

**Woodlands School
Board of Trustees Meeting**

**Minutes
August 21, 2014 - APPROVED**

<p>Attending:</p>	<p>Officers: Chair – Loretta Cephus – Y Vice Chair – Sue Bay - Y Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y Ex-Officio – Maureen Sullivan, Principal – Woodlands East Patty Rogers, Principal, Woodlands</p> <p>Trustees: Acevedo, Rafael - N Coby-Beaver, Jacqueline - Y Caruso, Carolyn – N Griffin, Dennis - Y Hartwig-Rahmani, Brenda – Y Newell, Dr. Markeda - N Schultz, Jason - Y Sheka, Lynn - Y</p>
<p>1. Welcome New Board Members</p>	<p>New Board members Dennis Griffin and Jason Schultz introduced themselves. Dennis is Principal of Cottage Grove Middle School, taught for seven years, MPS grad. Gave his background. Jason Schultz is investment management at Northwestern Mutual; CPA; interested in improving urban education.</p> <p>The Board then introduced themselves to Dennis and Jason.</p>
<p>2. 2014-2015 Board Meeting Schedule</p>	<p>The Board agreed to the following schedule, 6-8pm:</p> <p>9/25/14 10/16/14 11/13/14 1/22/15 2/12/15 3/26/15 4/16/15 5/21/15 – Annual Meeting 6/18/15</p>

<p>3. 2014-2015 Board Contact List</p>	<p>Loretta Cephus circulated the list of Board member contacts prior to the meeting. The information will be uploaded to the website so that our contact information is available to stakeholders.</p>
<p>4. Woodlands School Accountability Plan/ Report</p>	<p>1. Accountability Report & Accountability Plan</p> <p>Maureen Sullivan explained the process of using the Accountability Report from a prior year, and then putting together an Accountability Plan for the next school year. This Accountability Report summarizes how we performed against the year’s plan. It includes all data to demonstrate how we have performed against the plan. For 2013-2014, we accomplished all of our goals.</p> <p>One item of note is that we have come to the end of our Strategic Plan. Thus in this year’s plan we are looking to engage in new Strategic Planning.</p> <p>Loretta walked through some of the issues we see as students move through the school, and the efforts we undertake to provide additional instruction, specials, summer school and other efforts to achieve growth throughout the journey from 4K to graduation.</p> <p>Motion to approve the 2013-2014 Accountability Report by Matt O’Neill, second by Jacquie Coby-Beaver, motion approved unanimously.</p> <p>2. Accountability Plan</p> <p>Maureen explained the process for putting together a new Accountability Plan. Attempts are made to get input from all stakeholders. One interest we are working to advance is the integration of the two schools. The Board discussed some of the issues we now face – for example, we have 500+ students between the two schools, and do not have a space sufficient to host a combined event for all students and families.</p> <p>The proposed 2014-2015 Plan will be distributed prior to the next Board meeting, and considered for Board approval.</p> <p>3. DPI Report Card</p> <p>Loretta discussed the Woodlands School DPI School Report Card. She distributed the Report Card prior to the meeting. The score was 72.9, the very top of the “Meets Expectations” category; 73.0 would be “Exceeds Expectations.” Patty Rogers explained that the score</p>

