

**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

January 25, 2021- APPROVED

Attending:

Officers:

Chair – Keesha Jones-Sutton – Y
Vice Chair —Margaret Tate-Techtmann Y
Treasurer – Qasim Khan – Y
Secretary – Tornelia LaTae Mitchell – Y

Trustees:

Adams, Kenge – N
Borgealt, Julie-Y
Claypool, Krista – Y
Hartman, Jamie- N
Parsons, Don – N
Richards, Jon – Y
Tackes, Margaret – Y

Ex-Officio – Ms. Vickie Brown-Gurley Executive
Director

Staff Appointees – Patricia Gausman, Bluemound
Campus Appointee Tina Way, State Street Campus
Appointee

Staff – Mr. Michael Pointer Mace, Bluemound Principal

**1. Approval of the Meeting Minutes from prepared.
November 16, 2021**

Ms. Jones-Sutton called the meeting to order at **Motion:** To approve the meeting minutes from 6:03 pm and asked for an approval of minutes November 16, 2021 Woodlands School Board from November 16, 2021 that Ms. Mitchell Meeting, stand approved.

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2. Board Updates—Keesha Jones-Sutton, Chair

Ms. Jones-Sutton stated the Board Minutes will be posted to the website once they are approved.

Board Updates: Board Member Training meeting on running committees efficiently, working with the Administration on policy changes, processes and communication. Currently, looking for committee members for: Marketing & Fund Development, Finance

and Academic Excellence. Ms. Jones-Sutton will share the application on the website and on the FaceBook group.

Upcoming Meetings: Additional Board training and Strategic Planning Sessions, Administration, around Safety & Communication and Finances, scheduling Workforce Development, Board Buddies and Annual Board Meeting on 3/22/22.

Board Liaison Approval Motion: Mr. Richards moved to approve Ms. Diana Sokolewicz and Ms. Tina Way to be the Staff Liaisons to the Board of Trustees at Woodlands School; properly seconded by Mr. Don Parsons, motion stands approved.

3. Staff Updates – Vickie Brown-Gurley, Executive Director

Ms. Brown-Gurley stated we have a few staff changes; Ms. Mary Jane Latona, People Services and Special Education Director has left the organization, she was with us for over 5 years and appreciates services she provided. We are looking for someone to fill the role in the Interim and will post the position in a month for a candidate to start next school year. The second staff member is Ms. Patricia Gausman, we also wish her the best and appreciate her services. Mr. Scott Meier, Art Educator has filled the role for the remainder of the year at the Bluemound Campus. Mr. Meier brings to the position a wealth of experience working with children, teaching art and being

an artisan himself. Ms Tate Techtmann asked if there are any legal/charter regulations or guidelines we need to ensure are being filled while the team searches for a new Director of Special Education? Ms. Brown-Gurley stated this is an option to have, however, we talked to some staff about some work that needs to be done, and to make sure we get someone to support and skill set we need. Ms. Tate Techtmann asked if the principals were supporting the teachers in the Interim and Ms. Brown-Gurley stated yes, they are serving as LEAs and in compliance. **Enrollment Update:** we had our second Friday and pulled the enrollment numbers and sent that information

cases in our schools and in the City of Milwaukee decrease, we will review our current COVID-19 protocols to make the appropriate adjustments.

Staff Benefits and Incentives: We have put the following benefits and incentives in place for Woodlands Staff: Short Term Disability Plan, Long Term Disability Insurance, Hiring Sign on Bonus and a Referral Bonus. All programs are able to be funded within our current budget.

Woodlands Student Expectations: Woodlands staff have been working diligently to develop common student expectations to be used with our students. These expectations have been completed and will be shared with the students. We are asking parents/students to sign the form.

Student Behavioral Support Documents: we are looking at ways to have a consistent manner of responding to student behaviors that fall outside of the expectations. Beginning this week we will use the Student Behavior Intervention and Reflection Form. **Social and Emotional Learning (SEL) Curriculum for Students:** Woodlands has selected a new Social and Emotional Curriculum for our students and will begin using the Character Strong program. Students will be introduced to this program within the next two weeks.

