

**Woodbury Leadership Academy
Interim Board of Directors – Meeting Minutes
Tuesday, August 25th, 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 Tiffany Lewis, Secretary Bharathi Sankararaman (absent)
Sarah Tegmeier, Vice Chair Emily Mogren Eric Jungmann
Sarah Jacobson Judith Darling, ex-officio Dan Hurley, ex-officio (late)
3. Approval of Agenda:
Items 12C and 12I were stricken from the agenda. Item 12Q was added, in which Barbara Young, parent, would be appointed as a parent member to the board.
 Moved by: Tiffany Lewis Second: Sarah Jacobson Vote: 6-0-0
4. Conflict of Interest Declaration: Sarah Jacobson and Emily Mogren stated they would abstain from voting on item 12H regarding salary adjustment for teachers.
5. Open Forum:
Cliff MacDonald read a statement regarding conduct and expectations regarding open forum (see attachment).

Penny Swanson, a parent, stated that she read over the open forum policy and thought it was a good policy. She suggested that those who wished to speak should only have an opportunity to speak one time, and that procedure number 1 [20 minutes total open forum time] was in conflict with number 5 [that each speaker get no more than five minutes.] She suggested that might be revised. She also recommended the board consider providing copies of all board meeting documents online prior to meetings. Parents can print their own copies, thereby saving the school on copy costs.

Ro Krejci, a parent, clarified that in the Tuesday, July 28th meeting minutes she was misquoted. She said that the board didn't follow protocol that was in place-in regards to a teacher decision, didn't agree with how the process was conducted, and wanted to clarify that point.

Ben Adamson expressed his interest in joining the board as a community member. Mr. Adamson stated that he has three daughters that go to a different school. Mr. Adamson is very interested in getting involved in the community and hopes that he can help make the board even more successful than it already is.

6. Approval of Meeting Minutes from July 28, 2015
 Moved by: Sarah Tegmeier Second: Emily Mogren Vote: 6-0-0
7. Chair's Report: Cliff MacDonald read a letter containing the mission and vision of the board in regards to WLA (see attachment).
8. Director's Report: Dan Hurley said there was a new teachers' workshop yesterday—these new teachers brings lots of passion to the school. New teachers will meet with past teachers to provide mentoring. Teachers have been moving rooms—classrooms are coming together well.

Mr. Hurley presented the World's Best Workforce and reviewed its five main principles. MAP scores have been reviewed—some grades are at 91 percent proficiency, 70 percent is the goal. Reading scores at 79 percent, Woodbury Leadership Academy's goal was 70 percent. The state average for math 60 percent, WLA was at 76 percent. This information will be posted online for parents. In October WLA will have a "curriculum night" in which parents and teachers will come together in a shared evening together, invitations will go out in early September. Mr. Hurley stated that this evening of overview will help parents read MAP and MCA scores.

Mr. Hurley reviewed the alternative compensation plan/performance pay: this gives teachers the ability to be compensated for reaching academic goals. There is a rubric for performance evaluations included in the packet for the board.

Dan Hurley noted with regards to enrollment, we do have some people dropping. However, we have a \ strong waiting list. Becky Kullman mentioned that some people are dropping because one child got in but \ another didn't, or people are moving away. Kindergarten had their open house and it went very well.

9. Committee Reports:

a. Finance / Budget – Judith Darling said WLA is waiting on MDE to approve second phase of the CSP grant. The audit field work went well, and final audit still coming. Cliff MacDonald asked if we need to schedule an audit approval as a future agenda item. Judith suggested it be scheduled for October.

b. Marketing / Enrollment – Dan Hurley said marketing will need to restructure with strategic plan as WLA gets ready for open houses. New marketing will be needed as WLA moves to new location. Enrollment numbers stand at 296 students.

c. Policy – Open Forum Policy - Sarah Jacobson said the parent handbook is ready. If board members have opinions about movie ratings for middle schoolers, she would like to know.

Sarah Tegtmeier said the majority approval from teachers for bylaws came in. The board will approve the bylaws tonight and once again in September before being adopted. A draft of the proposed bylaws will be posted on the website.

Cliff MacDonald said that under the current bylaws, if the board wants to change the bylaws, an amendment must be drafted, current teachers need to vote, and if majority approves then it goes to the board. Under our current bylaws, amendments must receive a teacher majority, be voted upon twice and receive a board majority before going into effect. VOA must also approve the revision. The next step is for board vote. A future agenda item is to vote again.

d. Building Facilities - Cliff MacDonald said a special meeting was held last Thursday to look at potential properties. The search was narrowed down to two properties. Cliff MacDonald said that in order to maintain negotiating leverage, the board will refer to the properties as location A and B. At some point in time there will be a special session to review those options. The building committee is in the process of getting quotes and bids from landlords and architects in order to make a decision. Enrollment numbers will be provided to potential landlords to ensure adequate space is provided and to secure financing. Charter schools cannot own property for 3 years.

