

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Special Meeting
September 12, 2019**



Directors Present: Jessica Erickson, Mandi Folks, Claudia George, Jason Livingston, Jolene Skordahl

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling (BergankDVK), Sean Smith (Wildamere) arrived 5:06 PM, Doug Feickert (Colliers architect)

Others in Attendance: None

Meeting Call to Order and Roll Call

Meeting Call to Order

Ms Folks called the meeting to order at 4:44 PM.

Roll Call

Ms Baumann took roll call.

WLA Mission & Vision

Ms Darling read the WLA Mission and Vision Statements.

Development and Discussion

Long-term Facility Planning Work Session

Ms Folks introduced the purpose of work session is to come up with a long term facilities plan that is financially viable and best meets the need of WLA's stakeholders.

Financing Options

Mr Livingston asked Ms Darling to walk through bond financing so that board members have an idea of what financial resources are available.

Ms Darling stated that interest rates are currently low at approximately 4%. She reviewed Bond Financing, comparing 3 bond scenarios with different project costs that were generated in collaboration with Bruce Sorensen at Baird:

- 1) Purchase the current Globe building for \$9.6M
- 2) Purchase the Globe building for \$9.6M, plus \$3M for buildout
- 3) Purchase the Globe building for \$9.6M, plus \$5M for buildout

She explained assumptions used in the projections and the impact of the different project costs on required enrollment numbers, bond interest and principal payments, lease expense and lease aid revenues.

Charter School Growth

Ms Mortensen provided an overview of several charter schools that recently expanded their facilities to accommodate growth. Examples of expansion took many forms: adding onto their current facilities, purchasing structures and remodeling, or acquiring land and building new structures. Most schools started with low growth expectations, and were located in poor facilities, then expanded into better facilities in phases over time. WLA is unique in that it began in a great facility (Crosswinds) and the expectation of stakeholders has been to have an equal or better school building. Board members discussed the pros and cons of renovating an existing structure versus a custom new build.

Long Term Facility Options

Mr Livingston shared that the Facilities Committee, with the help of Shawn Smith and Doug Feickert, looked at 2 overall options:

- A) Purchase land and build a new facility
- B) Stay in the existing site, with 4 options for modification:
 - 1. Stay on floors 1 and 2 and renovate 2nd floor.
 - 2. Expand to floors 1, 2 and 3 and renovate 2nd and 3rd floors.
 - 3. Expand to floors 1, 2 and 3, renovate 2nd and 3rd floors, plus expand to the front of the building to add gym/performance area space.
 - 4. Expand to floors 1, 2 and 3, renovate 2nd and 3rd floors, plus build an addition for a gym/performance area to the side of the building with a connection to the current building.

Visual concept diagrams of the various options were presented, along with a handout of assumptions, enrollment capacity and square footage for the options. All options presented were thought to be financially feasible. Another scenario proposed was the acquisition of additional space on the current campus from Globe at a different building. There was no further information available for this scenario.

Board members discussed the pros and cons of the various options, costs of the project options, and how the options could be phased in with minimal disruption to the school's operations. Different financing possibilities were discussed: bond financing to purchase the building, as well having our landlord incur the capital improvement costs and wrapping them into a long term lease.

Board members came to an overall consensus that the long term facilities option that best meets the needs of WLA's stakeholders is Option B) 4. A phased in implementation would be necessary in order to minimize the impact on operations.

Next Steps

Board members discussed steps necessary to keep the planning process moving forward:

- 1. Financing – delegated to the Finance Committee, with input from Shawn Smith, to determine best method of financing and move forward with obtaining.
- 2. Facilities Planning – delegated to the Facilities Committee, with the assistance of Doug and Shawn Smith to nail down specifics of the renovations and building addition and timeline to complete.

3. Class Configuration – delegated to Ms Mortensen and the 3 teacher board members to determine class offerings and classroom assignments for the 2020-2021 school year. Members were asked to report back on progress at future board meetings.

Status Update

Agenda Items for next Regularly Scheduled WLA Board of Directors Meeting

Items suggest for the next meeting including two sets of regular meeting minutes for approval, planning for the annual meeting in October, filling the Treasurer position, and the status of open board seats, and an update of the facilities planning process.

Housekeeping

Next regularly scheduled WLA Board of Directors Facilities Committee Meeting

Ms Folks stated the next regular meeting is scheduled for Thursday September 26, 2019 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

Adjournment

Ms Skordahl moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:50 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member); submitted by Jessica Erickson, Board Secretary.