Website: Woodlands website is LIVE!! However, we are still working to update some of the information on a few pages as well as uploading documents. **Woodlands Partners with the Milwaukee Bucks Foundation:**

Woodlands has a partnership with the Milwaukee Bucks Foundation and WE Energies for the Bench Mob Bonus Program. We are one of two schools to be picked. Throughout the 2021-22 regular season, every time the Buck bench scores 30 points or more, WE Energies Foundation will donate \$500 to Woodlands School, Inc. Students, staff and parents attended the January 5th game representing the Bucks. Woodlands will receive additional free tickets in March 2022.

4. Principals' Update – Amy Fare – State Street; Michael Pointer Mace – Bluemound Campus

to DPI. The information is how our funding is determined for the year. (See report).

COVID-19 Update: as the number of COVID

Mr. Pointer Mace gave a report for both campuses. **Work Group:** Social Studies started this work. The teachers are looking into

high quality instructional material for both campuses. **Response Team:** both

5. Report from Finance Committee on FY 2021-2022– Qasim Khan, Chair Finance Committee

principals, staff and volunteers all gone through non violent crisis training.

Mr. Khan reviewed the draft Financials ending as of 9/30/21 and prepared by RitzHolman. On a high level, we had sufficient cash in place to manage our operations for what is recommended for three months. We have a significant amount of grants, receivables and accounts receivables that we're working through. From a balance sheet stand point, we are in good standing. (see report) In the first half of the school year, we were significantly off of our enrollment number expectations we had budgeted. We had 18 students under enrolled as an organization and will cause an impact on the P&L.

Working towards grant dollars that can help subsidize some of those negative impacts.

Audited Financial Statements: we completed a successful audit and it was much smoother this year. The accounting firm Walkowicz,

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Boczkiwicz & Company, which has been our auditor for the past three years issued an audited opinion that had no material issues, going concerns and everything to their testing process lead to a clean opinion for the Fiscal Year ending June 30, 2021. The audit was submitted to UWM and the state. The team is researching benefits and going through a more rigorous process of evaluating insurance in the coming year and engage in another consultant with the help of Mr. Powell to explore every avenue possible to help with the benefits.

Cares Act Dollars: The state funding we received related to COVID, the incremental dollars we are applying that is outstanding that is part of COVID or other avenues working on getting. We have grant dollars that have been allocated to us; however, the way we access those grant dollars are through claims. In order for us to file claims, we have to make sure the narrative information is updated and be specific about the allocations to maximize our grant dollars. **Additional Unallocated Funds:** \$80K of grant dollars that we received as an organization from the Governor, and it's a one time funding.

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6. Public Comments/Questions Was the monthly meetings approved by UWM to go bi monthly? According to the charter contract we are supposed to send the minutes by the 15th of every month? Ms. Jones-Sutton stated that meetings and meeting dates can be set by the Board per the By-Laws, however, Ms. Jones-Sutton will follow up. The committee meetings will continue every month. Ms.

Brown-Gurley submits the minutes for the months we meet and if we don't meet we will let them know.

Is there a planned time frame for Board buddy meetings? Ms. Jones-Sutton stated the board buddies will meet again in February.

What if teachers have not received an email in regards to board buddies? Ms. Jones-Sutton asked that an email be sent to the Board email.

Concerns about meeting compliance with safety drills, have we formed any committee to address these issues? Ms. Brown-Gurly stated both campuses should be having conversations and drills.

Mr. Richards asked a question about the Code of Conduct discussion from past meetings. Will the new discipline code be for the school or interim step? Ms. Brown-Gurley stated we are operating under the previous discipline code. We are working with Dr. Ross Green to help us identify our discipline plan and bring it up to date across the organization and documenting incidents.

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7. Adjourn Ms. Jones Sutton motioned to adjourn at 7:20pm.

The next Board Meeting is scheduled on March 22, 2022.

Prepared by: Tornelia L. Mitchell