Cliff MacDonald reviewed the status of current lease. This will renew our current lease for another year. WLA had to react to some classroom space changes. The board has the amendment to sign for the upcoming school year lease. We are actively pursuing other options for next year. Dan Hurley asked if the board was going to motion to sign and approve lease.

Kevin Peck, realtor from Keller Williams, said he has connected with owners, architects regarding potential lease options and floor plans and is making progress.

e. Parent Team – Hetel Patel said parent team sent out green interest forms to encourage families to sign up for at least one event. The first gathering is tentatively scheduled for September 10th at 7 p.m. Mrs. Patel stated the Parent Team has submitted bylaws to board for consideration and hope to have a tremendous year.

10. Consent Agenda: Approve new staff contracts

Moved by: Cliff MacDonald

Second: Sarah Jacobson Vote: 6-0-0

11. Old Business:

a. Oath of Office for new board member, Erik Jungmann.

b. Motion to approve Director Evaluation Process.

Moved by: Sarah Tegtmeier Second: Emily Mogren Vote:

Dan Hurley stated he would like clarification about what the criteria will be to score performance. Sarah Jacobson stated that this document outlining developing, unsatisfactory, proficient, accomplished and distinguished performance is almost complete and will be provided to board members for review.

Motion to table approval of the Director Evaluation Process.

Moved by: Sarah Tegtmeier Second: Cliff MacDonald Vote: 6-0-0

c. Motion to approve revised By-Laws of Woodbury Leadership Academy.

Moved by: Sarah Tegtmeier Second: Tiffany Lewis Vote: 6-0-0

12. New Business:

a. Motion to appoint and seat new board member, Ben Adamson as BOD community member.

Moved by: Cliff MacDonald Second: Tiffany Lewis Vote: 6-0-0

Cliff MacDonald stated that Ben Adamson, with his plant operation experience and business background, will be a great asset to the board. Cliff MacDonald read the oath of office for Adamson and Adamson was sworn in and added to the board. (Ben Adamson was seated and is a voting member of the BOD.)

b. Motion to approve Charge to Parent Committee.

Moved by: Cliff MacDonald Second: Emily Mogren Vote: 7-0-0

Sarah Tegtmeier said it looks really good. Mrs. Tegtmeier stated the board needs to find board member representative for parent team. Cliff MacDonald recommended this as future agenda item.

c. Motion to approve Parent Handbook.

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

There was discussion about whether to allow 6-7 grade teachers to show PG-13 movies when applicable for the curriculum, with parental permission. It was decided to keep the handbook as is, and only allow G-rated movies with parental permission for PG.

d. Motion to approve Strategic Plan.

Moved by: Cliff MacDonald Second: Emily Mogren Vote: 7-0-0

Sarah Tegtmeier said the cover will be updated with the correct dates and the word draft will be removed prior to posting to the school website. Cliff MacDonald stated that this is a living document to be updated throughout the year.

e. Motion to approve Employee Handbook.

Moved by: Sarah Tegtmeier Second: Sarah Jacobson Vote: 7-0-0

Dan Hurley recommended the policy be changed in the handbook to allow teachers to wear jeans, while still keeping professional attire for assemblies, etc. Mr. Hurley stated, due to the nature of the work teachers do, like leading groups on the floor, jeans should be allowed.

Motion to remove item 4. Jeans of any kind located under personal appearance on page 30.

Moved: Cliff MacDonald Second: Sarah Tegtmeier Vote: 7-0-0

f. Motion to approve requested salary adjustments for teachers.

Moved by: Sarah Tegtmeier Second: Tiffany Lewis Vote: 5-0-2
(Emily Mogren & Sarah Jaboson abstained)

Dan Hurley said he adjusted salaries so all teachers are now on same scale. This aligns teacher pay as there was not a clear steps and lanes system in place. The board asked several questions for clarification regarding merit pay and salary discrepancies. Cliff MacDonald said there needs to be a future agenda item to discuss steps and lanes, as well as performance pay structure. Emily

Mogren asked for further clarification regarding the new teacher salaries. Dan Hurley stated the pay variation happens based when teachers are employed with the school and through the negotiation process to secure and maintain talented staff. Cliff MacDonald said finance committee could take the role of providing steps and lanes.

g. Motion to approve Open Forum Policy.

