

**Woodbury Leadership Academy**  
**Interim Board of Directors – Agenda**  
**Tuesday, January 26, 2016 – 6:00pm Performance Center**  
Woodbury Leadership Academy – 600 Weir Drive, Woodbury, MN 55125

1. Call to Order: Barbara Young
2. Roll Call of Members: Kylie Griffith  
Barbara Young, Chair- present                      Kylie Griffith, Secretary- present  
Karen Birong- present                                  Michael Flint, Vice Chair- present  
Ben Adamson, Treasurer- present              Tom Munoz- present  
Jeremiah Bass, ex-officio- present
  
- 3a. Barbara Young moved that items 11 and 12 be moved to 5a and 5b so reports with public can be handled before official business.  
Moved by:                                                                          Second: Tom Munoz                                  Vote: 6-0-0
  
- 3a. Motion to amend agenda to remove item 15d (Public call for interested teachers, parents and community members to apply for membership on WLA Committees by contacting any board member)  
Moved by: Tom Munoz                                                          Second: Kylie Griffith                                  Vote: 6-0-0  
Discussion: Michael Flint said the intent is to still do this, but we have some organizational work to do in committees before we can commit to that action.
  
- 3b. Motion to approve word on items 15 e, f, and g, from appoint to assignment  
Discussion: Ben Adamson asked if the board needs to vote on assignments. Barbara Young gave permission to a member of the public to speak. Eugene Piccolo said it is appropriate for a board to do this. Barbara Young asked if it is required as an agenda item or a statement. Eugene Piccolo said it depends on WLA’s bylaws. Michael Flint suggested they go ahead and vote. Barbara Young said to change the word “request” to an assignment  
Vote: 6-0-0
  
- 3c. Approval of Agenda:  
Moved by: Michael Flint                                                          Second: Barbara Young                                  Vote: 6-0-0
  
4. Conflict of Interest Declaration: None
  
5. Open Forum:
  - Barbara Young read reminder of Open Forum Policy
  - Christine Morales is a parent of a first grader. She’s spoken to many staff, substitutes and volunteers. She sat down with current staff and put together the idea of a volunteer liaison for parent involvement. She said there is a plethora of parents wanting to help. She’s talked with Mr. Bass about being a volunteer coordinator or parent liaison, a go-between, and would be working with Becky and Jeremiah in that.

- Paige Laska is the chair of the special ed advisory council for WLA. Three areas of concern for SEAC: 1. Who is named the interim director at the school. (read previous email sent to board) 2. Staff and admin have concurred that the board never named an interim director. She said the information regarding the interim director needs to be conspicuously posted in the school, and it is not. Area 2: The play. It was SEAC's recommendation that the school change its website. It says "The WLA PTA and WLA present Monsters" This would lead us to believe that both sponsor, however it is a PTA-sponsored event. It was listed under extra-curricular on school website. Children who are on an IEP—when they are in school-sponsored activities, they receive IEP services. An email went out to the staff for clarification, but not passed to parents. Third: SEAC would recommend board review MDE special education primer for charter schools for choosing a building.
- Sarah Burns teaches second grade at WLA. After receiving an update from the personnel committee she thought it would be important to acknowledge the work of the current [interim] director. She is appreciative of the current leader's ability to multi-task and do many jobs: teaching, dean of students, it's been an honor to work with someone with professionalism. She wanted to make sure acknowledgement was given where acknowledgment was due.
- Barbara Young: Fourth speaker was removed for tonight. She removed herself.

5a. Volunteers of America update: no update

5b. PTA report: Erin Laboy said last week she met with finance committee to set some overlying goals about what PTA can do. They will meet again in March. In April the PTA will draft next year's budget. Upcoming events include Freezin' for a Reason. Specialist teachers have agreed, whatever class brings in most money gets a bucket of ice dumped on them. In February the PTA will be selling Valentine's Day dance tickets. There will be a book swap for I Love to Read Month. There will be a full story in Star Tribune about a coordinated event with every PTA in Woodbury, a large musical chairs at Woodbury Days. The money brought in will be divided among the PTAs. This event is fully organized and run by members of WLA PTA.

