

**Woodlands School  
Board of Trustees Meeting**

**Minutes  
September 23, 2015 - Approved**

<p><b>Attending:</b></p>	<p><b>Officers:</b>          Chair – Loretta Cephus – Y          Vice Chair – Sue Bay - Y          Treasurer – Catherine Wittig - Y          Secretary – Matt O’Neill - Y          Ex-Officio – Maureen Sullivan, Executive Director/Principal –          Patty Rogers, Principal, Woodlands Bluemound</p> <p><b>Trustees:</b>          Acevedo, Rafael – N          Coby-Beaver, Jacqueline - Y          Caruso, Carolyn – Y          Griffin, Dennis - Y          Hartwig-Rahmani, Brenda – Y          Newell, Dr. Markeda - N          Richardson, Peter - Y          Schultz, Jason - Y          Sheka, Lynn – Y</p> <p>Guests: Kallie Schuknecht; Rachel Rogers;</p>
<p><b>1. Woodlands School Accountability Plan</b></p>	<p>Chair Loretta introduced the issue; the plans are identical for both campuses.</p> <p><i>Annual School Improvement Goal #1</i></p> <p><i>Improve communication with all stakeholders with respect to: student’s academic growth, organizational events, and organizational policies and procedures.</i></p> <p>Ms. Rogers and Ms. Sullivan went through the first Annual Improvement Goal. Identified Michael Pointer Mace is the Outreach Coordinator for Bluemound; Maureen Sullivan is acting as such for State Street, but a new coordinator will be named. They discussed the goals and methods of the outreach efforts with the 4K parents, although the outreach extends to all families as well.</p> <p>Lynn Sheka stressed that the outreach will also be to the community, as that is a large focus of our Fund Development and</p>

Marketing Committee.

*Annual School Improvement Goal #2*

*Execute a new Strategic Plan.*

Current plan was created in 2009-2010, and those goals have been accomplished. Main achievement was the State Street campus. Also gained national recognition for our model. Time now to do brand new strategic planning.

Carolyn Caruso asked if we have dates for the new strategic planning. Loretta explained that will come from Joan Feiereisen (PAVE), and will be set after we have the new Business Manager in place.

*School Improvement Goal #3:*

*To implement and integrate throughout the whole organization a comprehensive Technology Plan.*

Ms. Rogers explained the current status of our Technology Plan, and Mr. Hartman's work as Chair. The plan creates a 5-year process, which we are pursuing.

*Annual School Improvement Goal #4*

*Woodlands School, Inc. Community will grow into one cohesive organization.*

Maureen and Patty have been working on this goal for a few years. Will continue to identify opportunities to have the schools work in tandem on all levels – staff, students, PTO, families. Staff committees are identifying which issues are organizational, and which are campus-specific. They understand that there will be a unique culture within each school, but we would like there to be identification of the Woodlands community as a whole.

**Motion** to approve Accountability Plan for Woodlands Bluemound, motion by Jason Schultz, second by Carolyn Caruso, motion approved unanimously.

**Motion** to approve Accountability Plan for Woodlands State Street, motion by Jason Schultz, second by Lynn Sheka, motion approved unanimously.

**2. Seclusion/Restraint – Annual Review 2014-2015**

Loretta circulated a written report prior to the meeting. Ms. Sullivan and Ms. Rogers walked the Board through the two reports. Ms. Rogers explained the restraint is here trained and certified staff needs to physically intervene to prevent a student from harming themselves or another person; seclusion is where a student is removed to a quiet room, where they are accompanied by a trained staff member. Have asked for outside help when necessary.

The Report included the following details:

**a. Bluemound Campus**

- i. Restraint: 6 incidents (same 2 students)
- ii. Seclusion: 1
- iii. Special Education students: Restraint: 0, Seclusion: 0

**b. State Street Campus**

- i. Restraint: 14 incidents (same 4 students)
- ii. Seclusion: 14
- iii. Special Education students: Restraint: 6, Seclusion: 6

Additional Comments: Two students involved in some of the incidents have a disability. Staff involved notified parents in a timely manner. Staff involved documented the incidents appropriately.

The four students did have behavior plans describing appropriate strategies to proactively deal with the inappropriate behaviors. The students with disabilities did have documentation within their IEP documents describing appropriate positive behavioral interventions, supports, and other strategies to address the behaviors. Within the above-mentioned IEPs, there were clearly defined Behavioral Intervention Plans describing potential consequences.

**Motion** to approve Seclusion/Restraint Report for Woodlands Bluemound, motion by Matt O’Neill, second by Jason Schultz, motion approved unanimously.

**Motion** to approve Seclusion/Restraint Report for Woodlands State Street, motion by Matt O’Neill, second by Jason Schultz, motion approved unanimously.

<p><b>3. Fund Development &amp; Marketing Committee Update</b></p>	<p>Prior to the meeting, Loretta circulated an outline of the current plans of the Fund Development and Marketing Committee:</p> <ol style="list-style-type: none"> <li>1. Updates       <ol style="list-style-type: none"> <li><b>a. Message Map</b> <p>Embraces the Uniqueness of Students and Families and Vibrant Learning Environment are not strong and to the point.</p> <p>Action items:</p> <ul style="list-style-type: none"> <li>• Lisa will try to finalize.</li> <li>• Patty and Maureen said they would talk to the teachers to get more specifics.</li> <li>• Goal is to have Lisa wrap-up the items in her initial contract/scope of work by Oct. 15.</li> </ul> </li> <li><b>b. Social Media Recommendations</b> <ol style="list-style-type: none"> <li>i. A Social Media Policy is needed to standardize post frequency and content               <p>Action item: Lynn will draft a policy</p> </li> <li>ii. There were questions as to who is currently managing Facebook Site               <p>Action item: Lynn/Carolyn will set a meeting with Denise, Kim, Kelly, Maureen and Patty to discuss roles and responsibilities, as well as review the new social media policy</p> </li> <li>iii. Lisa suggested that Woodlands is perfect candidate for U Tube Channel</li> </ol> </li> <li><b>c. Collaterals</b> <p>Lisa shared all of the collaterals from Sojourner-stressed that every piece was branded consistently and on message. Also pointed out that some were done using publisher. Creating a brochure is not in Lisa's original scope of work.</p> <p>Action item: Lynn/Carolyn to develop first draft of brochure.</p> </li> </ol> </li> </ol>
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	<p style="text-align: center;"><b>d. Woodlands School Tours</b></p> <p style="text-align: center;">It was agreed that School Tours should be focused on Woodlands School and then be campus specific. A Q&amp;A would be helpful to ensure the main points are being shared at every tour.</p> <p style="text-align: center;">Action item: Carolyn to meet with Kim and Kelly to create tour Q&amp;A.</p> <p><b>Old Business</b></p> <p>2. Donor Database</p> <ul style="list-style-type: none"> <li>i. First priority is to create the template or structure to enter donor (stakeholders) information.</li> <li>ii. Two volunteers were suggested-one would construct the data base and the other would be able to go into archives to retrieve names and information.</li> </ul> <p style="text-align: center;">Action item: Carolyn reaching out to volunteers suggested to discuss next steps</p> <p>Carolyn presented a further verbal report to the Board. Committee will be focusing on social media approaches. Lynn Sheka is drafting a Social Media Policy. Lisa A is working on our Message Map, to make sure our Woodlands message and brand is consistent in all of the ways that we communicate to stakeholders. Committee is working to develop a piece that we can share with persons who take tours, or other potential donors. Lisa is helping to work on donor issues, including identifying our existing donor base; we need to start somewhere.</p> <p>Committee meets the first Wednesday of every month, in the Bluemound library. All are welcome!</p>
<p><b>4. Finance Committee Update</b></p>	<p>Loretta circulated two letters to the Board regarding our most recently-completed audit (2013-2014).</p> <p>The first was an August 27, 2015 letter from the Department of Public Instruction (DPI) to our auditor, Wolfgang Ritter, CPA, S.C., identifying that the Woodlands 2013-2014 Audit Report was identified as “insufficient.” When we communicated with Wolfgang</p>

Ritter about the issue, they responded on September 8, 2015 by “withdrawing effective immediately” as our auditor. Alan Schulman explained to Maureen Sullivan that with all of the changes regarding audit requirements for charter schools, their shop is too small to effectively keep pace for charter schools.

Peter explained the situation further. DPI has indicated we do not need to do a new audit, but we will need a new auditor. DPI presented us with a list of potential auditors, and Finance is working on getting quotes. The goal is for the Committee to be considering candidates at its October 15, 2015 meeting. The Committee understands the urgency of the situation, with our next audit report due on Dec. 1, 2015.

Loretta and the Board discussed the necessary vetting process we will follow in selecting a new auditor.

Maureen clarified that our last audit has been accepted. We will not need to revise or re-do the audit. The problem was the lack of work papers. There will be more scrutiny as we move forward.

Maureen walked the Board through the administration’s efforts to get on top of the situation. They are working with our new Business Manager, Michelle Scott, as well as Tom Sprague, an individual experienced with Milwaukee College Prep, to help work through the situation.

Maureen will be communicating with UWM and DPI to ascertain if an extension of the Dec. 1 deadline is possible, and if so what the process is. Assuming it is a possibility, we will determine how much of an extension is necessary, based upon the new Business Manager’s efforts and the date upon which we select a new audit firm.

Finance is also working on a potential salary scale for the Board to consider.

Carolyn asked for some information about the new business manager. Maureen explained the process the administration followed and how they selected Ms. Scott, working with the Finance Committee. Her background is in business, not with schools, but she was widely regarded as the top candidate for the position.

Finally, Board reviewed the Enrollment Report through 9/18/15. Both schools are over the budgeted goal. Bluemound is at 346

	(budget was 345), and did not lose any students in September. State Street is at 214 (budget was 213). State Street lost 5 in September, most from 4K as a result of the cost for full day. There are open spots in K4, and we would accept new students.
<b>5. Closed Session – Personnel Issue</b>	Motion to go into closed session, motion by Jason Schultz, second by Brenda Hartwig-Rahmani, motion passed unanimously.
<b>6. Adjourn</b>	Motion to adjourn by Jason Schultz, second by Carolyn Caruso, motion passed unanimously.

Prepared by: Matt O’Neill