

Woodbury Leadership Academy
Interim Board of Directors – Agenda
Tuesday, September 22nd, 2015 – 6:00pm
Woodbury Leadership Academy – 600 Weir Drive, Woodbury, MN 55125

1. Call to Order: Cliff MacDonald
2. Roll Call of Members: Tiffany Lewis
Cliff MacDonald, Chair-present Tiffany Lewis, Secretary-present
Barbara Young-present
Sarah Tegtmeier, Vice Chair-present Emily Mogren-present
Eric Jungmann-present
Ben Adamson-present Judith Darling, ex-officio-absent
Dan Hurley, ex-officio-present
3. Approval of Agenda:
 Moved by: Sarah Tegtmeier Second: Emily Mogren Vote: 7-0-0
4. Conflict of Interest Declaration: Emily Mogren to abstain from voting on 12h
5. Open Forum
 - Rachel McDonald offered an event reminder. Great Gatherings is a family-sponsored event, and fundraiser for the PTA to foster community among WLA families. The event would be on Saturday, 26th at 8 p.m., Mom's Night Out. Tickets are still available.

 - Oscar Schefers expressed interest in being considered for the community member position on the board. He works with City Academy as in-house counsel, and has a PhD in education from University of Minnesota, and would like to see things from the perspective of a board member.
6. Approval of Meeting Minutes from August 25, 2015
 Moved by: Tiffany Lewis Second: Cliff McDonald Vote: 7-0-0
7. Chair's Report:

We are working as a building committee to find a location for the school for the next school year. At the special session in August we met with realtors. Our realtors are working for us and finding options, shortly we should have an opportunity to make some decisions.

Back to school night went well. There was lots of positive feedback and good board-member support. We are hearing good feedback around pickup and dropoff.

We're off to a great start and tracking in the right direction.

Tonight we will have a final vote on the bylaws. That is not a small feat. There's been a lot of work on that and good input from our authorizer.
8. Director's Report:
 - With regards to the pickup line, when we started school year, everyone was out at 4:35. Now it's 4:05. With the patience of some parent that's been excellent. Last year we were at 4:07.
 - At my meetings we are looking with staff at mission and vision of the school. Mark your calendars: On Nov. 10 at 6 p.m. in the performance center we're going to have curriculum night. This night will have a lot of stuff on MCA results for community and MAP results.
 - Parents will talk about Core Knowledge, CKLA, and teachers will conduct round tables. We are looking for this to be a huge event, where the community can come and find out about test scores, etc.
 - We have hired all staff at WLA. We had to hire another special ed case manager, and offered two other para positions.
 - Kids are excited and adjusting well to the new school year. One of the highlights is the early lunch, start at 11 and end at 12:30.
 - I've been doing more teacher walkthroughs--I'm seeing a lot of student engagement. Teachers are doing an awesome job keeping students engaged, getting people involved in character traits.
 - On Oct. 1, 7th grade is in charge of the all-school assembly.
 - Oct 14, VOA (Volunteers of America) will come for their first sight visit. They will be looking at our compliance binder.
 - For extra curricular--run club has 10 kids, choir has 30, all others are full.
 - PLC SMART goals: our big PLC is looking at differentiating. We also do MAP, and we will be looking at that.
 - Parents have been asking about tardies and late dropoff, or picking up kids early. According to Washington County, this is allowed only in extreme family emergency. Doing activities is not an

excuse to leave school. We are flexible, five minutes here or there, but if they're missing too much school it doesn't work. We have to follow the law.

- We have a new parent team association. They are not formed by WLA--they are setting up their own 501C. Hetel will run parent team, and they will be switching their bylaws.
- We always welcome the board to come into the school. If you have a chance, come into the school and see it. Eat lunch with the kids, visit the classroom, come in and see it live.

9. Committee Reports:

a. Finance / Budget – Review of August 2015 financial statement

Sarah Tegtmeier: speaking on behalf of Judith—If you review the hot topics, we had a very successful first year because of budget management, the grant, and solid enrollment. This is a solid start to 2015.

On page 5 of report, you'll notice there's \$218,914--that's the amount state has overpaid us. What we'll have to look at going forward is that our payments from the state will reduce. This is something all charter schools are dealing with. Finance committee will review in October to see if they need to revise. Auditors will be at next meeting

b. Marketing / Enrollment – Enrollment update

Dan Hurley—We're at 296 students. We're pretty much at capacity. We could use some kids in 7th grade, but they're up to 18 students. We thought we would have 12, so this is great.

- One thing that's exciting is that there's a wait list, and people are already calling about next year.

- Emily Mogren asked why 5th grade had been overenrolled to 23 when Dan Hurley had three chances to keep the numbers at 22. Dan Hurley said he made the executive decision to add to 23 because there's a full time para who can take small groups of kids. It was a very difficult process that he dealt with, involving a student coming from out of the country, and because of confidentiality he can't go into it more. Emily Mogren said the para is hired to work one-on-one with a single student, not groups of students. She stated her concern that this happened last year, and it was brought to her attention by concerned teachers.

c. Policy – By-Laws

Cliff McDonald—We're going to vote again on the bylaws in old business, when we vote they will be in effect.

- Open forum policy is in effect, and will continue in that matter.

d. Building Facilities

Cliff McDonald—The realtors at Keller Williams are actively working with multiple landlords and locations, putting together lease options for the next school year. Most of those would require a build-out. At our last session we designated properties A, B, and C. We are working with seller financing and build-out to see how we're going to grow in our 3 and 5 year numbers. Within a few weeks we will call a special session to make final decision.

e. Parent Team

Bobby Kodali—We had a successful meeting of about 30 parents. Within that week a PTA was established. The current parent team supports the PTA.

