

Woodbury Leadership Academy
Interim Board of Directors – Agenda
Tuesday, October 27th, 2015 – 6:00pm Media Center
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--absent Eric Jungmann-present
Ben Adamson-present Oscar Schefers-present
Tom Munoz-present Judith Darling, ex-officio-present
Dan Hurley, ex-officio-present
3. Approval of Agenda:
 Moved by: Sarah Tegtmeier Second: Oscar Schefers Vote: 8-0-0
--Cliff MacDonald moved to amenda agenda—move audit between items 8&9. Seconded by Sarah Tegtmeier Vote: 8-0-0
—Cliff MacDonald moved to amend the agenda—between items a & b, close the meeting to discuss attorney client privilege MN Statute 13D.05 Subd 3(b).
 Seconded by Sarah Tegtmeier. Vote: 8-0-0
4. Conflict of Interest Declaration: none
5. Open Forum
Andrea Mayer-Bruestle—parent at WLA, chair of South Washington opposition group to 833 referendum, encouraging parents not to vote for levy, which does not help charter schools, asking for approval to distribute information to WLA parents.
Erin Laboy—started PTA at beginning of year, separate organization in place. They have a calendar and budget. Wants the board to look at PTA as a partner. She has three kids at the school and years of PTA experience. Encouraged board to have all fundraising come under PTA. They have fundraising planned that can bring in a lot of money. Let PTA be the machine to let this happen. Spirit wear will be released next week at SkyZone activity.
6. Approval of Meeting Minutes from August 20, 2015 Special Session
 Moved by: Cliff MacDonald Second: Tiffany Lewis
 Vote: 8-0-0
7. Approval of Meeting Minutes from September 22, 2015
 Moved by: Sarah Tegtmeier Second: Barbara Young
 Vote: 8-0-0
8. Approval of Meeting Minutes from October 5, 2015 Special Session
 Moved by: Sarah Tegtmeier Second: Tiffany Lewis
 Vote: 8-0-0
9. Presentation of audit by Mark Ebersteiner: Went over page one processes--gave a clean, unmodified opinion, consider charter's internal controls. Didn't note any deficiencies. Looked at compliance--did not note any non-compliance. Page 2--GASB standards, will not affect the general fund. Reviewed general fund. 47 percent of money going to instruction. P 22 of financial report, statement of net positions, p 23, p 26-29 Balance sheet and revenue and expenses, p 50 General fund schedule of revenues, expenditures and changes in fund balances.
Judith Darling: the school has operated well, congratulations to board and staff for good policies
10. Chair's Report:
Cliff MacDonald: Good audit, let's continue that expectation to manage our fund balance. As we're maturing as a board, I know there's a lot of new members going through training. One thing that I'd like to comment on, pay attention to your role as a board member of a charter school. We are a non-profit implementing a public institution. Even though we are elected, we have a duty to WLA to act in its best interest. Keep that in mind with training.

11. Director's Report:

Dan Hurley: First VOA site visit went extremely well. We need to work on our service learning plan with a SMART goal of what we're going to be doing in the community. Stephanie has set Dan up with a mentor, Stan Hacker, who will mentor on the building and on VOA plan. They will be meeting weekly. Michelle Hart was onsite for core knowledge training. She was impressed with teachers, including the new teachers at WLA. Been doing teacher evaluations--students are learning. Doing MAP testing right now, kids are doing excellent. We will be exceeding the VOA contract for that. Nov. 9, for PLCs we've been putting school in different tiers. Five teachers are going attend conference on differentiation. They will provide training to entire staff. Completed narrative for CSP grant. On Nov 10 will be curriculum night--would like all board members there to introduce themselves with 5-minute intro. There will be a world's best workforce presentation, then round table in the classrooms. Veteran's concert on Nov 12, encourage board members to attend. Curriculum is being aligned for the middle school. Harry Kingston and Jeremiah Bass are teaching in the middle school. Email has gone to middle school parents. A lot of parents calling and wanting to support. They are still strongly recommending our school to other parents. Testament to staff of the good word being done.

