

**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**

**August 25, 2016 – FINAL**

<b>Attending:</b>	<p><b>Officers:</b> 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; Patty Rogers, Bluemound Principal</p> <p><b>Trustees:</b> Coby-Beaver, Jacqueline - Y Caruso, Carolyn – N Griffin, Dennis - N Hartwig-Rahmani, Brenda – Y Kahn, Qasim – Y Richardson, Peter - Y Sheka, Lynn – Y</p> <p>Guests: Kathy Simonis, Mitch Hartman, Brooke Zacher, Alandria Gladney (PTO President), Business Manager Michelle Scott</p>
<b>1. Welcome Tommie Myles</b>	The attendees introduced themselves to Tommie Myles, and wished him the best as he joins our wonderful community.
<b>2. New Board Members</b>	Qasim Kahn was added to the Board at the last meeting. Board Chair Sue Bay confirmed we need to fill additional vacancies on the Board. We are focusing on candidates from State Street, as Markeda Newell, our only State Street parent, is no longer on the Board. Sue interviewed numerous State Street parents and found four very good candidates. The Governance Committee chose two exceptional candidates and strongly recommends their nomination: Krista Claypool and Kirsten Lathrop. Their resumes and letters of

	<p>interest were circulated prior to the Board meeting.</p> <p>Sue described for the Board the relevant background of Krista and Kristen. Krista is a high school teacher and has children at State Street, and has prior experience with charter school concepts. Kirsten has an educational background, teaches at Marquette University, and has two sons at State Street.</p> <p>MOTION by the Governance Committee to approve nomination of Krista Claypool and Kirsten Lathrop as Directors, motion passed unanimously.</p>
<b>3. UWM Charter Contracts</b>	<p>Last winter UWM asked us to revise our contracts to comply with certain changes in the law, and to maintain consistency with UWM's new performance standards for its charter schools. We had substantive discussions with UWM to ensure that the changes were not overly burdensome for Woodlands. UWM communicated its sincere desire to have all schools make the changes at the same time, and also offered to extend our renewal dates by one year.</p> <p>Sue asked former Board Chair and counsel for the Board, Brad Hoeschen, to review the changes, and he confirmed they are acceptable. Sue also reviewed the revisions with Jennifer Herzog at UWM and has worked out all of the changes to our satisfaction. The revised changes are ready for renewal. The State Street charter will now expire in 2018, Bluemound in 2019. A Board vote is not necessary.</p> <p>Brooke Zacher asked what impact that will have on the data we reviewed in June, and the need to get the figures in line for renewal. Sue answered we will have another year to get our performance results on the path necessary for renewal.</p>
<b>4. Annual School Growth Plan</b>	<p>Formerly the Accountability Plan, this is the plan Adrienne Woods discussed with the Board in the last meeting. The Plan used to be approved in August, but that is not the process now.</p> <p>Tommie Myles explained the new deadline is October 1. Tommie and Patty Rodgers are working together to coordinate the Growth Plan; Tommie is looking also for feedback from staff on the plan. The intent is to have a Board vote on the plan at the September meeting.</p>

<b>5. Teacher Licensure Renewal Report</b>	<p>Woodlands had issues in the past keeping track of teacher license renewals. It is a complicated procedure with DPI. In order to avoid similar issues the current plan is to have Administration periodically report to the Board on the status of renewals.</p> <p>Tommie explained how we are at the mercy of DPI, and the process remains that when the teacher submits for renewal, the website reflects “expired,” when that is not completely accurate as the renewal process is underway. Tommie and Patty can and will monitor the status on the DPI site.</p> <p>Mitch Hartman confirmed that when the renewal has been submitted, and it is under review, the current license is not expired. Patty gave further detail about the DPI review process, which relies on certified reviewers/verifiers to confirm the applicant has done what they say they have done.</p> <p>Patty confirmed Bluemound is current. Tommie said State Street is good, with the exception of one teacher in the “fuzzy” status of showing as “expired” but the application appears to be in process. Tommie is actively following up with DPI and getting concrete details about the situation. If there is a problem, he will deal with it to ensure we do not risk having an unlicensed teacher.</p>
<b>6. Strategic Plan Update</b>	<p>Sue gave background about the process, which started last spring and was suspended during our succession planning. Working with Joan Feiereisen from PAVE, the Steering Committee completed the process of a SWOT analysis. The next stage is gathering input from stakeholders.</p> <p>Now is the time to re-start the strategic planning process, with the critical input of Tommie Myles. Joan is ready to get the process back on track. Sue will gather the same participants and confirm continued participation, and will reach out to the new directors to get one of them involved in the Steering Committee. Joan will then set up times for new meetings and guide the process.</p> <p>Lynn suggested we may want to add some non-Board member parent representatives on the committee. Catherine has some parents who have expressed interest. Sue agrees we will pursue that as part of the renewed process.</p>

