

Woodbury Leadership Academy
Interim Board of Directors – Meeting Minutes
Tuesday, November 24, 2015 – 5:00pm Media Center
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 Barbara Young
Sarah Tegtmeier, Vice Chair Emily Mogren Eric Jungmann
Ben Adamson Tom Munoz (Absent) Oscar Schefers (Absent)
Judith Darling, ex-officio Dan Hurley, ex-officio

3. Approval of Agenda:

Moved by: Sarah Tegtmeier Second: Barbara Young Vote: 5-0-0

Motion to add agenda item to accept the resignation of board members Tiffany Lewis and Emily Mogren between item 4 and 5 of the agenda.

Moved by: Cliff MacDonald Second: Eric Jungmann Vote: 5-0-0

Motion to add agenda item to create personnel committee as item 11b to agenda.

Moved by: Barbara Young Second: Cliff MacDonald Vote: 5-0-0

Motion to add agenda item to close meeting per attorney client privilege in accordance with Minnesota State Statute 13D.05 Sub. 3B as item 6b to agenda.

Moved by: Barbara Young Second: Ben Adamson Vote: 5-0-0

Motion to add agenda item to appoint replacements for the open teacher and parent seat as items 4b and 4c.

Moved by: Cliff MacDonald Second: Barbara Young Vote: 5-0-0

Motion to amend agenda to reflect discussed changes.

Moved by: Cliff MacDonald Second: Sarah Tegtmeier Vote: 5-0-0

4. Conflict of Interest Declaration: None

4a. Motion to accept the resignations of board members Tiffany Lewis and Emily Mogren.

Moved by: Cliff MacDonald Second: Barbara Young Vote: 5-0-0

4b. Motion to appoint Emily Mogren as teacher board member to fill vacant seat.

Moved by: Cliff MacDonald Second: Barbara Young Vote: 5-0-0

Cliff MacDonald stated that Emily Mogren had completed the required training. Per board bylaws, the board is able to appoint individuals to fill vacant seats. Emily Mogren's term ends January 2016.

Emily Mogren was seated.

4c. Motion to appoint Tiffany Lewis as parent board member to fill vacant seat.

Moved by: Cliff MacDonald Second: Eric Jungmann Vote: 6-0-0

Cliff MacDonald stated that Tiffany Lewis had completed the required training. Per board bylaws, the board is able to appoint individuals to fill vacant seats. Tiffany Lewis' term ends January 2017.

Tiffany Lewis was seated.

Guests Present:

Adam Wattenbarger, Kennedy & Graven

Tim Palmatier, Kennedy & Graven

Ansis Viksnins, Lindquist & Vennum

Craig Kepler, Lindquist & Vennum

5. Motion to close meeting per attorney client privilege to discuss potential litigation with a former employee of the school in accordance with Minnesota State Statute 13D.05 Sub. 3(b).

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

6. Motion to reopen the board meeting.

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

Cliff MacDonald stated the meeting was closed per Minnesota State Statute 13D.05 Sub. 3(b) regarding potential litigation with a former employee of the school.

6a. Motion to close meeting per attorney client privilege in accordance with Minnesota State Statute 13D.05 Sub. 3(b) for the purpose of discussing with legal counsel the rights and responsibilities of WLA under its contract with Mr. Dan Hurley in light of potential litigation by a former employee.

Moved by: Barbara Young Second: Tiffany Lewis Vote: 7-0-0

6b. Motion to reopen the board meeting.

Moved by: Tiffany Lewis Second: Cliff MacDonald Vote: 5-0-2

(Abstained Eric Jungmann and Ben Adamson)

Cliff MacDonald stated the meeting was closed per Minnesota State Statute 13D.05 Sub. 3(b) for the purpose of discussing with legal counsel the rights and responsibilities of WLA under its contract with Mr. Dan Hurley in light of potential litigation by a former employee.

After discussion between the Board and Mr. Dan Hurley, Mr. Dan Hurley offered his resignation, effective as of the date of the meeting, subject to terms to be negotiated. The board of directors voted to accept the resignation of Dan Hurley as Director of Woodbury Leadership Academy on terms to be discussed.

Moved by: Tiffany Lewis Second: Barbara Young Vote: 7-0-0

7. Open Forum:

Michael Flint introduced himself as a parent candidate running for the board. Mr. Flint looks forward to sharing his experience during the candidate forum on Tuesday, December 1st.