We will amend our bylaws. In addition, other committee members have a few items:

1. It might be confusing for parents to have two groups, PTA and a parent team. We are considering renaming our committee to something other than parent team.
2. We don't see a need to have elections to be a committee on the board.
3. We are working with one of the moms to get a proposal on uniforms and have an easier option to order out of a vendor.

Cliff McDonald mentioned that we still need a parent committee to operate the board elections.

10. Consent Agenda: Approval of revised contract for Kristen Rice

Moved by: Emily Mogren Second: Tiffany Lewis Vote: 7-0-0

11. Old Business:

a. Motion to approve Director Evaluation Process

Moved by: Second: Sarah Tegtmeier Vote:

•Cliff McDonald recommended that we table this item until we see a physical copy of the changes.

Motion to table the Director Evaluation Process

Moved by: Tiffany Lewis Second: Sarah Tegtmeier Vote: 7-0-0

b. Motion to approve revised By-Laws of WLA, second and final vote

Moved by: Cliff McDonald Second: Ben Adamson Vote: 7-0-0

c. Discussion of health benefits for employees

Cliff McDonald said they looked at health plans a few months ago. We're down to one option that's available and in place. It doesn't provide short-term disability. Sarah Tegtmeier said HR people can look into it and get bids. A future agenda item was added to review bids for short-term disability. Sarah T. said we need to communicate with Judith to see if that's an option financially.

12. New Business:

a. Discussion of board positions and by-laws

Cliff McDonald stated that the board has new bylaws with open positions for a teacher and community member. In the past, we appointed the position for the remainder of the term. With Sarah Jacobsen's resignation, we would want to assign her position. Do we want to elect a community member or appoint them?

We have A.B, and C terms--we've been able to maintain those terms from the old to the new bylaws. We will continue that every year. Each term will be three years.

There was much discussion about the consequences about election versus appointment, with many recommendations to appoint a new community member.

b. Discussion of upcoming board member elections

The board reviewed the upcoming board members elections. There are three seats open for the November election--there is a timing requirement for that--we must notify 30 days prior to election.

c. Motion to appoint new board member, Tom Munoz as BOD teacher member

Moved by: Cliff McDonald Second: Tiffany Lewis Vote: 7-0-0

•Cliff McDonald read the oath of office to Tom Munoz and he officially joined the board as a voting member.

d. Motion to appoint new board member, community member Oscar Schefers

Moved by: Tiffany Lewis Second: Emily Mogren Vote: 8-0-0

•Cliff McDonald read the oath of office to Oscar Schefers and he joined the board as a voting member.

e. Motion to assign board officer position - treasurer Ben Adamson

Moved by: Tiffany Lewis Second: Barbara Young Vote: 9-0-0

f. Motion to assign Parent Team Committee BOD representative

•There was discussion regarding the level of commitment and what this role would look like. There was a motion by Tiffany Lewis to table this item until those recommended for representative could more fully understand the obligation.

Second: Ben Adamson Vote: 9-0-0

g. Motion to approve new employee contracts

Moved by: Sarah Tegtmeier Second: Emily Mogren Vote: 9-0-0

h. Motion to approve \$350 stipend for two teachers to develop Core Knowledge sequencing for Middle School.

Moved by: Tiffany Lewis Second: Barbara Young

•There was recommendation from Cliff McDonald that the stipend be changed to billable hours with an option to increase the stipend as needed. The board asked for a review of the scope of work and planning to be shown at the next board meeting.

•Cliff McDonald motioned to amend the stipend to billable hours up to \$3,000 for a middle school curriculum development. Second: Tiffany Lewis Vote: 6-0-3
(Abstentions: Sarah Tegtmeier, Emily Mogren, Tom Munoz)

i. Discussion of hiring project manager

•Board reviewed proposals from J Kon Van and Rusty Williams. Cliff McDonald said we need to provide more feedback about what we need. Sarah Tegtmeier asked about coordinating a move to a new location—it was determined that this could be done separately. Cliff M. said he would reach out to realtors for a 3rd bid for project manager.

j. Discussion of conflict of interest statement

•Discussion over whether statement at beginning of meeting is sufficient. Judith D. had mentioned previously about many boards signing an annual conflict of interest declaration. Dr. Speiker clarified that a board can choose to have a statement per meeting, or one declaration signed each year. The monthly declaration is sufficient. It was determined that all board members needed updated background checks. Sarah Tegtmeier stated she would look into the conflict of interest forms.

k. Discussion of performance pay structure

•Dan Hurley presented a pay scale to be used in the future. He stated WLA needs to have a committee that adjusts the salary every year. Emily Mogren expressed concern about salary and stated that merit pay needs to be consistent and fair according to CKLA training and experience. Cliff McDonald suggested having the finance committee workshop a proposal. Dr. Speiker recommended a board session dedicated to pay scale that should be added to the strategic plan.

l. Discussion of strategic plan

•Per Dr. Speiker's recommendation and the board discussion, it was determined that play structure needs to be added to the strategic plan.

m. Discussion of amendment to Employee Handbook re: page 14 non-exempt employee staying after shift and page 31 benefits list includes short term disability.

•Short-term disability removed from "benefit programs available to employees"

•"If an employee" changed to "non-exempt employee"

13. Future Agenda Items:

- a. Presentation of Audit (October meeting)
- b. Short-term disability for staff
- c. Mentor book to be reviewed and approved at next meeting
- d. Assign a board member to the marketing committee
- e. Sign an annual conflict of interest declaration

14. Date and Time of Next Regular Board Meeting:

October 27th, 2015 – 6:00PM

15. Motion to Adjourn

Moved by: Cliff McDonald

Second: Eric Jungmann Vote: 9-0-0