Page Laska (SEAK Committee Review): chairperson of SEAK, Special ed advisory counsel: Every district must have their own special education advisory committee--not sanctioned by board, but have their own mission statement and bylaws. SEAK state requirement must be comprised of teachers/admin and parents. Have meetings and agendas, which are posted on WLA website, including bylaws. If parent has a question about the process of special ed in the school, they would come to SEAK. Also advise the board on areas to approve special ed. Advisory committee has unique role to advise board in seeing things from a different perspective.

12. Committee Reports:

a. Finance / Budget – Review of September Financial Statements

Ben Adamson: Spent the month getting organized and getting to basics. Reviewing budget and calendar for the year. First meeting will be held in Nov. in meeting week before board meetings. Hot topics: reviewing budget, proposed budget amendment coming in, looking forward to strong financials and executing the budget. Line of credit: paperwork has been submitted for new line of credit. As a future agenda item, we will need to approve a line of credit. Judith Darling: looks like federal grant will be approved soon

b. Marketing / Enrollment – We are at 293, one sixth grader left for another offering. We need to look at what other districts are offering. Still 99 on waitlist, mostly for k-5 program. Those classes are full. Need to look at other programs that might be beneficial. I'm doing exit interviews to see why people are leaving. Tours are already happening. Open house committee will be meeting. Looking at December. Looking at where we're going to be next year--giving tours is hard with the uncertainty. We'll have things in newspaper for enrollment. We need to get a marketing/enrollment meeting, still looking at who is the chair for that.

c. Policy – Sarah Tegtmeier: emailed out director's evaluation. Two documents, the performance measure rating and MDE checklist. Will help us clearly distinguish as we do review.

d. Building Facilities - Cliff MacDonald: at last meeting signed letter of intent, things are progressing. Board is confident that things are moving along at the right pace and right diligence is being taken. Keller Williams talked to Carl and he has drafted some things. Lease draft should be here soon.

e. Parent Team - Mandi Folks: helping to solicit members who might be interested in running for the board. Appeal to those who might want to run--elections are coming up and we would like to have interest from parents, teachers, and community members.

12. Consent Agenda:

13. Old Business:

a. Motion to approve Director Evaluation Process

Moved by: Tiffany Lewis Second: Ben Adamson Vote: 8-0-0

Discussion: Cliff MacDonald: the documentation looks very comprehensive and effective. Sarah Tegtmeier: We can always add if needed.

b. Discussion of curriculum development progress

Cliff MacDonald: discussed developing curriculum on stipend. Dan Hurley: Lindsey Juran and Emily Mogren looked at curriculum, items have arrived. Lindsey and Emily did a great job getting that curriculum to us. We looked at different textbooks. They have succeeded in that obligation. Now they are helping middle school teachers, but they have taken on Core Knowledge, making sure they meet state standards. They have met their expectations of gathering that information. We have ordered all the materials. Next steps will be mapping out curriculum, coming up with objectives, following sequence, currently Mr. Bass and Mr. Kingston are doing this. They've started already with sequence. The Process should be complete within the next month. They are halfway done with sequence. By next board meeting should be able to show sequence. You'll be able to see the sequence.

Close board meeting for legal counsel conversation. At this point in time, when the meeting opens again we will start with item B, then continue

CM: move to close board meeting TL: second 8-0-0

Motion to open board meeting: CM Second: BA 8-0-0

14. a. Motion to close the board meeting pursuant to Minnesota Statute MN Statute 13D.05 Subd 3(b) to discuss attorney-client privilege.

Moved: Cliff McDonald Second: Tiffany Lewis Vote: 8-0-0

b. Meeting was reopened and open meeting was resumed.

15. New Business:

a. Discussion of PTA relationship.

Sarah Tegtmeier: The events look great. Cliff MacDonald: I think it's a great partnership, like Erin said, need a unified voice for parents, looking to change name of parent committee to leadership committee, excited to see this grow and develop. Oscar Schefers: I would be interested to have PTA speak at board meetings to give updates. Ben Adamson: Collaboration will be key as we grow. Sarah Tegtmeier: We need to clarify ordering, with parent team doing sweatshirts, etc. Do we have leadership team handle that? Cliff MacDonald: In terms of parent committee doing fundraisers or sweatshirts, PTA discussion of consolidating fundraisers makes sense, but school needs to be in charge of uniforms. Maybe charge Parent committee to do uniform, including sweatshirts.

b. Motion to approve a third uniform vendor.

