

**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**

**September 28, 2021- APPROVED**

<b>Attending:</b>	<p><b>Officers:</b>            Chair – Keesha Jones-Sutton – Y            Vice Chair —Margaret Tate-Techtmann Y            Treasurer – Qasim Khan – Y            Secretary – Tornelia LaTae Mitchell – Y</p> <p><b>Trustees:</b>            Adams, Kenge – Y            Borgealt, Julie-Y            Claypool, Krista – Y            Hartman, Jamie- Y            Parsons, Don – Y            Richards, Jon – Y            Tackes, Margaret – Y</p> <p>Ex-Officio – Ms. Vickie Brown-Gurley Executive Director</p> <p>Staff Appointees – Rosalie Gazanna, Bluemound Campus Appointee.</p> <p>Staff – Mr. Michael Pointer Mace, Bluemound Principal; Ms. Amy Fare, State Street Principal</p>
<b>1. Approval of the Meeting Minutes from August 24, 2021</b>	<p>Ms. Jones-Sutton called the meeting to order at 6:04pm and asked for an approval of minutes from August 24, 2021 that Ms. Mitchell prepared.</p> <p><b>Motion:</b> To approve the meeting minutes from August 24, 2021 Woodlands School Board Meeting, stand approved.</p>

<p><b>2. Board Updates— Keesha Jones-Sutton, Chair</b></p>	<p>Ms. Jones-Sutton provided an update for the month. There was a teacher’s listening session which allowed us to bring back Board Buddies. The assigned Board members/unit teachers will begin in October and will decide if they will meet quarterly. Ms. Jones-Sutton will confirm at the October Board meeting. Workforce Development Committee met on September 27<sup>th</sup> to discuss how the committee is ran, get started for this year and set goals for next year.</p> <p>Ms. Jones-Sutton meets with the Executive Director on a weekly basis to get updates about the schools and will also schedule meetings with the principals going forward.</p> <p>Ms. Jones-Sutton attended the Academic Excellence Committee and Finance committees this month.</p>																														
<p><b>3. Staff Updates – Vickie Brown-Gurley, Executive Director</b></p>	<p>Ms. Brown-Gurley reviewed the Woodlands Board of Trustees Staff Report. (See Report)</p> <p style="text-align: center;"><b>Student Enrollment 2021-22</b></p> <table border="1" data-bbox="609 892 1318 1018"> <thead> <tr> <th></th> <th>K4 Seats</th> <th>K4 FTE</th> <th>Budget FTE</th> <th>K5-8th Seats</th> <th>K5-8th Budget</th> <th>Total Seats</th> <th>Total FTE</th> <th>Budget FTE</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Bluemound</td> <td>30</td> <td>18</td> <td>19</td> <td>324</td> <td>315</td> <td>354</td> <td>342</td> <td>334</td> <td>8</td> </tr> <tr> <td>State Street</td> <td>11</td> <td>6</td> <td>10</td> <td>249</td> <td>268</td> <td>260</td> <td>255</td> <td>278</td> <td>-23</td> </tr> </tbody> </table> <p>COVID-19 Dashboard- inserted on our website that will be coming soon. You will see both campuses and total number of individuals per facility. When we work with the health department it is the number of individuals per foot/percentage. As of 9/28/21, <b>Total Individuals per facility:</b> Bluemound- 413/State Street- 308/Districtwide Total- 721, <b>Number of active staff confirmed positive:</b> Bluemound- 1/State Street-1/Districtwide Total- 2, <b>Number of active students confirmed positive:</b> Bluemound-0/State Street-3/Districtwide Total- 3, <b>Active Cases as a percent of total individuals:</b> Bluemound- .24%/State Street- 1.30%/ Districtwide Total- .69%, <b>Cumulative Cases since August 2021:</b> Bluemound- 2/State Street- 7/Districtwide-9</p> <p>Survey regarding possible covid testing was sent out to staff and parents on September 14, 2021 to get feedback from our Woodlands Community. We have the opportunity from a federal grant to receive free COVID testing at our campuses for staff and students. There were 315 responses and 71% were parents and 22.9% were staff, 62% were Bluemound, 35.9% were State Street. 83.5% responded yes to the testing and 16.5% said no. For the testing plan; 46.7% preferred Diagnostic testing, 32.7% preferred Routine screening, 13.7% preferred outbreak testing and 7% preferred event-based testing. 53.7% would agree to have students tested, 14.6% said</p>		K4 Seats	K4 FTE	Budget FTE	K5-8th Seats	K5-8th Budget	Total Seats	Total FTE	Budget FTE	Difference	Bluemound	30	18	19	324	315	354	342	334	8	State Street	11	6	10	249	268	260	255	278	-23
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	<p>maybe and 12.1% said no if we had a COVID testing plan. It was clear in the comments that individuals had reservations regarding what the test would be like, who would provide it and wanting to be present when their students get tested.</p> <p>Ms. Brown-Gurley asked for Board approval to move forward with an optional combination of diagnostic as well as routine screening for students and for staff. Novir will provide on or two staff per campus every day at the same time frame for 1-2 hours free of charge. Test results will be received within 10-15 minutes.</p> <p>Staffing Update- every classroom has been staffed and the following positions are vacant at this time: Teaching Assistant at State Street campus, HR manager, Director of Business Services, Business Office Assistant and Nurses at both campuses.</p>
<p><b>4. Principals' Update – Amy Fare – State Street; Michael Pointer Mace – Bluemound Campus</b></p>	<p>Mr. Pointer Mace shared the Bluemound campus update. The sports program started. The Soccer games are at Sijan field in Bayview. The Spanish program is going well and shared a story about his interaction with a student that corrected him on his Spanish. It's an added layer of sense of pride that's happening in our community.</p> <p>Ms. Fare shared the State Street campus update. The little family teacher/student excitement. It reminds of the importance of the personal connection and continue to keep it strong and safe way. Kindergarten is starting in person, reading words, phonics and sound production, and is taking off really strong. The students are excited and off to a strong start.</p>
<p><b>5. Report from Finance Committee on FY 2021-2022–Qasim Khan, Chair Finance Committee</b></p>	<p>Mr. Khan reviewed the draft of the 6/30/21 financial statements. (See report) We don't have a business manager now. Ritz Holman is very helpful resource and good handle of our financials and will go through a full audit process. We will present to the Board once the audit is complete. The revenue is based on the per pupil numbers and what the state legislates.</p> <p>Fall Enrollment Summary Report- as of the official count date, we are at a financial shortfall of \$204,000. It is broken down in two buckets, net under enrollment and the per pupil amount that came in \$200 lower than what we had anticipated and budgeted. Of the \$204,000 shortfall that we have, a \$122,000 is related to the lower per pupil rate by 200. The next contributing factor to the shortfall is under enrollment that we have at State Street. It is causing a \$150,000 shortfall. Those two shortfalls are being mitigated by a surplus by Bluemound by roughly \$64,000. Some portion of this can be made up if we can make up enrollment in January 2022.</p> <p>Ms. Brown-Gurley stated how we would mitigate the shortfall of our gap. We have some opportunity to utilize our COVID dollars. One of</p>

