large job across all stakeholder spectrums. Tommie is doing his best, and trying to engage with families and staff; next year will be moving to step out more in the community and working on fund development. Will be working to ensure all staff are student-centered.</p> <p><i>Leading with Integrity and Effectiveness.</i> Tommie finished his Educator Effectiveness training. It was a vigorous process and he passed the test. Observations completed for all summary year teachers.</p> <p><i>Creating and Sustaining a Culture of High Expectations.</i> Tommie is focusing sharply on State Street on this item. Will be driving home this level of expectation next year.</p> <p><i>Managing Building Operations.</i> Not much here, but he has gone through three different cleaning companies.</p> <p><i>Develops and Monitors Student Achievement.</i> Tommie has been very active on this issue, and has designated an individual to oversee testing process.</p>
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	<p><i>Fund Development and Community Relations.</i> Looking to be able to step up and begin actively building community relationships to achieve fund development. Takes time; will be creating a new position having staff member act as an assistant for fund development. Will also be registering an online tool used by MCP called Donor Snap. Helps keep consistent communication and tracking. Looked at alternative, but Donor Snap was better. Will be looking to actively identify potential donors.</p>
<p>5. Next Year’s Board Meeting Schedule</p>	<p>Sue Bay proposed the following schedule for the 2017-2018 Board meetings. Will be finalized at the August 31 meeting.</p> <p>4th Thursdays at 6pm): 8/31/17 9/28/17 10/26/17 11/30/17 1/25/18 2/22/18 3/29/18 4/26/18 5/17/18 (Annual Meeting) 6/28/18</p> <p>Sue expressed our great thanks to both Lynn and Carolyn for their work on the Fund Development and Marketing Committee, and presented them with some gifts, including a Tree of Gratitude.</p>
<p>6. Adjourn</p>	<p>As their final act, Carolyn Caruso and Lynn Sheka moved and seconded to adjourn the meeting; the motion passed unanimously.</p>

Prepared by: Matt O’Neill