

**Woodlands School
Board of Trustees Meeting**

Woodlands School Mission

Creating the character of the community through diverse education.

Vision

The best of what an urban education can be.

Minutes

August 31, 2017 – FINAL

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – Y Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - Y</p> <p>Trustees: Claypool, Krista - Y Griffin, Dennis - Y Khan, Qasim – Y Richardson, Peter – Y</p> <p>Ex-Officio – Tommie Myles, Executive Director/State Street Principal; Patty Rogers, Bluemound Principal</p> <p>Guests: Michele Scott, Business Manager; Mitch Hartman; Rosalie Gazanna; Michael Pointer-Mace; Caitlin Cashton</p>
1. Finance Committee Report	<p>A. Finance Update</p> <p>Finance Chair Catherine Witting reported. Committee left last week to review financials through June 30. Auditors are working now. Catherine passed around June 30 '17 financials and preliminary year-end statement of revenues and expense.</p> <p>Catherine reported that State Street has stabilized. Business Manager Michelle Scott discussed revenues are up from prior year, due mainly to additional class at State Street; expenses reduced for multiple reasons, including teacher retirements, Empower contract expiration, reduction in insurance;</p>

	<p>Committee recommends approval of monthly June 30 financials and year-end 2016-2017 statement;</p> <p>Year-end preliminary shows net income of \$540,000; there will be some adjustments but this is in line with our target at this point in the development of State Street; Jason Schultz explained that key is the current cash position, which is increased \$370,000 from the same position last year; we did not have to tap into the line of credit this year, which is positive; may look into paying down the loan balance some more.</p> <p>Executive Director Tommie Myles updated the Board on State Street enrollment; currently at target, have limited ability to fill spots if students leave before initial count; Board discussed state funding process, expectation is some increase in per-pupil;</p> <p>Motion by the Committee to approve June 30, 2017 monthly financials, and 2016-2017 year-end financials, motion approved unanimously.</p>
<p>2. Governance Committee Report</p>	<p>A. New Trustee Candidates</p> <p>The Board currently has 8 members. Jason Schultz spearheaded a series of interviews to add members to the Board. Board Chair Sue Bay distributed brief biographical statements of 5 candidates; focus was to find additional State Street parents. Jason, along with others from Governance Committee, recommend the following candidates:</p> <ul style="list-style-type: none"> • Pat Hanvey (State Street parent) • Milika Miller (State Street parent) • Don Parsons (State Street parent) • Sonya Sobush (State Street parent) • Erin Stenum (Bluemound parent) <p>Motion to approve complete slate of proposed candidates, motion by Matt O’Neill, second by Catherine Wittig, motion approved unanimously.</p> <p>B. Formal teacher role on Board.</p> <p>Sue Bay discussed proposal to add a teacher to the Board. Governance believes best way to do this is by having a teacher serve as a non-voting Board member. Full voting member creates</p>

	<p>too many conflict issues and concerns. Joan from PAVE recommended against full voting member.</p> <p>Committee recommends creation of new non-voting Board position for one teacher from either State Street or Bluemound. Sue Bay circulated proposed amendments to Article III, sections 1 and 2 of the current By-Laws, which will add “one additional staff-trustee position” as a non-voting member, appointed by the Executive Director, for one-year terms. The teacher-staff position will not attend closed sessions. The proposal will also will amend bylaws to specify that Principals and Executive Director are Ex-Officio members, which has been our practice but is not explicit.</p> <p>Peter pointed out the draft language of the proposed 2(c) needs to include specific reference to “non-voting.”</p> <p>Michael Pointer-Mace raised question about closed session, and ensuring that we only invoke closed session consistent with the law. Discussion is that the Board must identify the purpose of closed session, and it is the responsibility of Board members to police the rule.</p> <p>Question of creating one or two non-voting positions. Would allow for participation from both campuses, if the interest is present. MPM noted that the position is not much different than the staff whop attend the meeting. Mitch noted that this is an advancement in the process. Peter Richardson said the recognition is meaningful, and for example will lead to committee work and assignments.</p> <p>Motion by Governance Committee to approve amendment to the Bylaws, creating two non-voting staff-trustee members of the Board; motion approved unanimously.</p>
<p>3. Strategic Plan Update</p>	<p>Sue Bay distributed the following “Goals and Strategic Initiatives” developed by the Steering Committee, and is seeking Board approval:</p> <p>Goal A: Ensure that a robust, data-driven curriculum is aligned and implemented equally across both campuses through skilled instruction.</p> <p>Strategic Initiatives to Achieve the Goal:</p> <ol style="list-style-type: none"> 1. Capitalize on teacher expertise and ideas by extending collaboration between faculty communities.