Moved by: Sarah Tegtmeier Second: Tom Munoz

Discussion: Mandi Folks: The school currently has two vendors, Embroidme and Classy Threads. When there wasn't a clear understanding, form got sent home to buy uniform sweatshirts from Allegra. There is stack of orders where parents have paid, although orders have been turned in, the board has not approved that vendor. Two options: in the past, when the board has been looking at items, they need three different quotes or bids. When we looked back in minutes at chosen vendors, there wasn't a clear file to support that decision. The parent team obtained quotes to give board knowledge of other options. With current orders: approve current vendor, or, if not, we would have to give those back to parents and go through current vendors.

Cliff MacDonald: current vendors have created stitch plates, there was not written contract, but there were verbal agreements made, money spent and expectations made. It would be a good idea to develop a written contract. If we were to approve a third vendor, one of our current vendors would drop out, because we're splitting our volume. We've developed a logo--two vendors will produce logo slightly different, at some point it is a slippery slope.

Cliff MacDonald: Motion to refer to policy committee to make a decision about third vendor. Ben Adamson: second Vote: 8-0-0

c. Motion to process existing sweatshirt order through Allegra.

Moved by: Oscar Schefers Second: Tiffany Lewis Vote: 0-8-0 (Motion fails)

Cliff MacDonald: Sheila Morrow of Classy Threads has verbal agreement with stitch plates for logo. Her understanding that two orders would be placed, last year and this year. Eric Jungmann asked why this happened when we already have two approved vendors. Dan Hurley: There was a misunderstanding of the verbal agreement.

d. Motion to approve changing the name of the Parent Team Committee to Leadership Committee.

Moved by: Tiffany Lewis Second: Barbara Young Vote: 8-0-0

Discussion: Tiffany Lewis: presented overview of proposal for Leadership team. Cliff MacDonald: great alignment with vision and mission of school. Sarah Tegtmeier: potential of junior achievement to bring in parent experts

e. Discussion of upcoming election process.

Cliff MacDonald: Wanted to clarify election process, hearing many questions from parents. Reviewed rotating board membership. Emily, Cliff, and Eric are up for reelection.

f.. Motion to approve new employee contract for Harry Kingston.

Moved by: Sarah Tegtmeier Second: Tom Munoz

Vote: 8-0-0

g. Motion to approve Third Party Relationship Policy.

Moved by: Oscar Schefers Second: Tiffany Lewis Vote: 8-0-0

Discussion on what this means in allowing PTA to use facilities (copier).

h. Discussion of MSBA-MASA Policy Services.

Oscar Schefers talked about what they offer. He was not aware of WLA's membership in MACS, which offers many of the same services.

i. Discussion and review of Strategic Plan.

Cliff MacDonald: We are making progress. It would be worthwhile for us to revisit and update it, as it is a living document. The mission and vision are very good. The strategies are moving to support this.

j. Motion to sign annual Conflict of Interest Statement.

Moved by: Cliff MacDonald Second: Tom Munoz Vote: 8-0-0

k. Motion to approve Federal CSP Grant Annual Report.

Moved by: Sarah Tegtmeier Second: Tiffany Lewis

Vote: 8-0-0

l. Motion to authorize Building Committee to provide CDSC with all relevant requirements for building addition and renovation related to future lease and make related decisions.

Moved by: Cliff MacDonald Second: Eric Jungmann

Vote: 8-0-0

Discussion: Cliff MacDonald: We expect to see a lease draft. We need this authority so the committee can move forward. Timing is important to make accurate and timely decisions.

m. Motion to accept annual audit from Abdo, Eick & Meyers, LLP.

Moved by: Cliff MacDonald Second: Oscar Schefers Vote: 8-0-0

15. Future Agenda Items:

- Approve mentor handbook
- Review scope and sequence for middle grade curriculum
- Approve line of credit

16. Date and Time of Next Regular Board Meeting:

November 24, 2015 – 6:00PM

17. Motion to Adjourn

Moved by: Second: Vote: