

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
November 28, 2017**



**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Mary Hitzemann, Ro Krejci, Jolene Skordahl

**Directors Absent:** None

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

**Others in Attendance:** Rochel Manders (VOA), WLA staff and parents

**1. Call to Order and Roll Call**

**1.1 Call to Order**

Ms Folks called the meeting to order at 6:03 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms George read the WLA Mission and Vision Statements.

**3. Approval of Agenda**

**3.1 Approval of Meeting Agenda**

Ms Krejci moved “to amend the agenda to renumber 12.3 New Board Member Oath of Office to 3.2, remove item 6.2.1 Policy Recommendations for 2<sup>nd</sup> Reading, and add 8.4 Future Board Meeting Time and Location.” Motion was seconded by Ms Erickson. Motion passed unanimously.

**3.2 New Member Oath of Office**

Administering the Oath of Office to new Board member Mary Hitzemann was deferred to a future meeting.

**4. Conflict of Interest Declaration**

**4.1 Conflict of Interest Declaration**

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

**5. Public Comment**

There was no public comment.

**6. Committee Reports**

## **6.1 Finance Committee**

Ms Erickson reported that the committee met in November and worked on updating the 2017-18 working budget and discussed fundraising opportunities, the lease aid application and purchase order system options.

### **6.1.1 Financial Statements**

Financial Statements will be addressed under agenda item 7.3 Finance Director Report.

## **6.2 Governance Committee**

Ms Krejci reported that the November Governance Committee meeting was cancelled. The next meeting is scheduled for December 19 at 2:30 PM at which time they will be reviewing Policies 303 Background Checks, 537 Kindergarten Lottery, and 538 Enrollment. The Committee continues to look for new members.

## **7. Board and Administration Reports**

### **7.1 Board Report**

Ms Folks reported that she and Dr Mortensen are working with a consulting firm to bring a proposal to the Board for training at a Board retreat, facilitating a future lease and strategic planning. She would like to add a meeting next week for review and approval of the proposal.

Ms Krejci moved “to schedule a regular meeting of the Woodbury Leadership Academy Board of Directors on Tuesday, December 5, 2017 at 6:00 PM. Ms Erickson seconded. Motion passed unanimously.

Ms Folks introduced Rochel Manders from VOA who was observing and will provide recommendations on how to improve the Board meetings. Ms Folks reviewed fundraising efforts at WLA: \$2,600 was raised from Give to the Max Day, a Vendor Fair is being held on December 7 with anticipated proceeds of \$1,500, an Apex Fun Run will be held in the Spring with the potential of raising \$10,000 and a Gala will be held on April 7 with a goal of \$2,500.

### **7.2 Executive Director Report**

Ms Mortensen distributed a summary of fall MAP testing data to Board members indicating that she was pleased overall with the results. She also pointed highlighted several items in the Executive Director Report in the Board packet including a Middle School presentation, receipt of a Literacy Grant and information on class sizes and grade offerings at WLA. She indicated that options for classes for the 2018-19 school year will be discussed at the December 19<sup>th</sup> meeting.

### **7.3 Finance Director Report**

Ms Darling presented the October financial statements which were included in the Board packet. She stated that State aid is currently being overpaid based on an ADM of 318, but will even out by year end. She has no cash flow concerns. Ms Darling highlighted the General Fund working budget for 2017-18 which results in a \$145,379 deficit, stating that two major changes from the originally approved budget were a reduction in ADM and an increase in lease costs. Although she does not generally recommend passing a deficit budget, the fund balance is currently solid for the age of the school. She will be working with the Finance Committee to develop a 3-year budget, and that budget will need to be a break-even or a surplus budget.

Ms Erickson moved “to accept the October financial statements as presented.” Seconded by Ms Skordahl. Motion passed unanimously.

## **8.1 Development & Discussion**

### **8.1 WLA ByLaws**

Ms Folks asked Board members to reflect on their review of the WLA Bylaws. Discussion followed and members agreed that the Bylaw review was beneficial to all in understanding the functioning of the school and Board. Ms Folks requested that Board members read the book “The Growth Mindset” and be prepared for discussion at the December 19 Board meeting.

