



World Learner School Board Meeting Minutes October 3, 2016

1. Call to Order – 6:00 pm
Michelle Strain absent
2. Roll Call/Quorum Confirmed
3. Student Presentation – no presentation
4. Community Forum (Procedures are contained on Community Forum Participation Cards, available at the meeting)

No community forum
5. Board Training – Charter School University 6:15 pm – 6:45 pm
Dan Jett presented a training based off the book, Charter School University.
6. Approval of Agenda and Declaration of Conflicts of Interest – 6:45 pm
Jodi Luck made a motion to accept the Agenda and Declaration of Conflicts of Interest, and Tina Lyder seconded the motion. The motion passed unanimously with no discussion.
7. Approval of Consent Agenda: Consent agenda items are considered routine in nature and will be voted upon with a single motion; however, by request from an individual school board member, individual items on the Consent Agenda may be removed from it for independent consideration.
 - A. Minutes of 8.22.16 -
 - B. Fundraising and Donation records –
 - C. Fundraising Permissions & Grants – MS Garden Tower Produce,
Amy Tripp made a motion to accept the consent agenda, and Brian Hanson seconded the motion.

Beth Wilson asked to include the WLS Middle School fundraiser of selling jam and fudge at the Fall Festival to the consent agenda. The motion unanimously failed as written, with Tina, Amy, Jodi, Patti, Beth, and Brian voting Nay.

Motion to accept with addition of consent agenda with addition of MS fundraiser was made by Tina Lyder and seconded by Brian Hanson. Motion passed unanimously.
8. Information/Discussion
 - A. Board Executive Committee Roles and Responsibilities – The discussion concerned the topic of instituting the role of Vice Chair to the board. It was decided that no change would be made at this time.
 - B. Data Practices Training – Discussion took place on whether or not the board should undergo Data Practices Training.
 - C. Board Training Opportunities from MACS – There are specific training needs for new board members according to statute. The board needs to determine how these needs will be met. It was determined that the finance training given by Sandy Schmidt and the Charter School University training given by Dan Jett will cover two of the needed trainings. Deana will reach out to MACS to see if WLS can host one of the free trainings.
 - D. Appointment Process for Community Member to Board – Board members were tasked with looking for interested Community Members to serve on the board.
 - E. Appointment Process for member of the WLS BC – Deana will check with our Authorizer on a possible conflict of interest for an interested parent.
 - F. MACS information on desegregation lawsuit – The desegregation lawsuit will be heard in a court of law.
 - G. ACNW Leaders' Retreat – November 11-12, 2016 – 2 more attendees with Deana Eva Maher, Patti Quinn and Deana Siekmann will be attending the ACNW retreat.
9. Reports
 - A. Director's Report

- i. Monthly Enrollment Report – Enrollment is lower than what was budgeted for at this point.
- ii. Upcoming Events – Fall Festival 10/26 4pm to 6pm
Picture Day 10/7
Enrollment Event 6:30 to 7:30
- iii. Other information – Building Company Insurance Claims

Claim #1 Lower West End

9.6.16 – Lower west end of school suffered damage as contaminated water breached the school through floor drains in 6 bathrooms and 1 hallway. Plumber was called in and worked for several hours to locate and free blockage. At 6 pm, it was determined school would be cancelled for 9.7.16 as plumber was still working to identify and free blockage.

9.7.16 – Liberty Mutual was notified of situation and opened claim. ServPro of Scott County/Chaska was called at 10 am to come assess for mitigation. Initial crew of 3 individuals arrived at approximately 2 pm to complete initial assessment and advised to call them when plumber freed blockage. Liberty Mutual adjustor called mid-afternoon and stated she would come out in a couple of days to assess mitigation and ServPro was the preferred vendor of Liberty Mutual. Plumber successfully freed blockage at 5 pm. ServPro was called at 5:15, left message.

9.8.16 - ServPro arrived about 10 am with a crew of 3, a contractor that was recommended and consulted by ServPro – Todd Kreuscher from Integrity Design, and a member of ServPro Wright County to assess. That team determined that an industrial hygienist would be hired to assess and outline scope of work to be performed. Hygienist would be called with hopes to be at WLS on Friday 9.9.16.

