

**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

September 22, 2016

Attending:	<p>Officers: Chair – Sue Bay – Y Vice Chair – Jason Schultz – Y Treasurer – Catherine Wittig - Y Secretary – Matt O’Neill - N Ex-Officio – Tommie Myles, Executive Director/State Street -Y Principal; Patty Rogers, Bluemound Principal - Y</p> <p>Trustees: Claypool, Krista - Y Coby-Beaver, Jacqueline - Y Caruso, Carolyn – N Griffin, Dennis - Y Hartwig-Rahmani, Brenda – N Khan, Qasim – Y Lathrop, Kirsten - Y Richardson, Peter - Y Sheka, Lynn – Y</p> <p>Guests: Alandria Gladney, Tracey Hermann, Ramon Powell, Jody Schneider, Kallie Schuknecht, Kathy Simonis</p>
1. Welcome New Board Members	Sue Bay welcomed our new board members and guests. All attendees introduced themselves.
2. Board Expectations	Prior to the meeting, Sue Bay distributed to the Board a document detailing the organization’s Board member expectations. Among the key expectations are full and active participation in the Board meetings and committee work, attendance at school events when possible, avoiding any conflict of interest, exercising a fiduciary responsibility to maintain the school’s fiscal well-being, making an

	<p>annual personally-significant contribution to Woodlands School, Inc., and assisting in fund development efforts.</p> <p>Sue shared the goal this year to further drive the efforts of the board by encouraging board members to attend Woodlands School activities and events whenever possible throughout the year. In addition, with regard to preparation for board meetings, the goal to provide materials to board members before each scheduled meeting to allow for the appropriate time for review of materials. After each board meeting, Matt will prepare a draft of the meeting minutes which Jason will in turn submit to the board for review and approval. Regarding fundraising, bylaws were revised to request a yearly, personally significant financial contribution to Woodlands School to underscore board member commitment to the organization.</p>
<p>3. Annual School Growth Plan</p>	<p>Annual School Growth Plan: Sue shared the background of the plan which has a deadline for submittal to UWM in October. Tommie, Patty and Sue contributed to the plan which is focusing on three primary goals for the 2016-2017 school year. Patty shared that UWM requires a math and reading goal. Woodlands has focused on improving math scores over recent years. The focus now will be from an intervention standpoint, focusing on plateaued areas and looking at cohorts who have the potential for additional improvement. Discussion around goal setting along with older students participating in goal setting. Goals are the same for both campuses but the data measurements are driven by the needs of the campuses. Sue shared the goal of executing the strategic plan, the last plan was created during 2009-2010. The initiative began last spring and due to the transition from Maureen to Tommie, the board made the decision to hold until this fall. The committee will include board members, staff members and community members. Joan from PAVE is facilitating the process with meetings soon to be scheduling so. Stakeholders meetings will also be held, inviting parents and other community members for input. The goal is to have a holistic approach.</p> <p>Motion made by Catherine, as amended. Lynn seconded the motion. All approved, no abstentions</p>
<p>4. Seclusion/Restraint Annual Review</p>	<p>In order to be in compliance to the Special Education statute Wis. Act 125, each school must report the amount of times that seclusion</p>

	<p>and/or restraint was used with our student population (during the prior school year) to the governing board. Ms. Rogers and Mr. Myles informed the Board that the following restraints and seclusions took place during the prior school year:</p> <p><i>Bluemound Campus:</i></p> <p>General Education: Restraint: 2 (2 students~ one of these students received an IEP shortly after the school year began); Seclusion: 0 Special Education: Restraint: 2 (2 students); Seclusion: 0</p> <p><i>State St. Campus</i></p> <p>General Education: Restraint: 2 (1 student); Seclusion: 1 Special Education: Restraint: 0; Seclusion: 1</p>
<p>5. Strategic Plan Update</p>	<p>Prior to the meeting, Sue Bay confirmed the makeup of the Steering Committee:</p> <ul style="list-style-type: none"> • Steering Committee members include: <ul style="list-style-type: none"> ○ Board: <ul style="list-style-type: none"> ▪ Susan Bay – board/parent ▪ Krista Claypool – board/parent ▪ Peter Richardson – board/finance ▪ Carolyn Caruso – board/fund development ○ Staff: <ul style="list-style-type: none"> ▪ Tommie Myles ▪ Patty Rogers ▪ Jeff Rauworth – Bluemound teacher ▪ Mitch Hartman – Bluemound teacher ▪ Cindy Zielinski – State teacher ▪ Amy Chandler – State teacher ○ Community <ul style="list-style-type: none"> ▪ Paul Haubrich <p>Sue shared the background of the Steering Committee and as noted in our previous discussion of the Annual School Growth Plan and discussed the next steps in the upcoming weeks.</p>
<p>6. Finance Committee Update</p>	<p>The Finance Committee met on Tuesday, September 20th and discussed three topics: enrollment, payroll system and financials. The fall DPI enrollment count took place for the Bluemound and State Street Campuses on Friday, September 16th. The Bluemound campus had one student above the budget target: 351. State Street</p>