6. Approval of Meeting Minutes from December 15, 2015:

Moved by: Tom Munoz

Second: Michael Flint

Discussion: Ben Adamson wanted to make sure the minutes were accurate. After a closer look he realized they were.

Vote: 6-0-0

7. Move to table Meeting Minutes from January 5, 2016 until February meeting:

Moved by: Michael Flint

Second: Ben Adamson

Vote: 6-0-0

8. Chair's Report: We had a closed meeting on January 19 to deal with the separation agreement with WLA and the former director. We approved the agreement with a vote 6-0. We would like to welcome new board members: Karen Birong, community member;

Kylie Griffith, teacher; Ben Adamson, community; Barbara Young, parent; Tom Munoz, teacher; Michael Flint, parent.

The board will be going through open meeting training next week. Last week we had board training through MACS.

The office of civil rights has granted an extension. VOA has also granted an extension on our level 2 until Feb. We have made progress on half of those items. The open lottery will be on Feb. 1

9. Director's Report: We received 274 responses for open enrollment, which closes this Friday. Intent to return forms were also returned: we only have one student not returning, 10 unsure. Current numbers are 285 students.

We have a few open positions for long-term subs in music and Spanish. We've received three applications for music and none for Spanish. This Thursday we have the 2<sup>nd</sup> and 3<sup>rd</sup> grade music concert.

#### 10. Committee Reports:

##### a. Finance / Budget: December Financial Statements

- Judith Darling: For December we don't have a lot of new stuff going on. If you go to page 4, summary of key indicators. Enrollment has been strong all year, dropped down to 285 students. First time we've been down by eight students. It will affect us by about \$39,000. We are looking at revising our budget. On pages 7, 8, 9, working budget column. We're still solid on budgeted surplus for rest of year. We don't have a line of credit yet, but once we get a new director in place our line of credit should be renewed. Our revised budget will look similar to the working budget and we'll still have a solid budget.
- Ben Adamson: The finance committee consists of myself, Becky Kullman, Emily Mogren, Judith Darling, and Jeremiah Bass. One area we're working toward is creating a common area of PTA initiatives for big fundraising (technology, library, etc.) We've had different information request. We've modified the check register to include details about where the money is going. A big part of what finance committee does is review these expenses. At the last meeting, there were concerns about compliance to the Minnesota GIF law. We are now compliant--we aren't going to offer free before and after to anyone right now. We feel we are compliant today. Next week we will deliver our working budget.
- Judith Darling: We are working on our 990 tax budget.
- Ben Adamson: There is a lot of work with the CSP grant that we're working through.

##### b. Marketing / Enrollment:

- Jeremiah Bass: We've had 274 responses to open enrollment and 285 students are currently enrolled.

##### c. Policy: No update

##### e. Leadership Team: No update

f. Personnel Committee: Update on hiring process of Director

Barbara Young: The personnel committee followed a rubric system to grade applicants. Last week we did phone interviews. This week we are on to our next level of interviews. We will be sending an update shortly. We have excellent candidates. So this is good news for the school.

13. Consent Agenda:

a. Motion to approve new employee contract for Bharathi Balamurgan:

Moved by: Barbara Young Second: Tom Munoz Vote: 6-0-0

b. Motion to approve pre-tax insurance adoption agreement:

Moved by: Barbara Young Second: Ben Adamson Vote: 6-0-0

14. Old Business:

a. Motion to approve Background Check Policy:

Moved by: Michael Flint Second: Tom Munoz

Discussion: Michael Flint moved to amend the policy with the following wording changes: In section 3.4, in the middle of the section, change “administrative staff” to “director.” Second, in 3.6 change to “Woodbury Leadership Academy director” from “administration”

In 3.10.4 strike the words “which you”

In 3.11.2: replace “from our” with “at the WLA”

Barbara Young: If no one opposes, we will adopt by unanimous consent.