2. Analyze long- and short-term academic results through disaggregated data, and use the results to inform instructional approaches.
3. Ensure academic resources are equitable at both campuses.
4. Develop mentorship opportunities across the two campuses.

Goal B: Diversify funding by increasing contributed revenues in order to enhance long-term sustainability and offer more competitive salaries and benefits.

Strategic Initiatives to Achieve the Goal:

1. Build a comprehensive development program according to a well-documented plan that does the following:
 - Develops an urgent and compelling case for support;
 - Identifies, cultivates, and manages prospective donors, with the particular focus of engaging alumni;
 - Uses all methods of solicitation; and
 - Includes long-term solutions, such as planned giving.
2. Establish board role in fund development.
3. Build relationships with community partners as part of an ongoing effort to promote the school and acquire new donors.

Goal C: Improve overall communication, both internal and external, in order to better convey information as well as develop more cohesive relationships with current families and with the greater community.

Strategic Initiatives to Achieve the Goal:

1. Ensure communication is effective for all families:
 - Develop processes to communicate clear, consistent expectations from teachers, and
 - Address communication inconsistencies.
2. Document processes and procedures, the leadership organizational structure, and job descriptions.
3. Further develop communication channels such as social media and relationships with external media outlets.
4. Continue to maintain and update school collateral including external signage, publications, and the website.

Qasim Khan asked if they are in order of priority, and Sue said they are not. They all have equal weight.

Sue Bay confirmed that when finalized, Joan Feiersen will have a program in place to track our progress against the goals.

	<p>Motion to approve the proposed Goals and Strategic Objectives, motion by Matt O’Neill, second by Qasim Khan, motion approved unanimously.</p>
<p>4. Student Technology Responsible Use Policy</p>	<p>Sue Bay distributed the proposed “Student Technology Responsible Use Policy” prior to the meeting.</p> <p>Mitch Hartman walked the Board through the proposed policy. Some of the language is mandated by our technology grant and the laws. Staff has designed a curriculum based upon these same principles of responsible use of technology. Proposal includes a form that students can sign confirming “Acceptance and Compliance of Responsible se Policy.” Have currently had students sign a document when they get to 5-6 and get the Chromebooks. They are considering extending to lower grades if those grades are gaining access to the technology.</p> <p>Form includes signature line for parents. Board was supportive of having the parents sign the document as well, to make sure they are aware with their students of the policy, and perhaps have additional discussions regarding responsible use of technology.</p> <p>Patty Rogers emphasized the importance of these issues, as we have experienced a lot of cyber-bullying in the student body. It is a real and constant issue, and we are doing our best to keep pace or get out in front of it. Patty is a big activist for training the students in digital citizenship; it is a huge part of the world we live in.</p> <p>Peter Richardson suggests a specific note in the Privileges section to clarify that the “no recording” policies in the document apply as well to a student’s personal devices. Sue suggested amending introductory section to state: “Use of technology at Woodlands School...” Could also add reference to personal technology at other points. Clarified that we have the authority to place any limits we need to on the use of technology at the school. Mitch will also remove extraneous sentence at end of Privileges section, as it is stated at the end of the policy.</p> <p>Motion to approve the proposed Student Technology Responsible Use Policy, with the few amendments noted by the Board, motion by Peter Richardson, second by Jason Schultz, motion passed unanimously.</p>

