

**Woodlands School
Board of Trustees Meeting**

Woodlands School Mission

Creating the character of the community through diverse education.

Vision External

The best of what an urban education can be.

**Minutes
February 23, 2021**

Attending:	<p>Officers: Chair – Peter Richardson – Y Vice Chair – Keesha Sutton – Y Treasurer – Qasim Khan – Y Secretary – LaTae Mitchell – Y</p> <p>Trustees: Adams, Kenge – Y Claypool, Krista – Y Gladney, Alandria – Y Parsons, Don – Y Richards, Jon – Y Tackes, Margaret – Y Tate-Techtmann, Margaret – Y</p> <p>Ex-Officio – Ms. Vickie Brown-Gurley Executive Director</p> <p>Staff Appointees – Rosalie Gazanna, Bluemound Campus Appointee; Ode Osbourne, State Street Campus Appointee</p> <p>Staff – Mr. Michael Pointer Mace, Bluemound Principal; Ms. Amy Fare, State Street Principal</p>
1. Approval of the Meeting Minutes from January 26, 2021	<p>Mr. Richardson called the meeting to order and submitted a draft of the minutes that Mrs. LaTae Mitchell prepared from January 26, 2021.</p> <p>Mr. Richardson asked for the approval of the Woodlands School meeting minutes from January 26, 2021.</p> <p>Motion: To approve the meeting minutes from the January 26, 2021 Woodlands School Board Meeting, by Ms.Tackes, seconded by Mr. Parsons, motion approved unanimously.</p>

<p>2. Staff Report/ Ms. Vickie Brown-Gurley,</p>	<p>Ms. Vickie Brown-Gurley shared details from the Staff Report. Virtual Student Attendance/Student Engagement: Woodlands 2020-21 Goal: 95-100% of students will attend and engage in virtual learning activities. We are in the 90s and recovering from winter break. Observations: It's important for our school leaders to spend time in the classrooms, so they are aware of what is going on, be a resource and support. The principals at both campuses our doing observations to give feedback and support to teachers/students. Winter/Spring Assessments: Woodlands Standards Aligned Assessment (tentative dates): Week of Apr. 19th (Reading) Week of Apr. 26th (Mathematics) and Week of May 3rd (Make up). WI DPI Forward Testing (must be taken in-person) March 22-May 21st, Face to face assessment administration requirement. Parents should have received a letter from Ms. Brown-Gurley. We are starting the preparation to bring students to school for this assessment. Woodlands Fundraiser: Save the Date- On Saturday, February 27, 2021, Saz's will donate 15% of all orders that are identified from Woodlands families and friends. The Bluemound/State Street Campuses will these funds towards classroom libraries. Woodlands Spirit Wear Sale: Order your Woodlands gear between February 15-26th. Order and pay online, orders will be mailed directly to you. Reminder: collecting information from our parents that UWM needs for the parent satisfaction survey. It's given to parents whose students attend charter schools that are authorized by UWM. Both campuses have their own link to the survey. Staff and middle school level are being asked to take the survey in their classes. Classroom Happenings: Ms. Brown-Gurley asked a few teachers to share what's happening in their classrooms from a few educators. Mrs. Zylstra, Ms. Davis, Ms. Way, Ms Kindschi and Ms. Huber presented their presentations.</p> <p>Ms. Tate-Techtman asked about how the engagement is being measured? Ms. Fare stated they are tracking attendance and engagement virtually separately. The attendance is tracked by logging on by instruction, morning meeting, or engaged in the Google classroom work. The engagement tracked by how much work the student is completing. Mr. Khan asked if Woodlands asking for waiver for the Standards Aligned test? Ms. Brown-Gurley stated we are not asking, and it happens at the State level. The Education Dept. is accepting waivers. It was clear the option to not test was not given. Mr. Khan also asked what is our plan for growth and benchmarking for next year? How will we assess it? Do we have a plan? Ms. Brown-Gurley stated the Woodlands Standards Aligned Assessment is what we have been taking and will take next year. This is the tool UWM will use to measure our progress from an academic standpoint. The Woodlands Standards Aligned Assessment can be done virtually this Spring. We will compare the Fall data to Spring data.</p>
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3. Finance Committee Report—Qasim Khan

Mr. Khan asked for a recommendation from the Finance committee on the reforecast of the 2020-21 budget. The budget for the current fiscal year was developed in Feb/March/April 2020. Thomas Roth and Ms. Vickie Brown-Gurley looked at actual financial results through December 31, 2020 to reforecast this budget. We had budgeted for the existing fiscal year, net income of \$123,000. The operating income will be break even for the fiscal year, at \$16,000 from a cash standpoint. When the budget was developed, we had some very aggressive headcount at both campuses. We had budgeted for 332 K5-8 for Bluemound and 308 students at State Street. We are at 315 students at Bluemound and 268 students at State Street. The shortfall of 57 students was based on the aggressive headcount, \$450,000 of shortfalls in revenues. This has been mitigated by reducing certain expenses and cutting costs in various categories along incremental grant revenue and some federal aid we received. Ms. Brown-Gurley stated they looked at all revenue sources, we had a number of dollars via grant dollars and shifted some expense. We also had grant dollars that was carried over from last year. We worked with the cleaning company and negotiated a reduced in monthly fee, staffing automatic decreased from extension, and utilities cost. Mr. Roth stated we received CARES money and combination of expense reduction was how we got to a breakeven budget.