Moved by: Cliff MacDonald Second: Emily Mogren Vote: 7-0-0

Cliff MacDonald said he had a lot of discussions with VOA and MDE regarding recording devices. Some school boards don't have any guidelines, yet in others no recording or media is allowed because speakers don't feel comfortable being recorded. Mr. MacDonald is hesitant to include item 9 about restricting recording. Cliff MacDonald mentioned that he had received one complaint after the August board meeting about the open forum being recorded. Mr. MacDonald asked the board for their opinions. Both Tiffany Lewis and Sarah Tegtmeier suggested keeping item 9.

Motion to remove item 9. No recording or use of media is allowed be removed from the Open Forum Policy.

Moved by: Cliff MacDonald Second: Erik Jungmann Vote: 7-0-0

h. Discussion of building lease and location options.

Cliff McDonald stated he has copy of the lease amendment from Perpich for space within the 600 Weir Drive building. Legal counsel has advised WLA to sign this amendment. In past the school didn't provide 6-months notice of renewal. Judith Darling clarified why the amendment to lease was included. The lease amendment includes a clause that allows the Perpich Foundation to give WLA 120 days notice to leave the building. This was changed from an original amendment clause that allowed 30 days. There was discussion regarding the risk of signing the lease. Judith Darling and Dan Hurley said they are not sure why the amendment was written, and relations with Perpich have been strained. Cliff McDonald said he would like to meet with Perpich for further clarification before signing the lease. Dan Hurley said every day the lease isn't signed the tension increases. He recommended the board move to sign the lease.

Motion to sign amendment to the lease at 600 Weir Drive.

Moved by: Tiffany Lewis Second: Sarah Jacobson Vote: 5-1-1
(No - Erik Jungmann, Abstained - Cliff MacDonald)

i. Motion to approve Performance Pay.

Moved by: Sarah Tegtmeier Second: Emily Mogren Vote: 6-1-0
(No – Sarah Jacobson)

Dan Hurley presented a rubric to evaluate teachers three times per year. This rubric becomes a discussion between the director and teacher, and becomes part of merit pay. This will be discussed with teachers on August 31. Performance pay also correlates with Core Knowledge, Response to Intervention, and the State of Minnesota initiative: World's Best Workforce (see attachment).

j. Motion to approve implementation of Phase II of the CSP Grant.

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

k. Motions to approve 2015-2016 Annual Delegations.

Judith Darling said the board needs to approve number 4 and number 6 on the Annual Items for Board to Act Upon. Judith Darling questioned if the board needed to update the conflict of interest statement annually. Cliff MacDonald stated that a conflict of interest statement is made at each board meeting. Mr. MacDonald suggested discussion of the conflict of interest statement be placed as a future agenda item.

Motion to approve the Designation of Depositories to Premier Bank.

Moved by: Sarah Jacobson Second: Cliff MacDonald Vote: 7-0-0

Motion to approve the Delegation of Authority to Make Electronic Fund Transfers to:

- Judith Darling, or her designee at Beltz, Kes, Darling and Associates
- Electronic Funds Transfers can be made for:
 - A claim for payment from an imprest payroll bank account or investment of excess money
 - Payment of employee payroll direct deposits
 - Payment of federal, state, or unemployment taxes (deductions and/or benefits)
 - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
 - Payment of other payroll related deductions and benefits (when appropriate)
 - Vendor payments (when appropriate)

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

l. Motion to approve Letter to Parents.

Moved by: Cliff McDonald Second: Sarah Tegtmeier Vote: 7-0-0

m. Motion to approve resignation of board members, Sarah Jacobson and Bharathi Sankararaman.

Moved by: Sarah Tegtmeier Second: Tiffany Lewis Vote: 6-0-0

Cliff MacDonald thanked Sarah Jacobson and Bharathi Sankararaman for their service to the board. Cliff MacDonald stated that the board reviewed board positions, and will be looking to fill positions based upon the revisions made to the WLA bylaws. As a member resigns, new members are appointed to their appropriate seats according to the order that previous members left.

n. Motion to approve Barbara Young as new parent board member

Moved by: Cliff McDonald Second: Tiffany Lewis Vote: 6-0-0

After vote, Barbara Young was sworn in as a new board member and seated.

13. Future Agenda Items:

- Presentation of Audit (October Meeting)
- Motion to approve revised bylaws of Woodbury Leadership Academy (2nd and final vote)
- Assign Parent Team BOD representative
- Discuss performance pay structure
- Appoint board member as Treasurer
- Discussion of conflict of interest statement (annual)

14. Date and Time of Next Regular Board Meeting:

September 22nd, 2015 – 6:00PM

15. Motion to Adjourn

Moved by: Cliff McDonald

Second: Eric Jungmann Vote: 7-0-0