

**Woodbury Leadership Academy
Interim Board of Directors - Minutes
Tuesday, April 28, 2015 – 6:00 PM**

Woodbury Leadership Academy – 600 Weir Drive, Woodbury, MN 55125

1. Call to Order: Ken Thielman
2. Roll Call of Members: Sarah Tegtmeier
Ken Thielman, Chair Emily Mogren
Sheila Brown, Treasurer Robyn Carley (absent)
Sarah Tegtmeier, Secretary Bharathi Sankararaman
Tiffany Lewis Sarah Jacobson
Cliff MacDonald (absent) Dan Hurley, ex-officio
3. Approval of Agenda
 Moved: Emily Mogren Second: Bharathi Sankararaman Vote: 7-0-0
Ken Thielman moved that item 10. Consent Agenda: Approval of renewal of current staff contracts (non-board members) and item 12. F. Motion to approve renewal of contracts for teacher board members be removed as contracts are still in the process of being finalized.
4. Declaration of Conflict of Interest: None
5. Open Forum:
Trisha Bidell, a WLA parent, voiced concerns about the teacher job postings listed on the WLA website. She asked why the posting only asked for a Minnesota teaching license as a requirement. Ken Thielman stated that there is not a change in curriculum. WLA will still be using the Core Knowledge curriculum.

Glen Fager asked for an update about future school sites and a plan for the library. See Building Facilities (9d).

Penny Swanson asked for an update regarding building as well. Mrs. Swanson asked does WLA need to move next year? Swanson asked the board to provide milestones and dates to help prepare families and students for the potential move. Swanson asked if a second 5th grade class would be a possibility next year due to wait list and those students being enrolled at WLA longer than the incoming 7th grade class.

Ro Krejci asked the board to share the Middle School model and how the current space will be organized to meet the needs of our growing school.

Dan DeBruyn, Associate Director of the Minnesota Association of Charter Schools, thanked WLA for their membership with MACS. Mr. DeBruyn reminded the board to utilize the resources, trainings and technical support offered through the MACS membership.

Paige Laska introduced WLA's Special Education Advisory Council (SEAC) to the board. See handout.
6. Approval of meeting minutes from 3/24/15 (regular meeting); 4/2/15 and 4/20/15 (special meetings)
 Moved: Bharathi Sankararaman Second: Tiffany Lewis Vote: 7-0-0, 7-0-0, 7-0-0
7. Chair's Report: Ken Thielman shared the results of the parent survey. Thielman summarized this survey, stating that parents feel teachers are doing an outstanding job, students love their teachers and are learning here at WLA. General concerns raised centered around remaining in District 833 in future years, adding more art programming, providing a playground space, lunch times are too late, continue to improve communication, and add more leadership and character development instruction/opportunities.

Volunteers of America completed their annual site visit today. Mr. Thielman stated that all appeared to go well, and VoA seemed pleased. An official report will be coming.
8. Director's Report: Dan Hurley updated the board about current happenings at school: yearbooks order forms are out, the Saver's event organized by Jamie Brodd raised \$565.00 for WLA, and the school was able to purchase books for a future library using the scholastic points/dollars raised from the book fairs. Mr. Hurley

shared students participated in Math Masters on Saturday, April 25th. He thanked Mrs. Juran and Mrs. Mogren for organizing and advising this group. Mr. Hurley stated Mrs. Purinton and Ms. Greene did a wonderful job organizing and working at the Woodbury Expo for the full day. This was a fun event for WLA to get their name out in the community. Ms. Rice led the choir in the opening ceremonies, and the choir also performed at 11:40.

Mr. Hurley updated the board on the status on MCAs. Students are completing any final tests. Families, students and teachers were thanked for all their hard work this year.

Interviews for Elementary and Middle School positions are wrapping up. Dan Hurley stated that 7th grade does have enough students to be viable for next year. Candidates were asked to teach a lesson. Middle School candidates are completing this process currently. Mr. Hurley has asked several teachers to sit in on the interviews to allow for more teacher input in this process.

9. Committee Reports:

a. Finance / Budget:

Review of March financial statements and supplementary information. Judith Darling stated WLA has strong cash flow. Please see March 2015 Financial Statements for more detailed information. Judith Darling presented on the 2015-16 budget model, stating 294 pupil units are expected.

Fund 4 monies must remain in this fund. The committee is looking at other ways to spend these monies: playground equipment, clubs and/or extra-curricular activities.

There is a surplus of \$142,000 for the 2015-16 school year; \$42,000 is from Fund 4 and \$100,000 will come from the general fund. WLA has a projected 2015-16 fund balance of 8.4% without Fund 4. It is recommended that a school have a fund balance of approximately 25% eventually.

b. Marketing / Enrollment: Mr Hurley shared there are currently 206 students enrolled at WLA. Next year, K-6 will be full and have waiting lists. Mr. Hurley was able to secure additional space behind the Performance Area for the 2015-16 school year. This area is sound proofed and has a closed classroom space. Mr. Hurley will work with staff to organize the use of this space for next year.