9.9.16 – ServPro and Hygienist arrived about 11 am to assess and perform tests. Report was to be completed over weekend and sent to ServPro to analyze and prepare scope of work to begin on Monday. Liberty Mutual Adjuster called to inquire on process and upon receipt of knowledge that mitigation had not begun, stated she would be following up with ServPro.

9.12.16 – ServPro arrived at about 9:30 am with a crew of approximately 6 people. They had not yet received hygienist report and were unsure of scope of work. Some mitigation work was initiated. Liberty Mutual adjustor arrived at around noon. She worked with ServPro to access hygienist report at 1:40 pm. ServPro continued to work. Insurance adjustor was onsite throughout Monday afternoon. Todd Kreuscher came to WLS to outline his projected scope to include flooring, drywall and retiling bathrooms. At 6:15 pm, crew lead of ServPro asked for access to water main as plumber would need to shut off soon to remove cabinet in LE Room #9 and cap off plumbing for demolition. It is unclear what time this actually happened. Deana left building after parent event at 8:00 pm and ServPro and plumber were gone. Some fans were left in place to dry out rooms. It is not clear how many. Deana was asked to sign document acknowledging placement of equipment but actual number of pieces was not completed by ServPro so Deana refused to sign until that was completed. The document was not returned to Deana that night or ever.

9.13.16 – ServPro team arrived after 9 am following water main break. Two individuals worked on water removal from west end and placement of fans to aid in drying. To other individuals worked on mitigation on east end. Insurance adjustor arrived at about 10 am and ServPro crew lead was not here. Two individuals working on west end were looking for him as well and reported he was not answering his phone. He returned about 1 pm with a couple additional fans. At 3 pm, ServPro crew lead and one other individual were only mitigators left. Todd Kreuscher was here and advised me that bathroom walls on west end were wet according to his assessment but ServPro stated they were dry. After consultation with the insurance adjustor, Deana met with ServPro crew lead and inquires on status of mitigation. He said that his team said the walls were dry and that the mitigation was done on the west end. Deana asked him to recheck walls and to check shelving contents in Room #8 and #9. Walls were found to be wet and contents were not sanitized. Deana asked about the process and reasons for the inaccurate mitigation. Deana requested that the scope of work be correctly identified and addressed immediately. Insurance adjustor asked for Minnetonka ServPro to be called in and they arrived around 7 pm. They assessed the situation, marked walls for removal and placed equipment for drying.

9.14.16 – Minnetonka ServPro was onsite at 8:15 am and worked on both west end and east end mitigation. It was stated that the amount of drying equipment onsite was not adequate prior to the evening of 9.13.16. ServPro Scott County/Chaska was not onsite. Minnetonka ServPro worked until after 6 pm.

9.15.16 – Minnetonka ServPro was onsite at 8:15 am and worked on both west end and east end mitigation. Todd Kreuscher continued to identify subcontractors' timelines with goal of being done by 10.2.16 with west end. Todd Kreuscher and Deana disagreed on demolition and rebuild in 6 bathrooms. Subcontractor/business partner concurred with contractor about need to demo all of tile and rebuild. Deana consented. Minnetonka ServPro worked until after 6 pm.

9.16.16 - Minnetonka ServPro was onsite at 8:15 am and worked on both west end and east end mitigation, completing all mitigation by 2 pm. Todd Kreuscher delivered tiling materials to WLS. Drywall and tiling team would be working through weekend. Requested verbally an estimate from contractor.

9.19.16 – Drywall and tiling crew working on bathrooms in Room #9 during day and in Room #8 and #13 after hours. Submitted second request for estimate from contractor via email. Received estimate from flooring team and timeline. Vinyl floor in Room #8 will be pieced together with a couple of new boxes and 1.5 leftover boxes WLS owns from original installation. Vinyl flooring in Room #8 will be different product as availability of existing vinyl floor will not be until mid-November. Closest option for carpeting and vinyl will be installed in Room #9 during Sept. 28-30. Vinyl in hallway will be matched with existing product but not until available in mid-November.

9.20.16 - Drywall and tiling crew working on bathrooms in Room #9 during day and in Room #8 and #13 after hours. Received estimate from Todd Kreuzcher with some errors and overages. Received estimate from insurance adjustor. WLS will hit cap of \$50000 for claim and will pay some expenses out-of-pocket.