Mr. Richardson asked Mr. Khan if we need to submit and approval to UWM. Mr. Khan stated this is a revised forecast as to how we are doing compared to the budget from last year. Mr. Khan added this fiscal year we have a few non-reoccurring expenses that will not occur going forward. This point on the financials will look better and starting the process on the next budget cycle soon. Ms. Tate-Techtman asked if the CARES money referenced a PPE loan? Ms. Gurley-Brown said it was a grant and not a loan. Mr. Khan reviewed the financial results for six months ending December 31, 2020. This is the second piece of Finance committee recommendation, approval is required. These are unaudited numbers, RitzHolman was our outsourced business manager has been compiling these numbers for us and presented to UWM. The cash balance as of December 31, 2020 was roughly was \$1.7M. (See report).

Mr. Khan stated this is six months of numbers that would like to get approved and submitted to UWM to meet their deadlines.

Mr. Richardson asked for a motion to approve the financial statements for Woodlands, all board members approved.

	<p>Mr. Khan stated the Finance committee is working on next year’s budget along with a 3-5-year projection model. We expect to present the budget in the next Board meeting.</p>
<p>4. Cross Campus Cohesion Committee — Ms. Maggie Tate-Techtmann</p>	<p>Ms. Tate-Techtmann reviewed the Cross-Campus Cohesion Committee Report. She discussed the March 2021 Virtual Focus Groups with Joan Fieresen, Boundless Consulting. She will be working in the capacity of connecting with former/current students, parents, faculty members and community partners. The objectives: determine what is important to stakeholders about the Woodlands Way including feedback on the Woodlands Way-Identify ways to inform organization practice related to organizational culture including but not limited to culturally responsive practices in/out of the classroom. Ms. Tate-Techtmann also expressed we have unique story to be told and we need to ensure all these pieces are in place and solid. We will find what’s known as universal value proposition and soundbites that we can use in marketing moving forward.</p>
<p>5. Return to School Committee Update- Ms. Vickie Brown-Gurley</p>	<p>Ms. Vickie Brown-Gurley reviewed the Return to School Report and scheduled a meeting with the Return to School Committee on Monday, March 1, 2021. At both campuses, the following campus work been done: Research on air purifiers, classroom and building prep, posting new positions, review options for recess and new information on returning students to classrooms. Some of the new return to school information that has come from the CDC has new information around CDC transmission and operating school during COVID-19. The DPI Spring Assessment Guidelines regarding the WI Forward and DLM, which must be done in person this school year. The CARES Act Discretionary Funds- Federal that’s been given to States, there is a 10% discretionary aspect that our legislatures have access to and currently having conversations on how the 10% will distributed.</p> <p>Ms. Brown-Gurley stated there will be a possible recommendation of Woodlands offering a face to face option for interested families after Spring Break. She’s looking to have a conversation with the Return to School Committee on the recommendations.</p>
<p>6. Public Comments/Questions</p>	<p>A parent asked if the Return to School Committee open to the parents? Ms. Brown-Gurley stated it’s only for that meeting. The recommendations that come forward we will have parent/staff meeting for conversations. Mr. Richardson confirmed staff cannot be required to be vaccinated? Ms. Brown-Gurley stated, she will defer to her legal counsel, we would have to decide as an organization on if we are interested on doing and be prepared for an outcome.</p>

	<p>Ms. Gladney stated since its for an emergency use, we cannot mandate the vaccination. Mr. Richardson asked if we were to reopen, it would be under the plan, to remind parents/staff, we approved a plan in a hybrid model to reopen last year, is that the starting point of from the discussion for the reopening? Ms. Brown-Gurley answered that is the starting point for the discussion. There are some opportunities to adjust. Mr. Richardson asked what the most recent contact is or report you had with non-MPS or Charter Schools with evaluations. Ms. Brown-Gurley stated last Charter school meeting, they had small groups, about the information regarding assessments and the plan's the individuals have is what we were speaking about how we're going to prepare our school to take all students in and to take the assessment. A lot of conversation about the impact because there are a lot of schools that are offering face to face with a large part being virtual. The reality is every school that is under UWM that is impacted by Forward testing will have to make some kind of plan for students who are currently not face to face to come in and take the assessment. Mr. Khan asked what percentage of UW schools are 100% fulltime, hybrid, and virtual? Ms. Brown-Gurley stated she don't have the percentages; however, the smallest percent are virtual. Almost all the schools are in some type of hybrid model but the other part of that, majority of their families are virtual.</p> <p>Mr. Richardson asked for a report out for the committee's recommendation and then evaluate it. The Board will receive that report and vote on that recommendation at the next meeting or have an earlier meeting.</p>
<p>7. Adjourn</p>	<p>Mr. Richardson asked for a motion to adjourn. Ms. Tate-Techtmann moved to adjourn, seconded by Ms. Claypool, the motion passed unanimously.</p> <p>The next Board Meeting is scheduled on March 23, 2021.</p>

Prepared by: LaTae Mitchell