

**Woodbury Leadership Academy**  
**Interim Board of Directors – Meeting Minutes**  
**Tuesday, December 15, 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: Sarah Tegtmeier  
Cliff MacDonald, Chair            Tiffany Lewis, Secretary (absent)            Barbara Young  
Sarah Tegtmeier, Vice Chair      Emily Mogren (absent)                            Eric Jungmann  
Ben Adamson, Treasurer           Tom Munoz  
Judith Darling, ex-officio (absent)      Jeremiah Bass, ex-officio

3. Approval of Agenda:  
    Moved by: Sarah Tegtmeier      Second: Ben Adamson                            Vote:

Motion to remove item 12. b. Discussion of formal complaints.  
    Moved by: Tom Munoz              Second: Barbara Young                            Vote: 6-0-0

Motion to add item Proposal to approve Free Before and After Care Programs for WLA Employees for 2015/2016 school year.  
    Moved by: Ben Adamson              Second: Sarah Tegtmeier                            Vote: 6-0-0

Motion to add item review of Assurance Compliance Submissions.  
    Moved by: Tom Munoz              Second: Ben Adamson                            Vote: 6-0-0

Motion to remove item 12. a. Motion to approve charge to Personnel Committee.  
    Moved by: Sarah Tegtmeier              Second: Barbara Young                            Vote: 6-0-0

4. Conflict of Interest Declaration: NONE

5. Open Forum:

Bobbi Kodali, parent, asked for clarification regarding two board members who resigned at the November meeting and were reappointed. Mr. Kodali asked that board member's terms be posted on the website as well.

Michael Flint, parent, commended the Leadership Team on their well thought-out plan to tally votes in the board election. This process was open to the public and transparent. Mr. Flint suggested to the board to utilize committee membership in an effort for more to be done in less time.

Penny Swanson stated she would like to see WLA staff, students and board to be successful. Mrs. Swanson asked for transparency with the board and thanked members for their efforts and time, but asked that members step it up a notch. Mrs. Swanson was pleased to be asked to assist with the background check policy and asked the board to amend the current complain policy and add a whistle blower policy to add a no retaliation clause.

6. Approval of Meeting Minutes from November 24, 2015  
    Moved by: Ben Adamson              Second: Eric Jungmann                            Vote: 6-0-0

7. Chair's Report: Cliff MacDonald reported that election ballots have been counted. Mr. MacDonald had the opportunity to attend a recent staff meeting and received comments at the opportunity to share perspective and feedback with staff. Mr. MacDonald commended the committed and dedicated staff at WLA, it has been an honor to serve the school.

8. Director's Report: Jeremiah Bass reported that report cards were sent out December 6<sup>th</sup> without a hitch. Twenty-five families attended Information Night on December 8<sup>th</sup>, 9 signed up at the event and there have been 155 digital submissions for enrollment for the 2016-2017 school year. There are three open positions at the school: director, literacy coach, and a half-time paraprofessional position.

The Student Council just completed a successful coat drive under the direction of Mr. Sheehan. On December 9<sup>th</sup>, the WLA Choir had a concert performance. This will be the only concert, as the choir is disbanding due to staffing.

9. Committee Reports:

a. Finance / Budget: Ben Adamson reported that Finance Committee meetings are held one week prior to the BOD meetings. There are 293 students currently at WLA. The current year to date surplus is \$136,054, this is a normal operation fluctuation. Short term disability coverage was explored for staff. This would cost approximately \$6,000 - \$7,000 annually. The committee wants to ensure benefits provided are able to be continued, therefore, no coverage will be added at this time. The Finance committee will review benefits options in March/April at the annual benefits review period. The board will review the interim compensation plan for Jeremiah Bass. WLA is awaiting approval of the line of credit, a proposal is in with the banker. WLA has good cash-flow, this is a rainy day fund.

b. Marketing / Enrollment: Sarah Tegtmeier reported the December 8<sup>th</sup> Information Night was held in the cafeteria and performance center to provide information to interested families about programming and curriculum at WLA. Teachers created a PowerPoint presentation, with each grade-level highlighting some of their activities to give families a feel for what students are doing in the classrooms. The PTA provided refreshments and had a table to highlight all the great things happening at school. Parents were able to ask questions to grade-level teachers with specific questions. The primary interest was for Kindergarten and 1<sup>st</sup> grade.

c. Policy: Cliff MacDonald thanked Penny Swanson for her efforts in drafting the background check policy. Mr. MacDonald hopes this policy will be implemented soon once all members have the opportunity to review the policy.

d. Building Facilities: Kou Vang from JB Realtors introduced himself to the board. Mr. Vang stated that after evaluating the proposals from Charter School Development Corporation for the property on Tamarack Road, given the project cost and needed renovations, the Building Committee has decided to put this project on hold while the director search is underway. Other short term options are being reviewed.

e. Leadership Team: Bobby Kodali presented the election results. The Leadership Team is confident the tallying of ballots is in order. 439 ballots were sent out to WLA parents and staff, 261 ballots were returned. The results are as follows:

- Parent Member: Michael Flint – 82 votes, Cliff MacDonald - 66 votes, Raja Thappetaobula – 41 votes, Kirk Gilbertson – 30 votes, Adam Mangum – 26 votes.
- Community Member: Karen Birong – 99 votes, Dean Barton – 56 votes, Eric Jungmann – 44 votes, RK – 43 votes.
- Teacher Member: Kylie Griffith 228 votes.

