

**Woodbury Leadership Academy
Interim Board of Directors – Meeting Minutes
Tuesday, February 24, 2015 – 6:00 PM**

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

1. Call to Order: Ken Thielman
2. Roll Call of Members: Sarah Tegtmeier
Ken Thielman, Chair
Dan Endreson, Vice Chair (absent) Robyn Carley
Sheila Brown, Treasurer Bharathi Sankararaman
Sarah Tegtmeier, Secretary Tiffany Lewis
Emily Mogren Sarah Jacobson
Dan Hurley, ex-officio
3. Approval of Agenda
Moved: Emily Mogren Second: Bharathi Sankararaman Vote: 8-0-0
Sarah Tegtmeier questioned if the minutes should include the word interim in the title. Ken Thielman stated that this should remain until all board members have been elected to their positions. This means the board will have to wait until WLA has gone through one three year cycle.
4. Declaration of Conflict of Interest: NONE
5. Open Forum: Ro Krejci requested considering adding bullet points to let WLA community see what was asked/said during the open forum portion of the meeting. She went on to read a statement from some WLA parents who could not attend, regarding the mission and vision of the school. The parents would like clarification of the growth model for Woodbury Leadership Academy, and know what the class sizes will be moving forward. Will class sizes remain at 22 for next year? Some classes have 23 students in a class this year. Mrs. Krejci went on to ask: How will WLA be unique from other Woodbury schools if we grow too large? Where will be next year and beyond? Have all sites been given equal weight? Mr. Hurley gave a preference for a specific location. Parents feel the upcoming survey is appreciated. More useful than informal conversations. A copy of this statement was provided to the board.
6. Approval of meeting minutes from January 27, 2015
Moved: Bharathi Sankararaman Second: Tiffany Lewis Vote: 8-0-0
7. Chair's Report: Ken Thielman deferred to make his report. Thielman noted the need to complete the Director evaluation. Board members were provided a copy of the evaluation form that will be used this year. Mr. Thielman would like to see this form revised for next year and asked to have a committee to assist with this process. A closed session will be held at the March 24th meeting to discuss the results of Mr. Hurley's review.

Ken Thielman presented a draft of the parent and staff survey questions. Teacher board members were asked to draft questions addressing the Core Knowledge curriculum and the leadership curriculum and provide these to Ken Thielman in a week.
8. Director's Report: Mr. Hurley stated that we all need to keep supporting one another. There have been many tours and Mr. Hurley has been working on teacher evaluations. Mr. Hurley states that he continues to appreciate the work and efforts of the teachers, and asked that the WLA community be direct with their communication.

Mr. Hurley notes on the geographic breakdown of the WLA community. Students who attend WLA reside in the following districts: South Washington (833) – 119 students (of these, 65 take the bus at least occasionally), Stillwater (834) – 42 students, Oakdale/Maplewood (622) – 24 students, St. Paul (625) – 8 students, White Bear Lake (624) – 3 students. Of the 119 students who live in district 833, only 65 kids take the bus at least

occasionally. This is an informational piece to see the spread of how far reaching our student population is. Mr. Hurley provided a list of committees and members.

Mr. Hurley noted that staff was asked to read the grant to begin our PLC process to target RTI practices to help students make academic gains and get supports/challenges as needed.

Mr. Hurley updated the Board that the 2015-16 academic calendar is primarily done for District 833. The calendar committee is working on 834, in case this would be needed.

Enrichment. Music in the world. Festival of Nations will be occurring. 4th grade had a cardiologist in to speak on different units. Kindergarten had an EMT in to speak to students.

School Carnival in planning April 25, 2015. Date may be changing due to the Woodbury Expo.

Our first Mix-It-Up is on March 27th. Staff will be hosting different activities. Gave nature walk, board games and Pilates examples. Parents are welcome to join in and be at the event.

9. Committee Reports:

a. Finance / Budget – Review of January financial statements and supplementary information: Sheila Brown noted that our net income is \$212,970. Our line of credit was approved for \$175,000. Cyndi Bluhm spoke of changes after a meeting with Perpich. Cyndi Bluhm noted that with the way Woodbury Leadership Academy's lease is written, the rent amount is low and the school has higher operational costs that Perpich is charging. These operational costs (janitorial, utilities) cannot be paid by lease aid.

b. Marketing / Enrollment: Dan Hurley noted that he is the current chair of Marketing. Mr. Hurley would be open to having someone take over the position. 300 brochures have been printed and given to Real Estate agents in the community to reach the new developments within the area. Parents have helped deliver these as well.

