

**Woodbury Leadership Academy
Interim Board of Directors – Meeting Minutes
Tuesday, June 23, 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
Sarah Tegtmeier, Vice-Chair/Secretary Emily Mogren-- absent Tiffany Lewis
Sheila Brown, Treasurer-- absent Robyn Carley—arrived late Sarah Jacobson
Bharathi Sankararaman—absent Dan Hurley ex-oficio Cliff MacDonald
Judith Darling, ex-oficio
3. Approval of Agenda
Moved: Ken Thielman Second: Sarah Tegtmeier Vote: 5-0-0
4. Declaration of Conflict of Interest: None
5. Open Forum:

Allison Mulligan spoke to ask the board to consider adding navy blue skirts and trousers as an option because khakis can easily get dirty and ruined.

Ro Krejci asked the board to state the future vision and mission for the size of WLA and is requesting a statement by the July board meeting. Mrs. Krejci also made a request to follow the runner up procedure for a board member's resignation.

Penny Swanson stated her interest in knowing how the voting process for new board members takes place. Mrs. Swanson also announced work she had done with Mr. Hurley to create additional extra curricular activities for students after school. Mrs. Swanson and Mr. Hurley are working to coordinate programs such as Chess, Yoga and Young Rembrandts for Art. These activities will be available Monday-Thursday during most of the school year and comes at no cost to WLA. This will not be affiliated with Kid's Club This will also create possible seventh grade leadership opportunities. If the demand is high, the activities could also take place before school. Mrs. Swanson also asked to know when the vision of the school would be published.

6. Approval of meeting minutes from May 26, 2015
Moved: Sarah Jacobson Second: Tiffany Lewis Vote: 5-0-0

7. Chair's Report

Ken Thielman reflected on the first year at WLA and offered a State of the School address. Mr. Thielman stated WLA had a great first year, although there were bumps along the way. Mr. Thielman noted that the test scores were high, families were happy, and that staff is returning. Ken Thielman noted that our finances are excellent which is helped by our increasing enrollment. Ken Thielman also noted that the strategic plan containing the school's mission and vision will be available at the July board meeting.

8. Director's Report

Dan Hurley reported that all of our hiring has been completed. Mr. Hurley is excited about our enthusiastic new staff members, many of whom will be attending a Responsive Classroom training this July. The middle school staff will be in soon to begin looking at curriculum. Mr. Hurley also reported that he attended a VOA workshop about special education and gained many training opportunities through that workshop. Tours are continuing to come in and the wait lists are healthy, although we are still seeking seventh graders. Mr. Hurley also noted that he attended a training with the American Reading Corporation regarding Response to Intervention and reported that they will be a part of the

teacher workshop week in August, which will be provided using Title II funds. The Back to School Night Open House is scheduled for September 3 from 4-6pm, details will be forthcoming.

9. Committee Reports:

a. Finance / Budget – Robyn Carley arrived during this part of the meeting. Judith Darling reported that WLA will have an audit coming up in a month. Our strong enrollment has helped our finances a great deal. WLA is under budget in all expense line items. WLA has a good cash flow. Our budget will likely be amended in the fall to reflect recent legislation that affects funding. Mrs. Darling also praised all of Cyndi Bluhm’s diligent work for WLA this school year.

b. Marketing / Enrollment – WLA is currently at 295 students which is an increase of 91. WLA currently has 129 students on the waiting list. Mr. Hurley will be talking to realtors for more advertising opportunities in new housing developments in Woodbury.

c. Policy – Sarah Jacobson reported that there have been changes to Policy 302, Early Kindergarten Enrollment. These changes were designed to make the expectations for early kindergarten enrollment more stringent. The Uniform Policy was also discussed and the board decided to add navy blue bottoms, but not offer orange shirts as an option to middle school students.

d. Building Facility – Ken Thielman reported that there will be a meeting next week with the realtors. Dan Hurley and Judith Darling will be meeting with Steve Wellington about a building possibility in the upcoming week as well. Dan Hurley reported that the current site at Crosswinds could be a viable possibility for the next two years.

10. Consent Agenda—approve additional staff contracts for 2015-16:

Ken Thielman asked that Maggie Greene’s contract be removed from the consent agenda and moved for a separate vote.

Moved by: Sarah Jacobson Second: Tiffany Lewis Vote: 6-0-0

Motion to Approve Maggie Greene’s contract for 2015-2016:

Moved by: Ken Thielman Second: Robyn Carley Vote: 3-3-0

11. Old Business – Discussion of necessary amendment to Uniform Policy for Middle School

This was done during the Policy Committee’s report.