Erin Laboy gave a PTA update to the board. The PTA began a weekly email communication to provide staff with a brief update of happenings. Families will receive a monthly newsletter and can find information at www.wlapta.com. Mrs. Laboy asked if the PTA could be made a standing

agenda item. Some upcoming events are Astronomy Night and potluck on Thursday, December 3rd, bell ringing for the Salvation Army and All Pro Dads on December 8th from 8:15-9:15.

Karen Birong introduced herself as a community member interested in running for the board. Karen Birong has been a child care provider for 22 years and is close to a family at WLA.

Ro Krejci stated her interest in running for the open community member board seat. Mrs. Krejci is a Woodbury resident and former WLA parent. Ro Krejci stated she wants what is best for the school and hopes to bring transparency to the board and has done her research looking into board bylaws, VoA contract and grant documents for the school.

8. Approval of Meeting Minutes from October 27, 2015
Moved by: Sarah Tegtmeier Second: Tiffany Lewis Vote: 7-0-0
9. Chair's Report: Cliff MacDonald stated that the events from tonight have been difficult, but looks forward to December 1st to hear from the candidates running for the open board positions.
10. Director's Report: NONE
11. Committee Reports:
 - a. Finance / Budget – Ben Adamson stated the finance committee has worked to get all members up to speed. Finance meetings will be held at 3:30 prior to BOD meetings. Mr. Adamson stated the school has applied for a new line of credit, this should have not cash flow impact. The PTA has been in discussions with the finance committee to align fundraising efforts. The committee continues to look into short/long term disability coverage options for teachers.
 - b. Marketing / Enrollment – NONE
 - c. Policy – NONE
 - d. Building Facilities – Cliff MacDonald stated that a contract with Kou Vang of JB Realty Company to serve as project manager for WLA is close to being signed. The building process is still in the confidential phases, but progress is being made. A service agreement was presented to the committee for review.
 - e. Leadership Team – The ballot for the upcoming board election was shared with board members, along with a personal statement from Kylie Griffith (teacher), who was unable to attend the board meeting.
12. Consent Agenda: NONE
13. Old Business: NONE
14. New Business:
 - a. Motion to accept board member resignation of community member Oscar Schefers.
Moved by: Cliff MacDonald Second: Tiffany Lewis Vote: 7-0-0
Oscar Schefers seat was not up this election cycle. The board will fill this seat per board bylaws.
 - b. Motion to approve New Employee Contracts

Moved by: Emily Mogren Second: Ben Adamson Vote: 7-0-0

c. Motion to approve addendum to Employee Handbook stating that employment is contingent upon passing a background check.

Moved by: Ben Adamson Second: Sarah Tegtmeier Vote: 7-0-0

The policy committee will further review the background check procedures currently in place and make revisions as needed.

d. Motion to create and approve Personnel Committee.

Moved by: Barbara Young Second: Tiffany Lewis Vote: 7-0-0

Barbara Young agreed to serve as chair of the personnel committee. Tiffany Lewis will serve on the committee. The personnel committee will serve as a resource to teachers, create the end of year survey, assist with staffing as needed and onboarding new board members. The committee will draft a charge to committee document for board review. The immediate needs will be to post the vacant director position and hiring of a literacy teacher.

15. Future Agenda Items:

- Personnel Committee Charge
- Policy Committee to review background check procedures
- Finance Committee to provide information regarding disability coverage

16. Motion to discuss Director vacancy.

Moved by: Cliff MacDonald Second: Ben Adamson Vote: 7-0-0

Cliff MacDonald stated the board will work diligently to find the right candidate for the school. A letter to inform parents and staff about recent events will be drafted and sent out. Parents and staff will remain informed about the process of hiring a new director and building progress. Dean of Students, Jeremiah Bass will be approached about serving as Interim Director and duties will be explained to him. A job posting will be revised and posted on appropriate sites.

16a. Motion to approve plan to address director vacancy: Draft communication to staff and parents and send out, draft and post job description, Sarah and Emily to facilitate teacher meeting, ask Jeremiah Bass – Dean of Students to fill in the interim, draft and execute interview plan.

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

17. Date and Time of Next Regular Board Meeting:

December 15, 2015 – 6:00PM

18. Motion to Adjourn

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