

**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

September 28, 2017 – FINAL, APPROVED

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 Hanvey, Patricia - Y Khan, Qasim – Y Miller, Milika – Y Parsons, Don - Y Richardson, Peter – Y Sobush, Sonya – Y Stenum, Erin – 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; Fund Development Assistant and Operations Manager Katelyn Kastern; Kallie Schucknecht; Kathy Simonis; Amy Williams; Cindy Zielinski; Patrick Mulvey</p>
1. Welcome New Board Members	<p>The Board welcomed its five new members:</p> <ul style="list-style-type: none"> • Patricia Hanvey • Milika Miller • Donald Parsons • Sonya Sobush • Erin Stenum

	<p>After an icebreaker, everyone introduced themselves to the rest of the Board and guests.</p>
<p>2. Board Expectations Overview</p>	<p>Board Chair Sue Bay circulated prior to the meeting a list of the essential expectations for our board members. Sue highlighted some of the most important matters. Attendance at the meetings is the most important. Sue explained the committee process, and noted we will be asking the new members to join a committee soon. We will try to circulate the new members to Finance in an orderly fashion to get acquainted with the school’s finances.</p> <p>Would be terrific to attend school events when you can, including events at the other campus from where the member has children or other connections.</p> <p>Reminded new members about the bylaws, and the new provision requiring some personally significant contribution to the school. The 100% participation is important for our larger fund development efforts.</p>
<p>3. Finance Committee Report</p>	<p>Chair Sue Bay noted that the Board reviews the financial statements on a quarterly basis. Just reviewed second quarter financials last meeting.</p> <p>Executive Director Tommie Myles said the Finance Committee will meet after the meeting and report at the October meeting.</p> <p>Enrollment update: Tommie noted Bluemound is at 351, and State is 283 at count day, and now 284. Both are 1 student over our goals. The Board cheered the good news. Tommie and Patty Rogers discussed the enrollment process, and the potential changes when students move to another school.</p>
<p>4. Staff-Trustee Appointment</p>	<p>Prior to the meeting Sue Bay circulated a letter from Mitch Hartman expressing his interest in the Staff-Trustee position on the Board on behalf of the Bluemound campus. Mr. Hartman is a teacher at the Bluemound Campus, has been attending board meetings regularly for the past 2 years, and has been the school’s Technology Coordinator for four years.</p> <p>Sue explained the history leading to the Board’s approval of a two new non-voting staff-trustee members of the Board at the August 31, 2017 meeting. The position is appointed by the Executive Director, subject to Board approval. The bylaws have been so amended.</p>

	<p>Tommie Myles noted that in addition to Mr. Hartmann’s letter, he has also heard from a State Street teacher who expressed interest. Tommie noted Mitch’s dedication to the Board, and gladly appointed Mr. Hartman as staff-trustee for Bluemound.</p> <p>Motion by Matt O’Neill to approve the appointment, second by Peter Richardson, motion approved unanimously.</p>
<p>5. Annual School Growth Plan</p>	<p>E.D. Tommie Myles and Patty Rogers explained the process for creating an Annual School Growth Plan, consistent with our charter. Traditionally we create three primary goals for the year. This year we created an academic goal, a fund development goal, and a communication and community-building goal. Patty noted that a math and reading advancement goal is mandated by the charter. The other two goals are consistent with our strategic plan.</p> <p>Tommie and Patty discussed the specific goals in our Annual plans, which were circulated prior to the meeting. Substantial discussion about tracking the achievement for reading and math goals. Major objective is to close the known achievement gap.</p> <p>The Board and Tommie and Patty discussed at length the growth goals set forth in the plans, and the bases for and strategies to achieve the goals. The achievement of these goals relates to the renewal of our charter. These represent the tip of the iceberg with respect to our goals; this plan is required as part of our charter. There are many additional achievement and growth goals in both schools and individual subjects.</p> <p>Tommie walked through the fund development goal. Explained how the Board and their respective contacts can help with this effort. Caitlyn Cashton discussed a recent meeting with Milwaukee College Prep to learn some strategies for fund development. One example is calculating our total cost per child, and compare that to the per pupil allotment, which would identify our “funding gap.” May also ask the Board to compile a list of 5 prospective donors for future efforts.</p> <p>Tommie discussed the third goal of increasing our communication with our families and with the community.</p> <p>Motion by Peter Richardson to approve the Annual School Growth Plans for Bluemound and State Street, motion seconded by Jason Schultz, motion passed unanimously.</p>

<p>6. State Street Charter Renewal</p>	<p>The State Street charter renewal application is due tomorrow, and it is completed. The application is the result of a lot of input from a lot of people. Tommie Myles circulated the application to the Board and discussed the contents. Tommie noted as well the application consistently uses our updated terminology for the school – “Woodlands School, State Street Campus.”</p> <p>Tommie circulated a sample site visit schedule. One part is the Principal/Director presentation, and he would appreciate as many Board members as possible. Tentative date is October 25, 2017. We will learn at the end of the site visit if the charter will be renewed.</p>									
<p>7. Seclusion/Restraint Annual Review</p>	<p>Patty Rogers/Tommie Myles reported as follows on seclusions and restraints for the 2016-2017 school year. Seclusion is where the student is a danger to themselves or others and is secluded; restraint is where a student is physically restrained.</p> <table border="1" data-bbox="602 774 1495 890"> <thead> <tr> <th>School</th> <th>Seclusions</th> <th>Restraints</th> </tr> </thead> <tbody> <tr> <td>Bluemound</td> <td>2</td> <td>0</td> </tr> <tr> <td>State Street</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	School	Seclusions	Restraints	Bluemound	2	0	State Street	0	0
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<p>8. Adopt a Board Member – Amy Williams</p>	<p>Amy Williams stated that the teachers would love to have Board members come into the classroom to see how we accomplish our mission. She circulated an invitation asking board members to give some options for attending. Mitch Hartman will email the form and collect board responses.</p>									
<p>9. Good News</p>	<p>Patty Rogers reported a potential partnership between Woodlands and a school in China, suggested by Desiree Pointer-Mace. Some teachers are currently working on a project with some teachers in China. Will be flying to China for a conference later this year. The conference will cover all of the costs for the conference.</p> <p>Tommie noted his good news is meeting the enrollment goals this year to date. The other successful update is in carpool organization, which has greatly improved the efficiency and safety of carpool at State Street Campus.</p>									
<p>10. Adjourn</p>	<p>Matt O’Neill moved to adjourn, second by Erin Stenum, the motion passed unanimously.</p>									

Prepared by: Matt O’Neill