Erin Laboy updated the board about recent PTA events. December successes included providing scholarships to two students for school events, the angel fund assisted two students with getting their uniforms embroidered, and play practice for "We Are Monsters" is held Tuesday and Thursday mornings - performance will be in Maplewood. The first All Pro Dads event was a success, with 12 dads in attendance - this will be held about every three weeks and is a nationally recognized program geared to get dads in the schools. Mr. Sheehan bowled with approximately 40 students over the weekend at Pinz. Bell Ringing included about 34 individuals from WLA and will be highlighted in this week's Woodbury Bulletin.

Upcoming January events include Freezing for a Reason to help fulfill specialist wishlist items. April 15th will be the WLA student art show at the Sheraton. Mrs. Laboy plans to meet with the Finance Committee in February. The PTA teamed up with other Woodbury PTAs to help out with Woodbury Days. This will be a great way to interact with other PTAs in the community and raise money for our school. The PTA is part of the planning committee and is planning a 1,000 chair game of musical chairs.

f. Personnel Committee: Barbara Young shared the members of the personnel committee: herself, Tiffany Lewis, Jeremiah Bass, Tom Munoz, and Lindsay Juran. Members had their first meeting to review applications for the director position. Thirteen applications came in, this number was narrowed to 6. An email was sent to parents with an update of the process. Mrs. Young thanked all the members of the committee for their time.

10. Consent Agenda:

a. Motion to approve additional stipend for Jeremiah Bass for performing director duties in the interim  
Moved by: Sarah Tegtmeier                                  Second: Tom Munoz                                  Vote: 6-0-0

b. Motion to approve Background check policy  
Moved by: Ben Adamson                                  Second:                                  Vote:

Motion to move to discuss the Background Check policy as item 12a.  
Moved by: Sarah Tegtmeier                                  Second: Cliff MacDonald                                  Vote: 6-0-0

c. Motion to approve Becky Kullman as MDE Iowa in the interim until new director is hired.  
Moved by: Sarah Tegtmeier                                  Second: Ben Adamson                                  Vote: 6-0-0

11. Old Business:

12. New Business:

a. Motion to approve Free Before and After Care Programs for WLA Employees for the 2015/16 school year.  
Moved by: Ben Adamson                                  Second: Barbara Young                                  Vote: 0-6-0

Ben Adamson stated this had been practiced at WLA and looked to make it a taxable benefit to employees for the 2015-16 school year. Representatives from Volunteers of America (VoA) informed the board that this is a violation of the gifting law. Cliff MacDonald suggested resolving questions surrounding the policy. Ben Adamson agreed, this practice was to make the practice visible and tighten up financials through providing this service as a taxable benefit.

b. Discussion of Background Check Policy.  
Sarah Tegtmeier asked if members had time to review the policy. Mrs. Tegtmeier questioned if adding verbiage including frequency of checks for volunteers and staff should be included. The school handbook should be consulted to ensure any timelines included are included or added.

Ben Adamson questioned if the use of the Minnesota Bureau of Corrections and fingerprinting were standard with similar policies. Mr. Adamson would like validation on these matters.

Sarah Tegtmeier suggested sending this document to the policy committee for further review.

- c. Motion for a 10 minute recess.  
Moved by: Cliff MacDonald                      Second: Eric Jungmann                      Vote: 6-0-0
  
- d. Motion to close meeting per attorney client privilege to discuss potential litigation in accordance with Minnesota State Statute 13D.05 Sub. 3B  
Moved by: Tom Munoz                      Second: Barbara Young                      Vote: 6-0-0
  
- e. Motion to reopen the board meeting.  
Moved by: Sarah Tegtmeier                      Second: Tom Munoz                      Vote: 6-0-0  
Cliff MacDonald stated the board closed the meeting for attorney client privilege to discuss strategy about a potential litigation matter involving a former employee.

15. Future Agenda Items:

- Approve Background Check policy

17. Date and Time of Next Regular Board Meeting:

January 26, 2016 – 6:00PM

18. Motion to Adjourn

Moved by: Sarah Tegtmeier                      Second: Tom Munoz                      Vote: 6-0-0