### **8.2 Discussion Regarding Adjusting Current Budget or Adjusting Staffing Levels**

Ms Mortenson reviewed information presented at a prior Board meeting comparing WLA’s fund balance to that of other schools that were approximately the same age as WLA, noting that WLA was in a strong financial position. She indicated that the Board would have to either reduce staffing levels to balance the 2017-18 budget or pass a deficit budget. Ms Mortenson recommend passing a deficit budget.

Ms Hitzemann moved “to approve the adjusted school-wide budget with a \$154,839 deficit for the current school year.” Ms Erickson seconded. Motion passed unanimously.

### **8.3 Middle School Presentation**

Dr Mortensen gave a PowerPoint presentation of the process, timeline and ideas for implementing a Middle School at WLA. The assumption would be to add a Middle School in one year instead of growing into a Middle School over several years. She requested approval from the Board to move forward. There was discussion. Board members agreed that planning for the Middle School could continue and Board action deciding on whether to implement would be taken at a future Board meeting.

### **8.4 Future Board Meeting Time and Location**

Ms Krejci suggested the Board change the time and location of future Board meetings. She moved to “to amend the time of the December 5, 2017 meeting and future meetings to 5:30 PM and hold future Board meetings in the 2nd Grade pod area.” Seconded by Ms Skordahl. Motion passed unanimously.

## **9. Closed Session**

Ms Krejci moved “to close the meeting pursuant to MN Statute 13D.05 subd. 2 for the discussion of considerations of allegations against individuals subject to the Board’s authority.” Ms Erickson seconded. Motion passed unanimously. Board members moved to the Food Lab and the meeting closed at 7:18 PM.

### **9.1 Reopen Meeting**

Board members returned to the 1st Grade pod area at 8:30 PM. Ms Krejci moved to reopen the November 28, 2017 Board of Directors meeting.” Ms Erickson seconded. Motion passed unanimously.

### **9.2 Action Items(s)**

Ms Folks stated that the Board has completed its discussion regarding allegations against two former board members.

Ms Erickson moved “that based on findings of the investigation of allegations against Board Member A, the Board recommends removal from the Board.” Seconded by Ms Hitzemann. A roll call vote was taken and all members voted in favor. There were no votes against and no abstentions. Ms Folks stated that since Person A is no longer a member of the Board, no action is required.

Ms Krejci moved “that based on findings of the investigation of allegations against Board Member B, the Board finds that there are no negative findings and therefore does not recommend removal from the Board.” Seconded by Ms George. A roll call vote was taken and all members voted in favor. There were no votes against and no abstentions.

## **10. Business/Board Action**

### **10.1 Open Board of Director Seats**

Ms Folks reminded Board members that there are currently two open Community Member seats and one open Parent Member seat. There are no nominations at this time so no action is needed.

### **10.2 Budget Recommendation for the 2017-2018 school year**

The revised budget for 2017-18 was passed in agenda item 8.2.

### **10.3 Grade offerings for the 2018-2019 school year**

Administration will continue researching implementing a Middle School. No action needed at this time.

## **11. Board Communication & Future Items**

### **11.1 Board Communication - Reflection**

There was board discussion reflecting on the board agenda and actions taken.

### **11.2 Future Items**

Future meeting items requested include reviewing the consulting agreement, Board trainings, and an update on the progress towards adding a Middle School.

## **12. Housekeeping**

### **12.1 Next Regularly Scheduled Meeting**

Ms Folks reminded members that the next regular Board meetings are scheduled for Tuesday, December 5, 2017 and Tuesday, December 19, 2017 at 5:30 PM in the 2nd Grade pod area.

### **12.2 Delegation of Public Comment**

There were no Public Comment items for which to delegate follow-up.

## **13. Adjournment**

### **13.1 Adjournment**

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:44 PM.

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