	<p>the uses is learning lost due to the pandemic and staffing needs. We will reallocate some of our expenses to utilize a portion of our COVID dollars. In the budget for this school year, we did not put in a dollar amount because it was still up for conversation. We have been given some guidance around the amount.</p>
<p><b>6. Report from Academic Excellence Committee – Krista Claypool, Chair</b></p>	<p>Krista Claypool gave an overview of the committee meeting discussion and report on the data results. 30% of the students at Bluemound did not take the test in person and 68% at State Street. (See reports) Teachers are looking at numerous data points in order to guide instructional decisions with students including testing taking place now. Fall Testing: many students are being tested in their classrooms to see where they are at. Kindergarteners-4<sup>th</sup> grade will take the PALS test, WSSA testing is two times a year, and MAPS is required and done three times a year, FORWARD testing will take place in the Spring. The team shared a map on when the testing will take place throughout the year. The goal is the teachers are meeting in teams to look at the needs of their students and adjust to their instructions. We have instructional material for Zearn that is consistent across both campuses. We do not have a written curriculum which is the actual guide for grade level to grade level to show the sequence of how our students will interact with certain content. It does have a face-to-face teaching component.</p>
<p><b>7. Public Comments/Questions</b></p>	<p>No public comments were asked.</p>
<p><b>8. Adjourn</b></p>	<p>Ms. Jones Sutton motioned to adjourn at 7:19pm.</p> <p><b>The next Board Meeting is scheduled on October 26, 2021.</b></p>

Prepared by: LaTae Mitchell