

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
February 27, 2018**



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

**Directors Absent:** None

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

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

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

**1.1 Call to Order**

Ms Folks called the meeting to order at 5:45 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms Hitzemann read the WLA Mission and Vision Statements.

**3. Approval of Agenda**

**3.1 Approval of Agenda**

Ms Erickson moved “to approve the agenda for the February 27, 2018 Board of Directors meeting.” Motion was seconded by Ms George. Motion passed unanimously.

**3.2 Approval of Board Meeting Minutes**

Ms Krejci moved “to approve the January 23, 2018 Board 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**

Ms Thorne, a WLA parent, informed the Board that her husband was starting up a Lego Club at WLA and hopes that teachers eventually utilize the club in a STEM program. She asked that the Board support this extra-curricular activity.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms Folks reported that the Personnel/HR Committee is working on the Executive Director review. Surveys will be sent to four groups requesting input:

1. Board members
2. Parents/Guardians
3. Teachers
4. Support staff (non-licensed)

Results will be presented at the next meeting and the committee will make a recommendation regarding the Executive Director agreement for next year.

Ms Folks presented a Certificate of Recognition and Appreciation to Diane Thiels for her contribution of time and energy to WLA as the Events & Volunteer Coordinator.

Ms Krejci then presented a Certificate of Recognition and Appreciation to Ms Folks in appreciation for the progress the Board has made since Ms Folks became chair, as well as the many years of volunteer service she has given to WLA.

### **6.2 Executive Director Report**

Ms Mortensen reviewed her Board Report, highlighting current year and next year enrollment numbers, Board members with expiring terms (Ms George, Mr Livingston and Ms Hitzemann), the hiring of an additional EA and an additional teacher and that the success of the APEX Fun Run, netting \$9,485 for the school.

Certificates of Participation were distributed to Board members that attended the Special Education training at the December 19, 2017 meeting.

### **6.3 Finance Report**

Ms Darling reported that the approved revised budget was based on 251 students and a deficit of \$145,000, but actual enrollment is approx. 10 students greater, resulting in a lessor projected deficit of \$86,000. This would result in a fund balance percentage of 18% at year end.

She and Ms Mortensen have begun working on a draft budget for the 2018-19 school year.

## **7. Committee Reports**

### **7.1 Finance Committee**

Ms Erickson reported that the February meeting was a discussion on financials goals relating to fundraising and facilities.

#### **7.1.1 Financial Statements**

Ms Erickson moved “to accept the January 2018 financial statements.” Seconded by Ms Hitzemann. Motion passed unanimously.

### **7.2 Governance Committee**

Ms Krejci reported that with new committee members, the meeting time has changed to the third Wednesday of the month at 4:15 PM. At the February meeting, members discussed Policies 701 Procurement and 504 Student Dress and Appearance.

#### **7.2.1 1<sup>st</sup> Reading – Review of Policy 714 Fund Balance**

Ms Krejci gave notice of 1st Reading for Policy 714 Fund Balance. She asked Board members to send any feedback directly to her.

### **7.3 Facilities Ad Hoc Committee Report**

Ms Folks reported the Facilities Committee has been actively touring facilities, discussing options and financing and that there are numerous potential sites that they are considering.

The school received notice from SPPS that the lease will end July 31, 2018 and not be extended.

Sean Smith from Wildamere gave an update on the status of the facilities search and answered Board member questions. Ms Folks stated that she and Ms Mortenson will be sending a letter to staff and parents updating them on the status of the facilities search.

## **8. Development & Discussion**

### **8.1 Scheduling the Advance**

Ms Folks shared that it has been difficult to find a time for an Advance (retreat) and has decided to add a training component to regular board meetings to address the need for Board training. She stated that updating the Strategic Plan is still needed, and would like to plan an offsite meeting in May.

## **9. Business/Board Action**

### **9.1 New Employment Agreements**

Ms Hitzemann moved “to approve the two employment agreements recommended by the Executive Director.” Motion was seconded by Mr Livingston. Motion passed unanimously.

### **9.2 SpEd Director Amended Contract**

Ms Krejci moved “to approve the Special Education Director amended contract.” Motion was seconded by Ms Erickson. Motion passed unanimously.

### **9.3 Executive Director Position Description**

Ms Mortensen stated that the revised position description in the Board Packet was the description given to her at the time of hire, with additional items expanded upon. Ms Hitzemann moved “to approve the position description for the Executive Director.”

Mr Livingston suggested that the description needed to include an item regarding enrollment marketing. There was discussion.

Ms Hitzemann withdrew her motion.

Ms Erickson moved “to approve the Executive Director position description with the change of create an annual communication plan that drives enrollment and promotes a positive image of WLA consistent with WLA’s mission and vision to the bullet that says monitor internal and external communication systems.” Motion was seconded by Mr Livingston. Motion passed unanimously.

### **9.4 2018-2019 SY Class Size**

Ms Krejci moved “to amend the April 26, 2016 board resolution limiting class sizes to a 20/22 cap to state limiting class sizes to a 20/22 to 1 student/teacher ratio for the remainder of the 2017-2018 school year.” Motion was seconded by Mr Livingston. Motion passed unanimously.

### **9.5 2018-2019 School Calendar**

Ms Krejci moved “to approve the recommended 2018-2019 school year calendar as presented.”

Ms Erickson seconded the motion. Motion passed unanimously.

### **9.6 Extended Field Trip 5<sup>th</sup> and 6<sup>th</sup> Grade to Wolf Ridge**

Ms Hitzemann moved “to approve the request for the extended fieldtrip to Wolf Ridge as requested.” Motion was seconded by Ms Skordahl. Motion passed unanimously.

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

### **10.1 Board Communication - Reflection**

Ms Folks lead Board members in a reflection of their thoughts on the meeting.

### **10.2 Future Items**

Items requested by Board members for the next meeting include letters of intent for returning staff for 2018-2019, a draft budget for 2018-2019, and a facility lease for the upcoming school year. Members were asked to bring their calendars to the next meeting so that a date could be selected for the Advance strategic planning session.

## **11. Housekeeping Items**

### **11.1 Next regularly scheduled meeting**

Ms Folks reminded members that the next meeting is scheduled for Tuesday, March 20, 2018 at 5:45 PM in the 2nd Grade pod area.

### **11.2 Delegation of Public Comment**

Ms Mortensen will work with Mr and Ms Thorne on developing the Lego Club.

## **12. Adjournment**

### **12.1 Adjournment**

Ms Erickson moved to adjourn. Ms Krejci seconded. Motion passed unanimously. The meeting adjourned at 7:50 PM.

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