Becky Kullman, WLA's Office Manager has taken charge of the school website. Mrs. Kullman adds updates and is working to add pictures of our current students. Mandi Folk is collecting photographs for a WLA yearbook that students may purchase. Mrs. Folks is collecting pictures from staff members.

WLA has \$1,200 left in our account with RiverTowns newspaper groups. Mr. Hurley proposes that we find what we would like to use this money for in regards to strategic advertising to raise awareness about Woodbury Leadership Academy. Jean Brown is our new contact person. Dan would like to see if we would want to continue this advertising. Currently they have advertised for open houses in the Woodbury Bulletin and South Washington. We can be refunded this money if wanted. Word of mouth has been the biggest and best advertising. As Dan Hurley has completed tours many parents are citing that they've heard about WLA from neighbors and current families.

Robyn Carley asked if we could look into community welcome packets for families.

Mr. Hurley noted that the Woodbury Expo will be held on April 25, 2015. The school was asked to participate. Sheila Brown asked about cost of \$150. Asked to speak about our school. Show what we have done.

c. Policy: Sarah Jacobson provided explanation of the updates to Policy 418 and the addition of Policy 710. A paragraph regarding support for staff members and zero tolerance were edited. Staff will be asked to sign an amendment to acknowledge this change. Policy 710 – Group Health Insurance Coverage Purchasing Policy was written in accordance to state law. WLA will procure new proposals for group health insurance every two years.

d. Building Facilities: Ken Thielman stated that we found out that it is too expensive for Woodbury Leadership Academy to stay at Crosswinds. It is too expensive in regards of rent for us to stay here. Committee members have toured the former Globe building and the former Footprints building. The realtors have just told board members of a new option in District 833.

Friday is the deadline that WLA needs to let the appropriate school district know about using bussing. Woodbury Leadership Academy can only tell one district that bussing is required. New schools do not need to notify until July 1st. Existing schools must give notice by March 1st, per state law. Mr. Thielman noted if we do

not meet the deadline, it is very unlikely that we will get bussing later. Woodbury Leadership Academy could only afford two busses and this would be a huge cost. The school could expect a deficit in the range of \$30,000 - \$100,000. The area that the school could service with busses would be smaller than currently reached with District 833.

Thielman noted that Perpich is only able to lease out space for the operating costs. This has caused complications for WLA's lease aid, as lease aid will not cover operational costs.

Ken Thielman stated that the goal of this move is to not move again. Charter School management companies do not want to own the building long term. The plan would be to buy out the building 5 years down the line. Thielman noted that there are 3 options in District 833:

- Two located off Valley Creek and Woodlane Drive are occupied and would not be ready for the start of the 2015-16 school year. Thielman does not feel this would be a viable option.
- 2500 Ventura Drive (located off Courtly and Lake Drive) is a vacant warehouse situated on 4.5 acres. The building has 39,000 square feet and 18-20 foot ceilings. The building housed a former medical supply company. The current owner is looking to sell. Thielman stated that WLA would have a charter school developer purchase and renovate the site for the 2015-16 school year. A showing is schedule for Thursday, February 26th at 3:45.

Ken Thielman stated that there are two options in District 622:

- Globe College has a showing schedule for Thursday at 4:30.
- State Farm is scheduled for Friday at 4:00.

Bharathi Sankararaman asked that the outdoor play space of these options be considered.

Dan Hurley noted that the former Footprints building is in District 834 and would be an option as well. This is Mr. Hurley's preference for a school site. However, Mr. Hurley noted that we have just learned of the Ventura Drive property and need to review that option.

Tiffany Lewis noted that there are many 834 parents seeking out schools in Woodbury. Hurley noted that families from 834 with the district boundaries are seeking out schools in Woodbury.

Robyn Carley asked if the building committee would ask for wish lists in regards for a building. Ken noted that the goal is to find a space big enough to meet our needs. Globe and State Farm would both have multi-tenant scenarios. Over time, Globe could transition to a one tenant business.

