

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
January 23, 2018**



Directors Present: Jessica Erickson, Mandi Folks, Ro Krejci, Jason Livingston, Jolene Skordahl

Directors Absent: Claudia George, Mary Hitzemann

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), Roderick Haekne (VOA)

Others in Attendance: WLA staff

1. Call to Order and Roll Call

1.1 Call to Order

Ms Folks called the meeting to order at 5:46 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Agenda

Ms Erickson moved “to amend the agenda to add 9.3 Spirit Wear.” Motion was seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of Board Meeting Minutes

Ms Krejci moved “to approve the minutes of the December 19, 2017 meeting minutes.” Ms Erickson seconded the motion. Motion passed unanimously.

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

5.1 There was no public comment.

6. Committee Reports

6.1 Finance Committee

Ms Erickson reported that the Finance Committee met January 10th and discussed the December financials, staff interests for next year, and looked at various staffing scenarios. She reported that MDE is caught up on adjusting payments to reflect actual ADM and that the BerganKDV is working on submitting the lease aid application.

6.1.1 Financial Statements

Ms Erickson moved “to accept the December 2017 financial statements.” Seconded by Ms Krejci. Motion passed unanimously.

6.2 Governance Committee

No report-January meeting was cancelled. Next meeting will be February 20, 2017.

7. Board and Administration Reports

7.1 Board Report

Ms Folks reported the Applebee’s Pancake Breakfast was a success, both as a fundraiser and as a community builder. She introduced Rod Haekne from VOA who is reviewing governance at WLA. Ms Folks reported that the Board will be completing a self-evaluation of each meeting and asked that members take turns in doing the evaluation.

The facilities committee has toured several properties and is actively seeking to identify a property to lease for next school year, while also considering WLA’s long term needs. Ms Folks reported that VOA has not confirmed their availability for the Board retreat/training date of February 24. Different dates and locations were discussed. Ms Krejci motioned “to add a training & strategic planning session on February 19, 2018 from 9:30 AM to 1:00 PM at 600 Weir Drive, Woodbury, MN in the 2nd grade pod area.” Motion was seconded by Ms Erickson. Motion passed unanimously.

7.2 Executive Director Report

Ms Mortensen shared a thank you received from a veteran in response to a Veteran’s Day project done by WLA students. She then highlighted several items in the Executive Director’s Report in the Board packet including application numbers for next school year, current year enrollment numbers, and detail of the lottery process. She is working on policies that are needed to finalize an OCR complaint. She discussed a proposed plan for the remainder of the current school year to address the class size exceeding the cap for grades 4 and 5. Ms Mortensen acknowledged Ms Skordahl for starting up an intramural league focused on team play. Preparations are underway for ACCESS, MAP and MCA testing, teachers are conducting peer observations, included in the Board packet was the results of a survey of teachers to identify their needs/wants for next year, NFL Play 60 fieldtrip, the Apex Funrun fundraiser starting February 5th and ideas for engaging incoming students through ongoing communication. Ms Skordahl explained the NFL challenge that WLA students participated in that won them the NFL Play 60 fieldtrip. Ms Krejci provided more information on the Apex Funrun and activities planned for the event from February 5th thru 16th.

8. Development & Discussion

8.1 The Growth Mindset

Ms Folks lead a discussion on the second half of the book “The Growth Mindset.” Board members shared their thoughts on the book and how it relates to growth of the school and WLA’s future.

8.2 WLA Strategic Plan

In preparation for creating a Strategic Plan, board members were asked to read the current Strategic Plan for the next meeting and plan for a discussion of it.

8.3 2018-19 Grade Offerings

Ms Mortensen distributed some thoughts to reflect upon as the Board considers grade level offerings and enrollment for the 2018-19 school year and overall school size. She also distributed the results of a survey of students of what they would like in a Middle School. There was discussion on class size, section size and overall school size. Ms Mortensen proposed enrolling up to 3 sections of Grades K-8 and over-enrolling by 10-20% knowing there will be some attrition. Any grades with significant numbers on a waiting list that would require adding a 4th section or a combined grade section with less than 18 students will be brought to the attention of the Board for further discussion.

8.4 2017-18 Class sizes

Ms Mortensen led a discussion on class size caps, acknowledging that issues remain with the grades 4-6 combination classes. The April 2016 Board Meeting minutes approved class sizes of 20 for Kindergarten and 22 for grades 1-8. Current homeroom classes are less than 22, but certain subjects are taught by grade so those classes have more than 22 students. She and the teachers are actively working to address the issue. Job openings have been posted for both a teacher and an EA, but responses have been limited.

9. Business/Board Action

9.1 2018-19 Grade Offering

Ms Erickson moved “to offer up to three sections of grades K-8 for the 2018-2019 school year.” Motion was seconded by Mr Livingston. Motion passed unanimously.

9.2 2017-18 class sizes

Ms Krejci moved “for the remainder of the 2017-2018 school year, for average class sizes of 22 for the combined grades of grades 4, 5 and 6.” There was no second. Motion died.

Mr Livingston moved “to acknowledge that there has been discussion regarding class size for grades 4, 5 and 6 and move to table that discussion pending additional information.”

Ms Erickson seconded the motion. Motion passed unanimously. Ms Folks stated the 2017-18 class size topic will be on the February or March agenda.

9.3 Spirit Wear

Ms Folks provided background information on the Spirit Wear that was previously purchased by the now defunct PTA. WLA will be purchasing the merchandise from the screen printing company and selling the Spirit Wear. It was decided that no Board action is needed for approval to sell Spirit Wear.

10. Board Communication and Future Items

10.1 Board Communication

Ms Folks lead Board members in a reflection of their thoughts on the meeting. There was discussion. Ms Krejci was acknowledged for putting together the Board packets which are beneficial to the functioning of the board meeting. Members agreed that the open communication and discussion is positive for successful meetings.

10.2 Future Items

Items requested by Board members for inclusion in the training and strategic planning session and for future meetings include a discussion on reinstating the PTA, interaction of a PTA with the board, training on board motions and/or board discussions, training on what constitutes a quorum, and including student involvement in Board meetings.

11. Housekeeping Items

11.1 Next regularly scheduled meeting

Ms Folks reminded members that there are two meetings coming up:

- a training and strategic planning session is scheduled for Monday, February 19 from 9:30 AM to 1:00 PM in the 2nd grade pod area
- a monthly Board meeting is scheduled for Tuesday, February 27, 2018 at 5:45 PM in the 2nd Grade pod area.

11.2 Delegation of Public Comment

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

12. Adjournment

12.1 Adjournment

Ms Kejci moved to adjourn. Mr Livingston seconded. Motion passed unanimously. The meeting adjourned at 8:10 PM.

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