Motion passed

Michael Flint said he would like to highlight a few things on policy. All volunteers and job applicants who represent to school are required to have a background check. The cost for background checks needs to be paid for by the volunteers. The cost for employees will be paid by the school. In terms of time, if a background check was done at another organization or school within 24 months, it will be recognized if it gets delivered. All volunteers have background check renewed every 3 years. Employees renew background checks at license renewal (every five years.) It is the responsibility of the director to enforce this policy.

Movement to approve amended policy:

Moved by: Tom Munoz Second: Barbara Young Vote: 6-0-0

15. New Business:

a. Motion to appoint Kylie Griffith as new chairperson of the Enrollment

Committee:

Moved by: Barbara Young Second: Michael Flint

Discussion: Michael Flint said Kylie Griffith would make an excellent chairperson.

Vote: 6-0-0

b. Motion to appoint Michael Flint as new chairperson of the Policy Committee:

Moved by: Barbara Young Second: Karen Birong Vote: 6-0-0

c. Motion to appoint Karen Birong as new chairperson of the Marketing

Committee:

Moved by: Barbara Young Second: Kylie Griffith Vote: 6-0-0

e. A request is made to the Policy committee to draft a **Public Data Request policy** for the board, and to present it as a recommendation to the board at the February 2016 Board meeting (Reference VOA-MN Notice of Concern - Intervention Level 2, dated 12/15/15):

Moved by: Tom Munoz      Second: Kylie Griffith

Discussion: Michael Flint said, as referenced in the item itself, this is an opportunity for the committees to work on the LEVEL 2 with the intent that we have policies at the next board meeting to be considered and voted on.

Vote: 6-0-0

f. A request is made to the Policy committee to draft a **Board Communications policy** for the board, and to present it as a recommendation to the board at the February 2016 Board meeting (Reference VOA-MN Notice of Concern - Intervention Level 2, dated 12/15/15):

Moved by: Tom Munoz      Second: Ben Adamson      Vote: 6-0-0

g. A request is made to the Personnel Committee to finalize the School Director Orientation Strategy before the new Director's first day, and that said written strategy be distributed by this date to all Board members (Reference VOA-MN Notice of Concern - Intervention Level 2, dated 12/15/15):

Moved by: Tom Munoz      Second: Karen Birong

Discussion: Ben Adamson said this is required by Feb 29. If the new director starts after that, we might need to amend that assignment to be ready for the next board meeting. Michael Flint suggested an amendment to the motion.

Ben Adamson moved to amend the motion for strategy to be ready “by next board meeting”

Second: Michael Flint

Vote: 6-0 -0

Michael Flint moved to approve the amended assignment.

Vote: 6-0-0

h. Motion to approve process to fill board vacancies:

Moved by: Ben Adamson      Second: Tom Munoz

Discussion: Ben Adamson said there are three open board seats. We want to have a structured process, this puts together much more structure. Part of this procedure is a form for potential applicants. We'll have these positions posted for no less than 21 days. Most of the content we worked on with MACs—we think it's a good way to give us context as we fill these important seats.

Vote: 6-0-0

16. Future Agenda Items:

Michael Flint: I would ask the chair if we should place an agenda item for the next meeting with the intent to fill those board vacancies following our new procedure.

Michael Flint: I ask that we carry forward the agenda items to approve e, f, g (15) as we previously agreed to in this meeting.

Ben Adamson: We will need approval of the working budget for the 2015-16 school year that the finance committee will deliver to the board.

17. Date and Time of Next Regular Board Meeting:

February 23, 2016 – 6:00PM

18.Motion to Adjourn:

Moved by: Michael Flint

Second: Tom Munoz

Vote: 6-0-0