	<p>had 4 students were formally enrolled and in attendance after the count requirements along with 2 additional students short. Between the two campuses, a shortfall of 5 students. If enrollment remains steady, this will be an impact on the fall funding only. From a budget perspective, this will impact revenue by approximately \$22,000. The committee was conservative with the 2016-2017 budget and this will not have a sizeable impact on the bottom line.</p> <p>Tommie shared that he has spent time working with Kelly McKenna around her efforts to build a continuous Bluemound waitlist and lottery system. He would like to take the same steps at State Street and plans to have an enrollment team coordinating between the two campuses.</p> <p>Patty shared that she would like to request, from a funding standpoint, that as soon as the finance committee has a sense of the 4K amount for the next year, we can begin the process to onboard families with contracts.</p> <p>Catherine shared an update of the electronic payroll system which was recently installed by Integrated Payroll Systems, approximately 30 TAs use the system. The next step will be to explore the option of a smartphone app to use for punching in and out of the payroll system. Michele is going to explore this option.</p> <p>Michele provided an update of financials through June 30th, the budget year continued at a similar trend at the end of the school year with all notable areas on track with budgeted expectations. Both campuses are continuing the path of a healthy budget with decreased utilization of the credit line which has been used at time for short term funding needs in between the organization’s funding dates.</p> <p>As a final note, the auditors have begun their work to compile the 2015-2016 audit.</p> <p>Motion made by Lynn to approve Woodlands Financials through June 30, seconded by Qasim with unanimous approval, no abstentions</p>
<p>7. Fund Development/ Marketing Committee Update</p>	<p>Committee co-chair Lynn Sheka reported to the Board on the Committee’s progress:</p>

Committee Meetings. Committee Meetings have been set for the third Tuesday of every month at 4:30 p.m. at the Library Building at the Bluemound Campus.

Woodlands Fundraising Video. Mandy and Patrick Haley, parents at Bluemound, were referred to us by Sue Bay. They are eager to help create a Woodlands video. We discussed that the purpose of this video should be for fundraising, not student recruitment. We envision it being played at fundraising events. Patrick and Mandy are going to start finding potential parents and students who would be willing to be interviewed for the video, and Carolyn and Lynn will work on a draft script.

Fundraising Appeal Letter. We want to get a letter out this fall to introduce alumni, friends of Woodlands, etc. to Tommie Myles and do a general appeal for funds. To make our ask more compelling, we want to include a list of items that teachers need for their classrooms, and tangible upgrades/updates the school needs (more iPads, etc.) which funds raised will go toward. We have asked Tommie Myles to provide a list to us.

E-newsletter to Alumni/Friends of Woodlands. We are looking into starting an e-newsletter to update friends/alumni on school happenings and serve as another avenue to solicit fundraising dollars. We're researching a platform to do so (MailChimp, Constant Contact, etc.) and will share what we learn in terms of services and budget.

Fundraising Events. We are looking into the possibility of conducting a ticketed wine or beer tasting fundraising event at an off-site space. The event would also include a small silent auction and raffle. Carolyn was a part of several successful, similar fundraisers in the past and we are contacting the individuals who helped coordinate the event. We are also looking into whether Woodlands has a raffle license with the state. We are in the beginning stages of vetting this idea. Patty confirmed that both campuses have a Raffle Class A license with Wisconsin. Tommie also discussed the liability of serving alcohol at a school sponsored event. Lynn shared that from her experience that most school sponsored events at times serve alcohol and the committee will explore this. Patty clarified that a parent run event is exempt from the liability clause.

<p>8. Administrative Update</p>	<p>Good News: Patty shared the news around the technology upgrade and the current E-Rate status. A major building network upgrade was successful with the support of the board to approval through the budget. The Bluemound campus moved over the summer to a commercial grade network status from a residential system that did not support the school. With the network upgrade and the increased use of Google Chromebooks, 5 weeks of test time was reduced substantially to 2 weeks. Tommie mentioned that Mitch Hartman made major efforts to drive the process over the summer along with making many other contributions to support the organizations tech needs, into the 21st century.</p> <p>Tommie: two things that he first noticed as the school year began, the carpool and morning tardiness. The State Street campus has made some significant strides to work out some of the carpool pick up kinks. Tardiness has also been great reduced through better communication. At the beginning of the school year, up to 51 students were tardy, this was reduced to 35 within a matter of days. Tommie encouraged a fifteen minute start, incorporated this into his daily morning announcement and tardiness has been further reduced. Krista added that she has really appreciated Tommie’s visibility at the school each day, including the daily greeting.</p>
<p>9. Adjourn</p>	<p>Motion to adjourn by Catherine, second by Qasim, motion passed unanimously.</p>

Prepared by: Catherine Wittig