	<p>was based in part by DPI’s change to the manner in which the WKCE tests were graded. We view this as interesting in a comparative sense, but use other metrics to truly judge our performance.</p>
<p>5. Board Expectations</p>	<p>Prior to the meeting, Loretta circulated a list of our expectations for the Board.</p> <ul style="list-style-type: none"> • <i>Meetings</i> – Please make every effort to attend the established board meetings on time. As our new By-laws provide us with the flexibility to either attend in person, teleconference, or video chat. Review meeting material prior to the meeting. In the event you are unable to attend, please reach out to myself via email, text or telephone. • <i>Committees</i> – As we have previous discussed either during the interview process or during our previous board meetings. We have 12 (soon to hopefully be 13) board members and everyone needs to be engaged and connected to a working committee that works outside of our normal board meetings. • <i>Meeting Minutes</i> – Our meeting minutes are emailed by the Vice Chair approx. a week after our board meetings. Please ensure that you respond to the email requiring approval in a timely manner. This assists us in timely providing transparency and information need to our stakeholders (Maureen sends out meeting minutes to UWM, PAVE, Park Bank, IFF and our auditor) • <i>Confidentiality</i> – As with any organization, confidentiality is critical to maintain the integrity of the organization. The Board members are required to execute a Confidentiality Agreement.
<p>6. 2014-2015 Board Goals</p>	<p>Loretta suggested several items to consider as Board goals for the upcoming school year.</p> <ul style="list-style-type: none"> • <i>Strategic Planning</i> – Our previous strategic plan ended December 2012, with the opening of the second school. We are happy to look back and see that we met each of the goals. The Board felt it was best to hold off on immediately jumping into another strategic plan without first seeing the challenges that may be presented. With the assistance of PAVE, the Board is ready to tackle outlining a new strategic plan.

	<ul style="list-style-type: none">• <i>Organizational Structure/Succession Planning</i> – As the organization grows it will be critical for us to understand what is working and not working with the existing organizational structure, as Maureen looks to retire two years from now. One general plan is to hire a new Principal for Woodlands East for next year, so Maureen has one year to mentor. This year, we will likely engage in a search for a new Principal. The Board and Maureen and Patty discussed various issues about the process. Maureen expects that we will have the process in place by January.• <i>Salary Grid/Scale</i> – During budget conversations, it became very clear that we needed to re-visit the salary grid/scale for Woodlands as an organization. Over the past few years, we have not been able to offer the pay increases due to limited funds and have been authorizing \$1k pay increases across the board. The conversation was raised with the Finance committee, that we need to have an establish pay grid/scale and at some point, salary caps. This will be something that the Finance/Work Force Development/Governance committee will be working on. Patty requested that the Board make sure to see where our pay level falls among other charters.• <i>Fund Development</i> – This is a topic we have been discussing very often, the Fund Development/Marketing committee are hard at work and will be discussing several accomplishments and goals for the upcoming school year and beyond.• <i>Executive Director/Principal Evaluations</i> – To date there is not a clear process for established within our organization for evaluations for the Executive Director and Principal. While the educator effectiveness criteria is still being determined, it will be imperative that we have a clear process for providing feedback regarding educational/business components. More to come on this topic. Loretta has met with Jennifer Mueller, UWM Assistant Professor Early Education and previous board member, regarding the timing. She will ask Jennifer to come in a future meeting to provide an update.
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7. Committee Updates

1. Fund Development/Marketing Committee

Lynn Sheka summarized the Committee's accomplishments:

- New logo, incorporating State and Bluemound
- Got funds for bus advertisements for the school, on buses and on a few bus shelters
- Loretta and Lynn purchased 500 window clings with the new logo, which we will distribute to families and staff to increase recognition
- Updated yard signs with current phone number
- Started website RFP process – goal is to be better resource for parents, help generate funds, easily updated, alumni login
- Google adwords
- Looking to create one-pager about Woodlands for potential families and donors
- Fundraising plan for this school year; Rafael plans to discuss at October meeting

2. Finance Committee

Catherine Wittig gave an update. Shari began looking into comprehensive electronic payment system. We have existing software we can use for a reasonable cost to achieve this. Will have ACH and credit card capabilities. ACH (registering a check routing number) will be free; credit card charges for online payments will be passed along to the parents.

Loretta reported that the loan with PAVE's support was approved at \$425,000, and the LOC was approved at \$275,000. Total indebtedness at the moment is above \$800,000 (the causes were discussed during the past board meeting), but we do have plans in place to get back to even.

3. Governance Committee

Loretta discussed committee's work: new Board members Dennis and Jason and their orientation; working to select next board member, Peter Richardson.

	Motion to add Peter Richardson to the Board, by Sue Bay, second by Brenda Hartwig-Rhamani, motion passed unanimously.
5. Adjourn	Motion to adjourn by Jacquie Coby-Beaver, second by Dennis Griffin, motion passed unanimously.

Prepared by: Matt O’Neill