

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
September 26, 2017**

**Directors Present:** Jessica Erickson, Mandi Folks, Kylie Griffith, Ro Krejci, Ed Rimkus, Barbara Young

**Directors Absent:** None

**Administration/Advisors Present:** Dr Kathleen Mortensen (Executive Director)

**Others in Attendance:** WLA staff and parents

**1. Call to Order**

Ms Young called the meeting to order at 6:01 PM.

**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 Griffith moved “to amend the agenda to add items 10.3 Removal of an officer from an officer position effective immediately and 10.4 Filling of an officer position effective immediately.” Ms Krejci seconded. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Mr Rimkus and Ms Young voted against. Motion passed.

Ms Krejci moved “to approve the amended agenda.” Ms Griffith seconded. There was discussion. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Mr Rimkus and Ms Young voted against. Motion passed.

**5. Conflict of Interest Declaration**

Ms Young 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. Board and Administration Reports**

**Board Report:** Ms Young reported that the school is now looking at leasing a facility instead of building one for the 2018-19 school year due to enrollment numbers and fund balance concerns. She also reminded board members that she would like to keep the meetings progressing at a more efficient pace.

**Executive Director Report:** Ms Mortensen highlighted several items in her board report that was included in the board packet: afterschool activities, band sign-up, NFL Play 60,

ELL programming status, teacher observations, volunteer opportunities and school communications. She reported that she was recently able to access MCA results for individual students and that she is analyzing & sharing the results with grade level PLC's. Ms Mortensen presented an Organizational Analysis powerpoint which summarized the current state of the school focusing on the areas of ADM/enrollment, staffing, facility lease cost, and fund balance.

## **8. Committee Reports and Action**

**Finance Report:** Ms Folks presented the August financials, pointing out that the original budget was based on enrollment of 318, whereas the working budget has been adjusted to reflect enrollment of 250. The working budget reflects a net loss, primarily caused by a doubling in lease costs over prior year. The Board will need to pass a revised budget and will need to make decisions on whether to cut expenses to make a balanced budget or budget a loss which would reduce the fund balance.

**Governance Report:** Ms Krejci reported Ms Griffith and Ms Baumann have resigned from the Governance Committee and that she is seeking new members. The Committee recommends that WLA not join the MSBA at a cost of approx. \$3,000 which was previously Board approved. The Committee is working on several policies, including the Background Check Policy and the Family Handbook which will be submitted for approval at the October Board meeting.

### **Approve 3<sup>rd</sup> Reading (Final) of WLA Bylaws:**

Mr Rimkus moved "to approve the WLA bylaws as presented." Ms Krejci seconded. Motion passed unanimously.

**Notice of 1<sup>st</sup> Reading (Review) of Policy 511, Policy 537 and Policy 538:** Ms Krejci gave notice of the 1<sup>st</sup> Reading of the following Policies:

- Policy 511: Student Fundraising
- Policy 537: Kindergarten Lottery
- Policy 538: Enrollment

She requested Board members review these policies and direct all comments to her.

## **9. Consent Agenda**

Motion by Mr Rimkus "to combine the two items on the Consent Agenda:

1. Approve Meeting Minutes from August 22, 2017
2. Approve the Financial Statements and Transactions for August 1 – August 31, 2017 as presented."

Seconded by Ms Erickson. Motion passed unanimously.

Mr Rimkus moved "to approve the Consent Agenda as combined." Second by Ms Krejci. Motion passed unanimously.

## **10. Board Discussion and Action**

### **Add Board Member to Treasurer Position:**

Motion by Mr Rimkus "to add a Board member to the Treasurer position." Ms Young pointed out that a Director needed to be named to the position. Mr Rimkus withdrew his motion.

Ms Krejci "moved to nominate Ms Erickson for the Treasurer Position." Seconded by Ms Griffith. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Ms Young

opposed the motion. Mr Rimkus abstained. Motion passed. Ms Young clarified that the motion was effective immediately.

**Close meeting for personnel update:** Ms Young stated that the Board would go into closed session per MN Statute 13D.05 Subd.3 for a Personnel Update. Ms Krejci moved “to go into closed session.” Ms Folks seconded. There was discussion as to whether the attorney needed to be in attendance in order to hold the closed session. Ms Erickson, Ms Folks, Ms Krejci, Mr Rimkus and Ms Young voted for. Ms Griffith voted against. Motion passed. Meeting went into closed session at 7:11 PM.

**Meeting reconvened:** Ms Krejci moved “to reopen the meeting.” Ms Folks seconded. Motion passed unanimously. Meeting reconvened at 7:28 PM.

**Recess:** Mr Rimkus moved “that the Board take a 5 minute recess.” Ms Folks seconded. Motion passed unanimously. The Board went into recess at 7:30 PM.

**Reconvened:** Mr Rimkus moved “to reopen the meeting.” Ms Krejci seconded. Motion passed unanimously. Meeting reconvened at 7:44 PM.

**Removal of Officer:** Ms Griffith moved “to remove Barbara Young as the Board Chair effective immediately.” Ms Erickson seconded. There was discussion. The question was called. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Mr Rimkus and Ms Young voted against. Motion passed.

As Board Secretary, Ms Griffith took over running the meeting.

**Filing Officer Position:** Mr Rimkus nominated himself for the position of Board Chair. Ms Young seconded the nomination of Mr Rimkus as Board Chair. Ms Krejci nominated another person for the position of Board Chair. A roll call vote was not taken. Two (2) in favor, one (1) against, two (2) abstain and one (1) no vote. Mr Rimkus was declared as the new Board Chair.

Mr Rimkus took over running the meeting.

### **11. Board Development**

OML and Serial Meetings: Mr Rimkus stated that Open Meeting Law and Serial Meetings have already been discussed during the meeting.

### **12. Board Communication and Future Items**

**Board Communication:** Mr Rimkus dispensed any discussion of non-agenda items.

**Future Items:** Ms Krejci moved “to schedule a Board retreat for purposes of team building and board training,” Ms Folks seconded. Motion passed unanimously.

### **13. Housekeeping Items**

Next Board meeting is scheduled for Tuesday, October 24, 2017 at 6:00 PM in the 1<sup>st</sup> Grade pod area.

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

**Swear in New Board Member:** Mr Rimkus swore in Ms Jolene Skordahl, WLA teacher and parent, to the vacant teacher seat.

### **14. Adjournment**

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:02 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member)