

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
October 24, 2017**

Directors Present: Jessica Erickson, Mandi Folks, Ro Krejci, Ed Rimkus, Jolene Skordahl

Directors Absent: Barbara Young

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV)

Others in Attendance: Rochel Manders (VOA), Brad Falteysek, Abdo Eick & Meyers LLP (Auditor), WLA staff and parents

1. Call to Order

Mr Rimkus called the meeting to order at 6:00 PM.

Ms Krejci requested time to review the revised agenda as there had been numerous changes made. Ms Mortensen reviewed the additions and deletions from the previously distributed agenda with the Board.

2. Roll Call

Ms Baumann took roll call of members.

3. WLA Mission and Vision

Mr Rimkus read the WLA Mission and Vision Statements.

4. Approval of Agenda

Ms Krejci moved to amend the agenda, Mr. Rimkus stated his resignation. Ms Krejci revised the motion to “amend the agenda to add item 4A Add New Board Chair, and renumber item 14.5 Add Secretary to 13.5.” Ms Folks seconded the amended motion. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Skordahl and Ms Krejci voted for. There were no votes against or abstentions. Motion passed.

4A. Add New Board Chair

Ms Krejci motioned “to add Ms Folks as WLA Board Chair.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Skordahl and Ms Krejci voted for. There were no votes against or abstentions. Motion passed.

Ms Folks assumed leadership of the board meeting. She introduced several guests at the meeting: Ms Rochel Manders from VOA, WLA’s authorizer, and Mr. Falteysek from Abdo Eick & Meyers, WLA’s auditors.

5. Conflict of Interest Declaration

Ms Folks asked if there were any conflicts of interest of members for items on the agenda. None were noted.

6. Public Comment

There was no public comment.

7. Executive Director Report

Ms Mortensen highlighted several items in her board report that was included in the board packet: Astronomy Night was a huge success, Staff continue to work on curriculum alignment, English Language Learners have been identified and staff are working on programming, a parent volunteer is coordinating extra-curricular activities included Lego League, Chess and other activities. Ms Mortensen has almost completed the first round of formal teacher observations. She directed Board members to a PowerPoint in the Board packet which addresses the current and future fund balance, expenses, staffing and ADM at WLA. At the November 28th board meeting, the Board will need to decide whether to lower the fund balance to balance in the current year or to reduce staff and combine classes. There was discussion on the impact that either decision would have on students, families staff and the community.

8. Finance Report

Ms Darling presented the September financials, pointing out the liability to the State on the Balance Sheet which is a result of the state paying on an originally reported ADM of 318, whereas actual is closer to 255. The reduction in ADM has been submitted to the State and future payments will be adjusted to reflect the change. Cash flow is not anticipated to be an issue.

The income statement reflects both the Board approved budget of 318 students and a working budget of 255 students. This working budget will be finalized next month by the Finance Committee and brought to the Board for approval as the final budget. The working budget will reflect a deficit unless staff reductions and other cost cuts are made.

9. Audit Firm Report

Mr Falteysek from Abdo, Eck & Myers, an independent audit firm, presented the FY17 audited financial statements. The audit opinion is a “clean opinion” which reflects that the financial statements are materially accurate and follow Generally Accepted Accounting Principles. There were no control weaknesses noted and the school is in compliance with state statutes. The Management Letter gives a summary of information in the Financial Statements and highlights were reviewed.

10. Finance Committee Report

Ms Erickson reported that the BerganKDV revised contract was discussed and reflects a 2% price increase over prior year as the previously approved agreement, but also reflects a reduction of students from the budgeted to actual, resulting in a net dollar decrease. Ms Mortensen discussed the need for a Purchase Order system to better control spending and BerganKDV will work with the school to implement. Ms Folks stated that finances are important to the school and everyone is welcome to attend the Finance Committee meetings which are held on the third Thursday of the month.

11. Governance Committee Report

Ms Krejci reported that the committee continues to work on the Background Check Policy and needs to agree on the frequency of checks to require for employees and volunteers. The policy will come to the Board for approval at the next meeting.

They are also working on Policies 537 and 538 which deal with enrollment and will be presented to the Board for approval at the next meeting.

The Committee continues to edit the Student/Family Handbook. They have decided that the Handbook summarizes approved Board policies and provides guidance on procedures for families to follow. Therefore, the Committee does not see the need for Board approval of the handbook. The Committee meets on the third Tuesday of the month and is looking for new members.

12. Consent Agenda

12.1 Financial Statements

Ms Krejci motioned "to approve the financial statements." Ms Erickson seconded. Motion passed unanimously.

12.2 Accept Audit Report

Ms Erickson moved "to accept the Audit Report." Ms Skordahl seconded. Motion passed unanimously.

12.3 Policy 303 3rd Reading

Ms Krejci moved "to table the reading of Policy 303." Ms Erickson seconded. Motion passed unanimously.

12.4 Resignation

Ms Mortensen reported that she received a resignation this afternoon from WLA's Music Teacher, Sean Johnson. Ms Krejci moved "to accept the resignation from Sean Johnson." Ms Erickson seconded. Motion passed unanimously.

13. Board Discussion and Action

13.1 Lawyer Access

Ms Krejci moved "to limit lawyer access to the Board Chair and/or the Executive Director. Ms Erickson seconded. There was discussion for the need of a Board Policy. Motion passed unanimously.

13.2 Lease Aid Certification

Ms Darling reported the requirement for all Board Members to complete a Lease Aid Certification as part of the application for lease aid with the State. Forms were distributed and Board members completed them.

13.3 BerganKDV Revised Contract

Ms Erickson moved "to approve the revised BerganKDV Contract." Ms Skordahl seconded. Motion passed unanimously.

13.4 Voya 403(b) Plan

Ms Krejci moved "to approve Voya as a 403(b) provider." Ms Skordahl seconded. Motion passed unanimously.

13.5 Add Board Member to Secretary Position:

Ms Folks "motioned for Ms Krejci to be Board Secretary." Seconded by Ms Erickson.

A roll call vote was taken: Ms Erickson, Ms Folks, Ms Skordahl and Ms Krejci voted for. There were no votes against or abstentions. Motion passed.

15. Board Communication and Future Items

Ms Krejci requested for a Board retreat or workshop for training, team building and strategic planning. She also stressed the need for a Community Member on the Board of Directors and asked Board members to help in filling this position. Ms Erickson asked for ongoing trainings for the Board. Ms Krejci suggested that the upcoming Family Movie Night be opened up to the community.

Ms Mortensen expressed a concern over the length of the November meeting due to the anticipated number of items for the agenda. Ms Krejci moved “to add a Regular Board meeting on Tuesday, November 14, 2017 at 6:00 PM meeting in the 1st Grade pod area.” Ms Erickson seconded. Motion passed unanimously.

Ms Folks requested a facilities update and a marketing update at a future meeting.

16. Housekeeping Items

Ms Folks reminded members that there will be two meetings in November: Tuesday, November 14, 2017 and Tuesday, November 28, 2017. Both will be at 6:00 PM in the 1st Grade pod area.

17. Delegation of Public Comments

There were no public comment items for which to delegate follow-up.

18. Adjournment

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:26 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member); submitted by Ms Krejci, Board Secretary.