<p>5. State Street Charter Renewal</p>	<p>Executive Director Tommie Myles distributed the Charter School Renewal Application. Tommie is meeting with Adrienne Woods of UWM on a regular basis to work through the process. UWM has updated and streamlined its process. We are the first school to apply under the new process.</p> <p>UWM site visit from Board of Regent members is expected in October. Patty and Tommie will work to create the renewal application for State Street. Our aim is for a three-year renewal; could get a five-year but seems unlikely because of the age of the school. Adrienne Woods is supportive of the track that State Street is on.</p> <p>Sue Bay asked if the Board plays a role in the process. Tommie said UWM would like to have some Board presence at the site visit. He will let us know the specific date when the visit is scheduled.</p> <p>Based upon our interaction with UWM, we are very optimistic that State Street will be fully renewed, three years, and next time for another five years.</p>
<p>6. Annual School Growth Plan</p>	<p>Sue Bay distributed the 2016-2017 Woodlands Annual School Growth Plan prior to the meeting. The State Street plan is essentially aligned, except for the different school data.</p> <p>Patty Rogers discussed the goals with the Board and how we have worked to achieve them. The Annual growth goals include:</p> <ol style="list-style-type: none"> 1. Improve students' math skills by improving and implementing differentiated instruction using research based curriculum 2. Students will improve their performance in reading as evidenced by MAP performance. 3. Execute a new strategic plan, and create Evaluation Protocol for Executive Director. <p>Patty Rogers discussed each generally and explained how they are working towards achieving each goal. Jason Schultz asked a question about the 20% figure of State Street students meeting or exceeding growth norms in reading. Patty explained the affirmative steps being taken, including a new reading specialist and other steps. Peter Richardson is interested in seeing a dashboard report of the MAP testing scores for the past year. Tommie confirmed they have done so in the past and will continue to do so. Peter asked if it was realistic to expect State Street to be above 50% in meeting or exceeding growth norms by the end of</p>

	<p>the next three years. Tommie said yes, and Patty confirmed they need to do so to ensure renewal after that point.</p> <p>Tommie discussed the third goal involving a new evaluative tool for the Executive Director. Tommie appreciates and welcomes the new process, as it helps him focus his own goals and efforts in his new role. Tommie further explained the progress of working our fund development efforts.</p>
<p>7. Teacher Licensure Renewal Status Report</p>	<p>Bluemound licenses are all current.</p> <p>State Street licenses are now all current. We lost one teacher because the process was not completed by the deadline. We found a terrific replacement.</p> <p>Now that the current process is completed, Tommie and Patty will look to see whose licensure is coming up for renewal.</p>
<p>8. Executive Director/ Principal Evaluation: Establish Annual Goals</p>	<p>The Board has approved the rubric for use in the evaluation of the Executive Director. Now we move to establish specific goals, discuss progress each quarter, and have a comprehensive review at the end of the year.</p> <p>Tommie Myles circulated a list of the seven different “Standards” set forth in the rubric, and identified the specific sub-parts that he goals he is pursuing. Tommie explained his identification of each goal, and concrete steps he is taking to achieve each one.</p> <p>The Board and Tommie had an extended discussion on Number 7-A, having to do with fund development and identifying the School’s vision and mission to potential givers. Some of the mission items pointed out include the vast amount of volunteer hours by families, and the terrific diversity at Woodlands. Could pull some Alan Borsuk articles about Woodlands and sue those. Krista suggests that teachers could use the “Donors Choose” program (donorschoose.org), which encourages giving from outside of our local community.</p>
<p>9. Adjourn</p>	<p>Qasim Khan moved to adjourn, second by Peter Richardson, the motion passed unanimously.</p>

Prepared by: Matt O’Neill