Tiffany Lewis asked if overenrolling by 10% for each class is going to be the norm going forward. Dan Hurley stated that 22 students per class (1st and up) is needed for budgeting reason. Judith Darling agreed, stating the state of Minnesota may only provide a 1% funding increase for the 2015-16 school year. WLA needs 22 students per class to help balance the budget. Ken Thielman noted this should be a board decision that needs to be discussed at the future board retreat.

c. Policy: Sarah Jacobson shared that a new director evaluation form is being compiled. All board members are asked to provide their input before Tuesday, May 12th to allow time for the information to be compiled prior to the May 26th board meeting.

d. Building Facilities: Ken Thielman shared that he receives weekly email updates from KW. There are no new properties for WLA at the current time. Part of this is due to a reluctance on the part of city government to change the zoning for properties that may be of interest. The city does not want to lose the tax dollars. Mr. Thielman stated WLA needs to find a secure financing source to help fund the project. WLA cannot apply for financing on our own due to charter school law.

The goal of the building committee is to identify a space for the 2016-17 school year by February 28, 2016. Mr. Thielman stated that information will be shared as it becomes available. Space at Crosswinds has been secured for the 2015-16 school year.

e. Parent Team: Mandi Folks spoke on behalf of the Parent Team to thank WLA staff and school board for their support this school year. The team chose to cancel the WLA carnival which was planned for Saturday, May 2nd due to a lack of time to prepare. The lack of time caused tension and worry amongst the group. Mrs. Folks stated that the parent team feels it is in the best interest of the team and school community to cancel the carnival and cease operations for the remainder of the school year to provide time for the group to take time to develop a strategy for the 2015-16 school year.

10. Old Business

a. Discussion of director's evaluation process: Ken Thielman shared that the board wrote the director evaluation at the March 24th and April 20th meetings. The board will move into closed session later in this meeting to finalize the review and move forward for year.

11. New Business:

- a. Motion to revise the 2014-2015 budget as presented:

General Fund Revenues of \$1,678,240 and General Fund Expenditures of \$1,592,715. Food Service Revenues of \$0 and Food Service Expenditures of \$0. Community Service (Before & After Care) Revenues of \$79,800 and Community Service (Before & After Care) Expenditures of \$39,295.

Moved by: Sheila Brown Second: Sarah Tegtmeier Vote: 7-0-0

- b. Motion to approve the hiring of special education paraprofessional, Seva Balasubramanian.

Moved by: Sarah Tegtmeier Second: Sheila Brown Vote: 7-0-0

- c. Motion to adopt the 2015-16 budget as presented.

Moved by: Sheila Brown Second: Sarah Jacobson Vote: 7-0-0

Judith Darling stated there will be general fund revenues of \$2,322,636 and general fund expenses of \$2,221,897. Community service revenues of \$82,000 and community service expenditures of \$40,500.

- d. Motion to approve contract for financial statement auditors.

Moved by: Sarah Jacobson Second: Robyn Carley Vote: 7-0-0

Judith Darling suggested the board approve Abdo, Eike and Meyers to complete auditing services for WLA. BKDA has worked with Abdo, Eike and Meyers in the past and they have presented the lowest bid.

- e. Motion to approve proposed calendar for 2015 – 16 school year.

Moved by: Ken Thielman Second: Tiffany Lewis Vote: 7-0-0

Tiffany Lewis asked the calendar committee if they were happy with this calendar. Sarah Tegtmeier stated that because WLA must follow District 833 due to bussing, this was the best we could do. Mr. Hurley and Mrs. Tegtmeier stated that they were happy with the additional professional development days that were added to the calendar for the coming school year. Mrs. Tegtmeier also stated that because WLA utilizes District 833 bussing, the school cannot have a late start or early release and still provide bussing for those days.

- f. Motion to approve addition of grade 7 for school year 2015-16.

Moved by: Tiffany Lewis Second: Bharathi Sankararaman Vote: 7-0-0

Tiffany Lewis asked if the budget supports the addition. Dan Hurley stated that with 14 students, 7th grade will be possible. The Core Knowledge curriculum will be used.

- g. Motion to close the board meeting pursuant to Minnesota Statute 13D.05, Subdivision 3(a), to present the annual evaluation to employee/ director, Dan Hurley.

Moved by: Emily Mogren Second: Sarah Tegtmeier Vote: 7-0-0

- h. Motion to reopen the board meeting.

Moved by: Sarah Tegtmeier Second: Sheila Brown Vote: 7-0-0

Ken Thielman announced that the Director's evaluation is complete and is renewed for the 2015-16 school year.

13. Future Agenda Items: Approval of 2015-16 staff contracts; Fund Balance policy

14. Date and Time of Next Board Meeting:

May 26, 2015 – 6:00 PM

15. Motion to Adjourn

Moved by: Sheila Brown Second: Sarah Tegtmeier Vote: 7-0-0