

2017 – June 6th WAMCS Governance Council Monthly Meeting Minutes

Present – Kim, Andrea, Shawn, Kevin, Mark, Kathy, Bill, Jenny, Stacey, Amber, Erin, Robin, Sue

Absent –

Meeting Called to order – 4:35 p.m. – Welcome - Kevin

Review of May Minutes - Kathy– Slight wording changes made to language regarding Kevin assigning Jenny to oversee Head of School Interview Panel. Bill moved to approve the minutes and Shawn seconded. Minutes approved.

Principal's Report – Erin – We “skimmed by” on budget. We have \$22 remaining. Approved for Curriculum Development Project. Not much else to report on. Jenny asked for an update on school perceptions survey. Kevin stated that he and Erin would be providing an update later in the meeting.

Parent Connect – Kathy stated that Wendy and Erin were not able to attend due to schedule conflicts. Stacey commented that Parent Connect committee wasn't adequately notified of the meeting time changes. Kim volunteered to present update on their behalf. Kathy stated that she would provide them an update of the meeting. Kim reported:

Asked if Science Fair will be taken over by staff as it's incorporated into the curriculum.

Request staff to provide supervision and oversight in actual fair

Swinson Track meet – Need uniform tee shirts or jerseys and better signage to represent our school in a more polished and together fashion.

Christmas Concert to be moved to an evening event

Would like to discuss an annual trip to the state capitol. Parent Connect to pay for it if no funding is available. – Teachers report that it's a biannual trip due to our grade bands. PC would still like to do it annually.

Harvest Game Night needs a date change. Erin will change it to Monday the 30th.

Dr. Seuss will be handled by the classrooms and the staff. No additional parent connect support needed for Green Eggs and Ham or activities. Teachers will coordinate their own readers and activities.

Fundraising coupon card will be added to our fundraising efforts. Kim will be contacting local fooderies to offer discounts and incentives. The cards will sell for \$5.

MMUN Fundraising will be 20% of ALL fundraising but MMUN families will need to sign a contract binding them to volunteering in order to earn the monies for their students.

Committee Updates

Curriculum – Bill – Updated our Strategic Plan (SP) . Need to add target population numbers (129 Students (which is now done)) and adjust percentage goals. Erin indicated she would examine the percentages and adjust.

Jenny would like an annual review of SP at our Annual Meeting as a presentation to our parents and invested community members to keep these goals front and center in our minds and actions. Also having them added to our monthly meeting agenda as a part of the principal's (or strategic committee's) reports.

Andrea would like to see that the written goals that have already been met be changed or updated to challenge and facilitate growth. Also we need to celebrate the goals that we have met and give reasons to look positively on the accomplishments of the school and the Head of School. Also, adding continuing education opportunities where appropriate and tightening up dates where possible. Kevin suggested that we have an online update monthly to be shared with all staff and GC members as a way to see the progress we're making. Bill and Principal will maintain.

Facilities Committee – Mark – update and recap of HM proposal for space next year. HM offered a swap for existing K and 1st grade rooms for 242, 241, and a traditional classroom next to Charles and Amber. Erin and staff declined offer. Kevin updated that Rob will still let us use the 240 and 242 join rooms which could be good multipurpose rooms. Erin communicated with the HM staff to let them know. Erin also apologized to the GC and staff for the way the decision was made and communicated.

Mark expressed his reluctance to move forward on this issue considering the communication conflicts encountered with the short-term space collaboration. At this time, a discussion about the Short Term Space Plan conflict was discussed again. Mark and Jenny stated that future endeavors must be approached with roles, responsibilities, and expectations for communications be fully detailed and solidified before work begins.

Long Range Facilities Plans - Mark - Kathy stated the need to set regular meetings and have staff contributing to the discussion and preparing to present to the Ed-Ops committee. Traditionally Nov 1 is the deadline for budgetary issues. This is more of an exploratory initiative but we still need to be proactive and collaborative with the district. Kevin expressed that there is time to work on this at a later time. Kathy disagreed, stating that work is needed on this issue actively and it's equally important that the staff and council are working to the same end. **A meeting date was set for Wednesday June 14th at 4:30. Location to be determined.** Mark, Jenny, Kathy, Erin and Shawn are on the committee. All other GC and Staff are welcome to participate. Amber volunteered to provide ideal setting information. Kevin will put this on the July agenda for follow up.