A building committee meeting is scheduled for March 3rd 6:00pm.

e. Parent Team: The team noted that a wonderful Valentine party was held at the Crosswinds site. Thank you to the organizers and attendees. Estimated over 200 people attended.

The team is planning a Savers Day on April 22nd, Earth Day. Parents can get/donate items to Savers to get \$0.20 per pound of donations. Dan Hurley was asked to give his opinion to see if it is worth it logistically. Mr. Hurley stated that he thought it was a great opportunity.

Carnival tentatively scheduled for April 25th. This conflicts with the Woodbury Expo, so the Parent Team is looking to reschedule the date.

A school cookbook is being produced. Recipes have been sent by parents, and students were invited to help design section title pages. This project is designed to be a mother's day gift for interested parties.

10. Consent Agenda:

11. Old Business

a. Motion to approve committee chairs

Moved by: Ken Thielman

Second: Sheila Brown

Vote: 8-0-0

b. Discussion of director's evaluation process: Ken would like the policy committee to look at a formal evaluation process to begin being planned. Information provided to Ken by this evening for compiling. Please treat this confidentially. If additional time is needed, please take the time. He will take out identifiers for staff members.

Tiffany asked if teachers feel they are being represented. Sarah J and Sarah T noted they have reached out to many staff. Emily would like teachers to be able to make own comments.

- c. Motion to approve the satisfaction survey
Moved: by Tiffany Lewis Second: Ken Thielman Vote: 8-0-0

12. New Business:

- a. Motion to approve the enrollment lottery of February 3, 2015.
Moved by: Ken Thielman Second: Sarah Tegtmeier Vote: 8-0-0

Lewis asked if we know when a decision needs to be made regarding Middle School. 14 students are currently expressing interest. Thielman suggests that Mr. Hurley contact all 7th grade and perhaps 6th grade parents about their intentions individually. Parents are asking who the instructors will be for Middle School and Mr. Hurley is unable to answer this question. This is impacting parent decisions.

- b. Motion to approve the hiring of special education paraprofessional Diana Dreessen.
Moved by: Sarah Tegtmeier Second: Sheila Brown Vote: 8-0-0

- c. Motion to approve the KW Representation Agreement.
Moved by: Sheila Brown Second: Sarah Jacobson Vote: 8-0-0

Ken - Identical to former agreement. Dan asked if we moved forward with this agreement, would this include the former Footprints building site. If we ask them to negotiate the contract, then yes.

- d. Motion to approve the Letter of Intent with Tensquare LLC.
Moved by: Sarah Jacobson Second: Robyn Carley Vote: 8-0-0

Cyndi Bluhm stated that Dan Hurley and she met with Karl Jentoft. Karl Jentoft does need some sort of agreement to move forward. The Board was asked to delegate the authority to the Building Committee to make the decision.

Mr. Hurley encouraged the Board to consider excluding the former Footprints building from this agreement as Woodbury Leadership Academy procured this interest.

- e. Motion to approve Policy 418 – Drug-Free Workplace/ Drug-Free School
Moved by: Robyn Carley Second: Emily Mogren Vote: 8-0-0

Sarah Jacobson noted that this was already approved. The policy was amended to meet the needs of the grant.

- f. Motion to approve Policy 710 – Group Health Insurance Coverage Purchasing Policy
Moved by: Emily Mogren Second: Bharathi Sankararaman Vote: 8-0-0

Sarah Jacobson noted that this meets a new law. Charter schools need to review health insurance coverage and rates every two years.

13. Future Agenda Items:

- a. Closed meeting to discuss the Directors evaluation
- b. 7th grade at WLA for the 2015-16 school year. Dan Hurley will contact families individually to get a more definitive answer about how many are truly returning for Middle School. Hurley will contact both 6th and 7th grade parents.
- c. Future Building Site – Ken Thielman noted that a special session may be required for Board approval prior to the March 24th meeting.

14. Date and Time of Next Board Meeting:
March 24, 2015 – 6:00 PM

- 15. Motion to Adjourn
Moved by: Bharathi Sankararaman Second: Tiffany Lewis Vote: 8-0-0