	<p>The Board discussed proper meeting places for the strategic planning, and all agree we need to keep the meetings at or near the schools to maximize accessibility. Matt O'Neill asked about the planned end date; Sue said Joan will have a very specific goal.</p>
<b>7. Finance Committee Update</b>	<p>June financials were completed this morning and are ready for review. They will be circulated to the Board and will be ready for approval at the next meeting. Catherine Wittig will also be setting forth the schedule for the committee's meetings.</p> <p>Tommie and Patty provided an enrollment update: Bluemound is at 350, and State is at 252 (the goal) with the potential of 255. There is still uncertainty until we see who shows up on day 1.</p> <p>Qasim Kahn asked if we have a waiting list at State Street. Tommie answered that we have gone through the list, but still have a list at K4. Bluemound still has a waiting list. Jason asked if families on the Bluemound wait list have the option for a spot at State Street if open, and the answer is "yes." Qasim asked what the reasons are for some of the uncertainty at State Street, and Tommie answered with specific examples, and an explanation of how we cannot release a seat unless a family confirms not attending or does not show up on the first day.</p> <p>Sue discussed proposed changes to the Bluemound building lease-rate increases: The initial five-year term of the Bluemound building lease provided for rate increases of 2% per year, with the school responsible for 50% of capital repairs. Subsequent seven-year terms tied the rate increases to cost-of-living adjustments, which have led to no increases for the past two years. To maintain a good relationship with the Sisters (our landlords), we tentatively agreed to a 1.5% increase for this 2016-17 school year. Patty gave further background about how the Sisters have treated us well over the years, and have been very flexible when we had some substantial budgetary problems.</p> <p>The Sisters have asked that we amend the lease to provide for a 2% increase for the rest of the seven-year term (two years remain after this year), and provide that we will negotiate the rate increase for future terms, but that the increase will not exceed 2%.</p> <p><b>MOTION</b> to authorize administration to approve the 1.5% increase for the current year, and amend the lease to include 2% increases for</p>

	<p>the balance of the current term, and to agree to negotiate the increase for each of the next to 7-year renewals, with a maximum of 2%; motion by Matt O'Neill, second by Peter Richardson, motion approved unanimously.</p>
<b>8. Fund Development/ Marketing Committee Update</b>	<p>Lynn Sheka and Carolyn Caruso will continue to co-chair the committee, with Brenda Hartwig-Rahmani and Jacquie Coby-Beaver also on the committee. Patty, Tommie, Kim McKenna and Kelly McKenna are also invited to attend the meeting. The proposed schedule will be forthcoming.</p> <p>Thank you to Brenda for putting together the meet and greet for Tommie Myles. The event was terrific. Each Board member agreed to contribute \$50 to cover the cost of the event.</p> <p>Lynn and Carolyn are working on the initial fundraising goals, which will be based upon a specific wish list from the teachers. This will give us a set of specific items to generate the giving. Lynn discussed other potential ideas for fund raising events. PTO President Alandria Gladney explained some successful events last year, and potential for a tapas event or events to raise money. Tommie is also working on a potential tapas event at Simple Café. They return to us 80% of the profit from the dinner.</p> <p>Lynn stated there is a Woodlands parent who is a professional videographer who is willing to work on a video to help with fundraising. This can be a very powerful tool. Lynn will follow up with the parents.</p> <p>Lynn and Carolyn recommend a change to the bylaws to include a board giving commitment. The suggestion is to make it a requirement of Board membership to make a yearly personally significant financial contribution to the organization. This is a common inquiry from organizations funding grants, to ensure the Board is invested in the institution. There will not be any stated minimum, but the amount will be what is substantial for the individual Trustee.</p> <p>Qasim asked if we have set a specific goal for fundraising for the year. Lynn clarified that there is no fundraising line item in the current budget and that the Committee would discuss setting a goal for the year after further discussion.</p> <p><b>MOTION</b> by Fund Development/Marketing Committee to amend</p>

	<p>the bylaws to require that 100% of all Trustees make a yearly personally significant financial contribution to the organization; motion approved unanimously.</p>
<b>9. Workforce Development Committee Update</b>	<p>The Workforce Development Committee is planning to meet more frequently this year to better be able to address student achievement on standardized tests as well as other relevant issues. Details will be discussed and communicated to the board at the next meeting.</p>
<b>10. Joint Leadership Council</b>	<p>Sue explained that at the June board meeting, the board voted to create a Joint Advisory Council to provide assistance, direction and time resources to help Tommie in the role as Executive Director.</p> <p>We reiterated this in letters to staff and parents after Tommie was hired stating: “The Board also voted to create a Joint Leadership Council made up of faculty from both campuses, which will provide advice and counsel to Mr. Myles, and share insights on Woodlands’ unique culture and processes. The members of the Joint Leadership Council will be selected by the Board with input from Patty Rogers, who will continue to serve as Principal of the Bluemound Campus.”</p> <p>Tommie and Sue have discussed this, specifically contemplating how to make the Council effective and an effective use of resources. They concluded it would be beneficial to continue considering the idea through the first month or two of school, because that initial transition will provide useful experiences and information to Tommie. During that time, Tommie, with Patty’s input, will determine what specifically the Council will do and who might serve on it. Input from all is encouraged at any time regarding the creation and role of the Council.</p> <p>Lynn suggested that Tommie and Patty consider having a regular meeting with leadership from both campuses, in order to continue pushing towards one school with two campuses, and getting both campuses to work together. Tommie agrees this is a good idea and he will pursue it, and figure out how best it will work.</p> <p>The Board had much discussion about the concept of having the two schools meet together. Alandria gave the Board some specific insight into the perspective from the State Street parents.</p>
<b>11. Proposed 2016-2017 Board Meeting Schedule</b>	<p>Sue circulated a series of proposed dates for the coming year’s meetings. She checked the dates with Tommie and Patty and they do not appear to conflict with the school dates. There are a few dates</p>

	<p>that are a tad uncertain but otherwise we will plan to follow this schedule:</p> <p>Thursday, August 25, 2016      Thursday, September 22, 2016      Thursday, October 20, 2016      *Tuesday, November 29, 2016      Thursday, January 19, 2017      *Thursday, February 23, 2017      Thursday, March 23, 2017      Thursday, April 20, 2017      *Thursday, May 18<sup>th</sup> or 25, 2017 (Annual Meeting)      Thursday, June 22, 2017</p> <p>*Tentative – need to check against school schedules)</p>
<b>12. Adjourn</b>	Motion to adjourn by Matt O'Neill, second by Peter Richardson, motion passed unanimously.

Prepared by: Matt O'Neill