District Update – Andrea - Provided update on Encore Staffing, and verified 1.5 days of guidance support for 2017-2018 school year. Andrea asked for clarification on the flurry of emails going back and forth regarding the hard feelings generated during the short term facilities planning. Kathy elaborated on her emails where she stated that employees and WAMCS families were not happy, that the GC had on 2 occasions tried to gather info and take it to Erin to provide support, problem solving, and help where needed. She, Kim and Stacey discussed the involvement of the GC and how it was halted at the final step by Kevin. Shawn stated his recollection was different. Kevin says he halted it because it was a rogue activity and because he was asked to do so by two staff members. We talked about the plan to have a grievance policy and to use Bill as a liaison between staff, families, principal and GC, and the difficulty seeing these things established. In the end, there was discussion of how these concerns could

and should be handled in the future for parents, first working with the classroom teachers, then if necessary going to the principal, and as a final step to school district administration. This would serve to protect privacy, address things directly and positively, and keep things from being misinterpreted. It was decided that this "Communication Plan" would be added to the School Handbook that is in the works for next school year.

Discussion Items

1. School Survey – Bill asked what was to be done with responses (which by and large puts WAMCS near the very top of results in the entire WSD), and Erin stated that there were additions to the Strategic Plan to address concerns. Andrea added that they would also be added to the principal's personal goals.
2. Head of School Search – Andrea reported that the posting closed on June 3rd and that there were 8 applicants. The vetting process would begin June 7th, and June 13th will begin the interview process. She also reminded us that discretion is very important to maintaining the integrity of the process. Kevin stated again that he believes that the GC should have more involvement from the beginning of the process. Andrea stated again that this is the process for all school principal hires and it will remain so. The meeting for potential interview panel members will be held June 8th at 4 pm in the 4/5/6 classroom. Anyone who is interested is welcome to attend to learn about the process. Chris Nyman, 2 parents, 2 teachers/staff, 2 council members will round out the panel. June 22 is the date of on-site interviews and all panel members must be available for all interviews.
3. Staffing- Erin disclosed that Ms. Kate K/1 teacher, will be leaving WAMCS for a new opportunity in the Milwaukee area. Discussion of the job posting will be held off till the HOS is filled as it may impact the position as a full or part time position.
4. Paraprofessional/Reading Specialist – Bill and Erin are collating information and rationale to present a proposal to the district for a 15 hour per week reading/math interventionist. Andrea stated that she will work with Erin to see what this would look like.
5. Montessori Consultant – Charles suggested that the Staff and GC all work with a consultant over the summer as a retreat/continuing ed for the council. Council members feel that it would be a good idea as well. How would we budget for it? Kevin feels that it would be worth waiting till the HOS position is filled. We will need to have a consulting plan to make sure that the time is well spent and addresses the areas with which we are struggling. Shawn will be spearheading the process and coordinating the logistics.

Action Items –

- a. Monthly business meetings moved to 3rd Tuesdays at 5:30 pm in the 4/5/6 classroom. Jenny made a motion to change the meeting dates and time. Shawn seconded the motion. All ayes. Motion Carried. Meeting dates to move to Tuesday, July 18th, August 15th, September 19th, October 16th, November 21st, December 19th, January 16th 2018, February 20th, March 20th, April 17th, May 15th, June 19th. Andrea asked if Kris could send out electronic calendar invites.

- b. Decision to adopt the Strategic Plan with changes discussed earlier. Shawn made a motion to accept the Plan with the changes as suggested by the GC. Mark seconded the motion. All ayes. Motion carried. Bill will make final adjustments to Plan and it will be adopted.

Next meeting July 18th at 5:30 in the 4/5/6 room.

Jenny made a motion to adjourn. Stacey seconded the motion. All ayes.

Meeting adjourned at 6:30 pm.