12. New Business:

a. Discussion of board of directors binders

Sarah Tegtmeier offered to create binders for each member of the board of directors, containing vital information for each board meeting. She asked for suggestions as to what to include. They will include the bylaws, WLA’s charter, the strategic plan, meeting minutes and financial statements, and a copy of 124.D.10.

b. Motion to approve amendment to Policy 302, Early Kindergarten Enrollment

Moved by: Ken Thielman Second: Sarah Jacobson Vote: Tabled

The board discussed the policy and wanted to do additional research to decide whether or not it is important to exclude students coming from an in-home preschool setting.

c. Motion to approve contract renewal with MACS for 2015-2016

Moved by: Sarah Jacobson Second: Sarah Tegtmeier Vote: 6-0-0

Whereas, we, the Board of Directors, understand the importance and value of our school being an active and contributing member of Minnesota’s charter school community and

Whereas, our individual school community’s interests and the interests of Minnesota’s charter school community are best served and achieved by charter schools working collectively through a professional association, and

Whereas, the Minnesota Association of Charter Schools has been the professional association of Minnesota’s charter school community since 1995, and

Whereas, the Association, a membership-based organization, is recognized as the public policy voice of Minnesota's charter school community, and serves as facilitator of cooperative efforts within the community to assure excellence in education for our students, and
Whereas, we, the Board of Directors, understand the rights and responsibilities of being a member of the Association,
Now, therefore, we, the Board of Directors, hereby move to join the Minnesota Association of Charter Schools or the 2015-2016 membership year of July 1, 2015- June 30, 2016.
Further, we approve the expenditure of funds for this membership in accordance with the following payment plan: one payment in full.

d. Motion to approve contract renewal with NWEA for 2015-15

Moved by: Ken Thielman Second: Cliff MacDonald Vote: 6-0-0

Mr. Hurley reported that this was the most useful test for our school's needs. The teacher board members reported that the many tools offered were helpful to them.

e. Motion to approve employee benefits eligibility for part-time staff

Moved by: Sarah Jacobson Second: Sarah Tegtmeier Vote: 6-0-0

Mr. Hurley reported that at this time, this would only effect one staff member, however, he felt it was necessary to have a policy for this in place.

f. Motion to approve contract amendment/renewal with BKDA for 2015-2016

Moved by: Sarah Jacobson Second: Tiffany Lewis Vote: 6-0-0

BKDA was given a very favorable review from Dan Hurley.

g. Motion to approve contract for technology support with JR Computer Associates

Moved by: Ken Thielman Second: Robyn Carley Vote: 6-0-0

JR Computer Associates was given a very favorable review from Mr. Hurley as well as teacher board members. Mr. Hurley also noted that he looked at other prices for this service and this was by far the best price.

h. Motion to approve Special Education Director contract for 2015-2016

Moved by: Sarah Jacobson Second: Sarah Tegtmeier Vote: 6-0-0

Bonnie Carlson was given a favorable review by Mr. Hurley. Option 2 on the contract was selected.

i. Motion to approve \$3,000 retainer for HR services with Roo Solutions for 2-15-16

Moved by: Robyn Carley Second: Tiffany Lewis Vote: 6-0-0

Roo Solutions was given a favorable review from Mr. Hurley.

j. Motion to approve director evaluation process (previous handout)

Moved by: Ken Thielman Second: Robyn Carley Vote: Tabled

Mr. Hurley presented more information to the board regarding state laws on director evaluations. This will be further researched and discussed at a future board meeting.

k. Motion to approve director job description

Moved by: Ken Thielman Second: Sarah Jacobson Vote: 6-0-0

It was suggested that the Director's job description be edited to contain the wording "Attends committee meetings as necessary," as opposed to only certain committee meetings. This change was approved.

Motion to amend the Director's job description bullet point 4 to read "attends committee meetings as necessary."

Moved by: Ken Thielman Second: Sarah Tegtmeier Vote: 6-0-0

l. Motion to approve revision to CSP Grant – Implementation Phase

Moved by: Ken Thielman Second: Sarah Tegtmeier Vote: 6-0-0

Judith Darling wanted to bring to the board some small changes that were made in order to use grant money more efficiently in preparation for approval from MDE.

m. Motion to approve board member resignation

Tabled until the next meeting.

n. Motion to approve the discussed changes to the existing uniform policy to include navy blue twill bottoms, add that flip flops not be allowed, and allow middle school students to wear heather grey (not orange).

Moved by: Sarah Jacobson

Second: Sarah Tegtmeier

Vote: 6-0-0

13. Future Agenda Items: Policy 302 will be revisited, discussion of open board member spot and replacing chair, and secretary positions.

14. Date and Time of Next Board Meeting:

July 28, 2015 – 6:00PM

15. Motion to Adjourn

Moved by: Tiffany Lewis

Second: Robyn Carley

Vote: 6-0-0