9.21.16 – Drywall and tiling crew working on bathrooms in Room #9 during day and in Room #8 and #13 after hours. Deana discussed areas of estimate that needed corrections as well as areas WLS will perform including moving contents, painting and final cleaning. Estimate was revised for these as well as insertion of remodel plumbing bill.

9.22.16 – Drywall and tiling crew working on bathrooms in Room #9 during day and in Room #8 and #13 after hours.

9.23.16 – leak found running along cabinet that was remounted to wall in Room #9. Reported to Todd and his team examined. Removed cabinet and found no plumbing wetness and wall was dry. Puddles of water on the old tile. Suggested tilers accessed water and splashed. Cleaned up and removed old tile. Will dry out and reassess on Monday

9.26.16.

Claim #2 Lower East End

9.13.16 – Deana determined that there was no water flowing to pipes through building at 8:30 am. A call to ServPro Scott County/Chaska was made to request they return to turn back on water after turning it off to work on 9.12.16. They claimed the water was on. Approximately 8:40 am, it was discovered that water was pouring into the lower level east end from a pipe in the utility room. A call was immediately placed to a plumber and WLS maintenance head was called in. Staff began trying to keep water flowing to drains and moving items to prevent damage. School was cancelled and the Office deployed strategies to alert families of the sudden closing. ServPro Scott County/Chaska was called again and requested for immediate assistance. Wan arrived and turned off the spigot at 8:55 am. Plumber arrived at 9:15 and determined a water main blew. He called the City of Chaska to come turn off water to building and he began to repair. He discovered through the course of the day that the initial shut off of the water was not accompanied by turning off the water heater pump, causing it to fail. ServPro Scott County/Chaska arrived about 9:30 and began water removal.

9.14.16 – Minnetonka ServPro was onsite at 8:15 am and worked on both west end and east end mitigation. Minnetonka ServPro worked until after 6 pm.

9.15.16 - Minnetonka ServPro was onsite at 8:15 am and worked on both west end and east end mitigation. Minnetonka ServPro worked until after 6 pm. Deana contacted contractor who worked on WLS building in 2014 to request a bid.

9.16.16 - Minnetonka ServPro was onsite at 8:15 am and worked on both west end and east end mitigation, completing all mitigation by 2 pm. Ray Topolov was onsite to assess damage to prepare an estimate.

9.19.16 –

9.20.16 – Received estimate from Ray Topolov and forwarded to Insurance Adjustor who had a couple of questions and would contact Ray.

9.21.16 – Received notice from insurance adjustor that estimate was within parameters of her estimate. Consulted with Ray about timeline which will begin on 9.26 or 9.27 with completing approximately 10.7.16. This claim will be under limit with only out-of-pocket being the deductible and plumbing costs to fix the water main which is not coverable by insurance.

9.22.16 –

9.23.16 – contacted Steinkraus again about finishing exposed cleanout in backyard.

Issue #3 – Backyard

At this time, this is not a claim with insurance. More consultation with insurance adjustor is occurring.

9.9.16 – An area of seepage was found near the landscape boulders on the playground. Pictures were taken and sent to Dave Sonka, landscape designer for analysis.

9.12.16 – Dave Sonka reported that it appears it is due from a plumbing breach. The area of the playground was quarantined off and a plumber called. Plumber analyzed plans and determined no pipe was there. He analyzed area and said it didn't appear to be contaminated but upon direct inspection of the water, stated that it did have an odor stronger than predicted. He called the city who corroborated that plans do not indicate a pipe there. Plumber called for a specialty locator service to come.

9.14.16 – MiTech Locator couldn't find specific source of seepage but outlined a general area and depth. Plans were made for Landscapes Unlimited and a specialty plumber to be onsite on 9.15.16 to find the source and fix it.

9.15.16 – River's Edge Plumbing was onsite with Landscapes Unlimited to dig up the area of the backyard where the seepage was occurring. About 4.5 feet below the surface, a pipe was discovered with a crushed clean-out pipe. Regular plumber was called and arrived at 6 pm to clean out new pipe and existing pipe to prevent further blockage. It was replaced and the landscaping returned. Entire playground was closed.

