

**Woodbury Leadership Academy  
Interim Board of Directors – Meeting Minutes  
Monday, October 5, 2015 at 5:30 PM**

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

1. Call to Order: Cliff MacDonald
2. Roll Call of Members: Sarah Tegtmeier  
Cliff MacDonald, Chair                      Tiffany Lewis, Secretary (late)                      Eric Jungmann  
Sarah Tegtmeier, Vice Chair                      Emily Mogren                      Ben Adamson  
Barbara Young                      Oscar Schefers                      Tom Munoz  
Judith Darling, ex-officio (absent)                      Dan Hurley, ex-officio
3. Approval of Agenda:  
Moved by: Cliff MacDonald                      Second: Sarah Tegtmeier                      Vote: 8-0-0
4. Conflict of Interest Declaration: None
5. New Business:
  - a. Motion to approve PTA agreement  
Moved by: Oscar Schefers                      Second: Eric Jungmann                      Vote: 0-8-0

Oscar Schefers noted that before approving use of the school space for this organization, it may be in the school's best interest to draft a school use policy for all organizations. The school should ensure it is operating within the terms of the lease. Mr. Schefers also stated an organization should obtain prior approval before using the WLA logo. Eric Jungmann questioned if another entity should be given permission to use the WLA logo. Cliff MacDonald stated he felt permission to use the logo could be granted on a case by case basis.

Dan Hurley shared that 100 families participated in the PTA's s'mores gathering.

Cliff MacDonald stated that clarification needs to be given regarding direct and indirect fundraising. The PTA may not directly fundraise. This should be done through the Parent Team. Barbara Young raised questions about a flyer sent home in student's Thursday folders regarding Box Top collection. Mrs. Young said the flyer stated the funds from Box Tops would go to the PTA. This is a fundraiser WLA used for the 2014-2015 school year, and Barbara Young stated she felt these fund should go back to the school.

Cliff MacDonald stated the PTA should ensure they have parent permission to use photographs of students. This consent form should be separate from the form used by the school. The PTA should set up their own email distribution list as well.

Ben Adamson stated that the parents have good intentions for supporting the school. Cliff MacDonald stated that both organizations (Parent Team and PTA) will benefit the school. Clarification and clear roles will help both to be successful.

Barbara Young voiced concern about the PTA's 501c3 status as information about fundraising for the organization has begun. Tom Munoz stated the PTA needs to get incorporated if they have not already done so.

- b. Motion to approve TIES contract to convert to Synergy  
Moved by: Ben Adamson                      Second: Oscar Schefers                      Vote: 8-0-0

Dan Hurley stated that TIES is converting to a new system (Synergy) that functions better, and WLA did not see an increase in price. Eric Jungmann asked if anyone else has used the new system. At this time, Dan Hurley was the only one who has used the Synergy system.

- c. Motion to assign board member to Parent Team

Moved by: Cliff MacDonald      Second: Sarah Tegtmeier      Vote: 7-0-1 (Abstained-

Tom Munoz)

Cliff MacDonald stated that there is a need for the Parent Team to run the board of director elections and assist in other activities as directed by the board. Oscar Schefers stated that according to the board of directors' bylaws, a board member does not need to be appointed to the Parent Team. Cliff MacDonald stated that the Parent Team bylaws do call for an appointed board member to be part of the organization. Tom Munoz volunteered for this position. Barbara Young volunteered to assist Tom Munoz as needed.

d. Motion to approve End of Year Annual Report

Moved by: Oscar Schefers      Second: Emily Mogren      Vote: 8-0-0

Dan Hurley said the End of Year report goes along with World's Best Work Force and will be added to each year. Barbara Young asked for further clarification regarding item 11. Administrative Training "As Dan Hurley holds administrative licensure, it is not believed that any professional development plans are required at this time.. Oscar Schefers stated item 11 was added to address charter school administrators who do not hold administrative licensure. Dan Hurley stated that his professional development plan is part of his review.

e. Motion to approve the Annual Charter School Assurances:

Moved by: Ben Adamson      Second: Oscar Schefers      Vote: 8-0-0

Dan Hurley said WLA has the needed policies in place. The Core Knowledge Language Arts curriculum, state data and practices keep the school on track. This is an update of the assurances from last year. Barbara Young stated item 8 was left unchecked. Dan Hurley stated option 2, the policy submitted with previous assurances has not changed, should be checked.

f. Discussion to approve and assign Project Manager

Three project managers met with Dan Hurley and members of the Building Committee to share their knowledge about serving as an Owner's Representative through the building process, and then present bids to complete the work. Cliff MacDonald said a tenant representative is needed to look out for WLA's needs. Mr. MacDonald questioned if serving as a tenant representative would lessen the scope of work required, compared to an owner's representative. Eric Jungmann asked about the timeline of the project and when a project manager needs to be assigned. Dan Hurley stated he would like this done by November 1<sup>st</sup>.

Motion to approve Kou Vang as tenant representative at or below 2% on construction costs and allow Dan Hurley to sign contract.

Moved by: Oscar Schefer      Second: Tom Munoz      Vote: 8-0-0

g. Discussion of lease options and property values and to approve and sign Letter of Intent CSDC.

Cliff MacDonald stated the list of properties had been narrowed to two options, and the building committee explored lease options with two potential landlords. The LOI agreement is not a lease, but an agreement to move forward with property A and B with Charter School Development Corporation.

Tom Munoz asked if the decision regarding which property to choose as option A was based off the numbers. Cliff MacDonald gave more information about the two potential locations. Dan Hurley stated option A is closer to more of our current families. (Tiffany Lewis arrived.)

Cliff MacDonald clarified that WLA cannot buy or build a facility on our own due to the age of the school. Properties were removed from the list when the city expressed that zoning would not be changed for some options. Ben Adamson asked if the school would have enough space. Cliff MacDonald said the build out planned with option A would be sufficient to meet the needs of the school's three year growth model. The property is located in District 834. The current facility has a gym and playground space. Sarah Tegtmeier stated this property has more elements found in a school and would be more inviting for current and potential families.

Barbara Young shared option B has more property and a new housing development is being built on the vacant land around the location. The site is located in district 622. Eric Jungmann said he is slightly concerned with the location. There is a commercial space on the neighboring property. Mr. Jungmann said the building is a shell and is eager to see what we could do with the space. Sarah Tegtmeier said it is an open space that can be converted to a functional space, but that is harder to visualize and may make the building a more difficult sell.

Dan Hurley stressed a need to move forward. Oscar Schefers sited that the paperwork process should begin.

Motion to approve Letter of Intent with Charter School Development Corporation with 9025 Tamarack Road as primary and 9200 Hudson as secondary.

Moved by: Cliff MacDonald      Second: Oscar Schefers      Vote: 6-2-1 (No – Tiffany Lewis, Emily Mogren / Abstained – Barbara Young)

Motion to recess for the Building Committee to discuss primary property suggestion.

Moved by: Cliff MacDonald      Second: Oscar Schefers      Vote: 6-3-0 (No-Ben Adamson, Oscar Schefers, Tom Munoz)

Cliff MacDonald offered a recap of the two properties. Mr. MacDonald stated this is a big decision and one that needs to be discussed. Eric Jungmann stated that after looking beyond the numbers, he felt option A is best for the school and positioning within the community. Tiffany Lewis raised concerns regarding parking. Eric Jungmann said after speaking with the architect, parking could be addressed and was seen as doable.

Cliff MacDonald reminded board members of the confidentiality statement included in the Letter of Intent agreement and asked board members to be respectful of it.

6. Future Agenda Items:

- Motion to approve school use policy
- Motion to approve Director Evaluation Process

7. Date and Time of Next Regular Board Meeting:

October, 27, 2015 at 6:00 PM

8. Motion to Adjourn

Moved by: Eric Jungmann      Second: Sarah Tegtmeier      Vote: 9-0-0