9.16.16 – Playground remained closed as landscape clean up needed to be done.

9.19.16 – Playground areas were cleaned and sanitized.

B. Committee Reports

i. Finance Committee

a. Finance Report July- Targeted for 17% for revenue- at 14 now. Cash flow is healthy, as is the Fund Balance.

b. FY17 Budget Update – Enrollment is low, but no action is needed to be taken as of now.

C. Board Training and Director Coaching Process – Dan Jett

Dan put together a list of possible topics that the board could include in their governance training, including: mission and vision of the school, budgets, conduct and duties, and task calendars. Dan also handed out the Director's Job Description and Evaluation Criteria for the board to preview. Included in this packet was a list of performance goals for the Director, which are: 1) budget development, 2) recruitment of new families and retention of current families, and 3) long range visioning for the school. Board members are to send any thoughts or additions to Dan.

D. Marketing – Signs for sale

E. PTO Update – PTO is meeting tomorrow, Tuesday, Oct. 4. They are working on the upcoming Fall Festival, and the date for the Shindig has been set.

10. Action Items

A. Financial Report for August 2016 – Brian motioned, Eva seconded. The motion passed unanimously.

B. Personnel Employment Agreements – Substitute agreements for Nicole Christoph, Rachel Gleason, Deana Siekmann, Lisa Waller, Erin Whitehead, Melissa Bullerman, Martha Galvan, Diane Johnson, Patti Quinn, Heather Guldán, other agreements for Tonia Rowe, Craig Renier, Jamie Otte, Erin Whitehead, Nicole Olson, Andy Burns

Motion to accept the employment agreements was made by Amy Tripp and seconded by Jodi Luck. After no discussion the motion passed unanimously.

C. Maternity Leave for Ashley Godinez- Feb. 1 to half days on April 17th, then full days beginning May 15th.

Motion to approve made by Eva Maher, and Jodi Luck seconded the motion. Motion passed unanimously.

D. Encroachment Agreement with Jonathon Association

JA granted a 24-month easement. Easement needs to be signed by WLS and WLS BC. Easement changes made by JA to include language that WLS and WLS BC must return easement to original status at end of 24-month period. Motion to accept the encroachment agreement made by Tina Lyder and seconded by Brian Hanson. Motion passed unanimously.

E. Annual Charter School Assurances

Motion to accept made by Brian, seconded by Eva. Motion passed unanimously after no discussion.

F. Policies: First Reading – 308 Confidentiality and Data Privacy, 312 Safety and Security, 315 Equal Employment Opportunity, 325 Harassment Prohibition, 345 Nondiscrimination, 441 Mandated Reporting, 465 Acceptable Use of Technology,

Policies: Second Reading -149 Open Meeting Law, 306 Bullying Prohibition, 349 Religious

Accommodation, 452 Pledge of Allegiance, 561 School Closure, 669 Tobacco Free Environment

Motion to accept the first reading Jodi Luck and Brian. Motion passed unanimously, with Amy Tripp abstaining.

Motion to accept the second reading made by Tina Lyder and seconded by Brian Hanson. Motion passed unanimously with Amy Tripp abstaining.

G. Policies: Deletion – none

H. Director Goals for FY17- report by Dan (see above)

Motion to accept the Director's Goals made by Eva, seconded by Tina. Motion failed unanimously. A motion to table the goals was made by Eva Maher and seconded by Tina Lyder. After no discussion, the motion passed unanimously.

I. Business Matrix: There are some changes made to the Matrix that was approved in June due to the addition of the position of Assistant Director.

Jodi Luck made a motion to accept the modified matrix, and Amy Tripp seconded the motion. The motion passed unanimously.

J. Community Member Appointment: A motion was made to appoint Angela Wroblewski as the WLS Community Member by Tina Lyder and seconded by Jodi Luck.

After discussion, it was determined that the search for a community member should continue and that each board member should continue recruitment focused on an individual with experience other than education perspective.

The motion failed, with Tina, Amy, Jodi, Patti, Beth, Brian, and Eva voting Nay.

11. Scheduling

A. WLS Board Meeting: October 24, 2016 6:00 pm

Tina Lyder voted to adjourn, with Brian Hanson seconding the motion. The motion passed unanimously without discussion.