

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
March 20, 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), Shawn 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 Erickson read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Agenda

Ms Krejci moved "to approve the agenda for the March 20, 2018 Board of Directors meeting." Motion was seconded by Ms Erickson. Motion passed unanimously.

3.2 Approval of Board Meeting Minutes

Ms Erickson moved "to approve the Board of Directors meeting minutes for February 27, 2018." Ms Krejci 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 Thiess shared her concerns about the reduction in physical education and fitness activities at the school and the lack of individualized learning; both areas were highly promoted at the time her family joined WLA. She also expressed concern about teachers holding students back from recess as a form of punishment.

6. Facilities Ad Hoc Committee Report

Mr Smith gave an update on the search for a facility for next year. The committee had narrowed down the search and was doing space planning for several potential locations. All sites would require some level of buildout to meet the school's needs and also would require a zoning change. The committee hopes to have a site solidified by the end of April to allow for time for buildouts before WLA moves in during the summer.

7. Closed Session

7.1 Closed Session: Executive Director Evaluation

Motion was made by Ms Hitzemann "to close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(c) for the purpose of discussing the Executive Director's performance evaluation." Seconded by Mr Livingston. The motion passed unanimously. Meeting closed at 6:05 PM.

Convene into Open Session

The Board convened into open session at 6:50 PM. Ms Krejci moved "to reopen the meeting." Ms Erickson seconded. Motion Passed unanimously. Ms Folks summarized the closed session as a discussion of the Executive Director's performance, stating that the Board was pleased with progress in leadership made this year.

8. Training & Discussion

8.1 VOA Training

Stephanie Olsen from Volunteers of America (VOA), WLA's authorizer lead an interactive training session on the school's leadership roles and responsibilities of the Board versus School Administration. She reviewed Board training requirements and suggested a list of training topics that board members would benefit from. Ms Olsen recommended the Board establish an annual training schedule to ensure topics are covered.

At 8:07 PM, Mr Livingston moved "that the board take a 5 minute recess." Jolene seconded. The motion passed unanimously.

8.2 2018-2019 Budget - Draft

Ms Mortensen asked board members to review the two draft budgets for 2018-2019 included in the board packet: one based on 305 students and one based on 337 students. The Finance Committee has reviewed the drafts. No action is needed at this time.

8.3 Schedule the Advance

Ms Folks led a discussion on various dates and sites for scheduling the Advance board meeting. It was agreed to schedule the Advance on Monday, April 30, 2018 from 4:30 to 7:30 PM in the 2nd Grade pod area.

9. Board and Administration Reports

9.1 Board Report

Ms Folks announced that WLA has received the School Finance Award from MDE. She expressed her interest in having Student Council participate in future Board meetings, suggesting that this be worked as an expectation of Student Council members. Participation could be in person, written, or in a video.

Ms Folks reported that she signed up for Board Chair training at the Minnesota Association of Charter Schools (MACS).

9.2 Executive Director Report

Ms Mortensen reported that outside service provider contracts were renewed for the 2018-19 school year, most of which are for Special Education related services. Contracts were passed for review by Board members. The Charter Contract Renewal application has been submitted to VOA. She reviewed her report included in the board packet, highlighting that she and Ms Darling had begun work on the 2018-19 budget, Soccer Shots will be offering an after school soccer program for Grades K-2 and Ms Skordahl is working on getting a soccer program in place for older students. Lego Club will begin after Spring Break, with 50+ students signed up.

9.3 Finance Report

No report - Ms Darling was unable to attend.

10 Committee Reports

10.1 Finance Committee

Ms Erickson reported that the Finance Committee met and reviewed a draft budget for next year and reviewed the February financial statements.

10.1.1 Financial Statements

Ms Erickson moved "to approve the February 2018 financial statements and accept the March 8, 2018 Finance Committee minutes." Seconded by Ms Krejci. Motion passed unanimously.

10.2 Governance Committee

Ms. Krejci reported that the committee met and is continuing to work on Policy 701 Purchasing, Procurement and Contracting, and Policy 714 Fund Balance.

10.2.1 1st Reading – Review of Policy 201.1, Policy 413 and Policy 521

Ms Krejci gave notice of 1st Reading for policies:

- 201.1 Board of Directors Election Procedure
- 413 Harassment and Violence
- Student Disability Nondiscrimination

She asked Board members to send any feedback on these policies directly to her.

10.3 Elections Committee Report

Ms Skordahl reported the committee met and reviewed the prior year election process and updated election materials, copies of which were included in the Board packet. She highlighted key dates in the election process, noting that voting will take place May 7-11, with the winners being announced at the May 21st Board meeting.

11. Board Business

11.1 Community Member Recommendation

A self-nomination form was received from Shannon Kelly for an open Community Member seat on the Board. Ms George and Mr Livingston stated that they interviewed Ms Kelly and she brings skills in crisis management and safety, public relations, and policy writing. Mr Livingston moved "to appoint Ms Kelly to fill the Woodbury Leadership Academy Board of Directors Community Member board seat for the term ending June 2020." Ms George seconded. Motion passed unanimously.

12. Board Communication and Future Items

12.1 Board Communication - Reflection

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

12.1.1 Complete Individual Board Member Self-Evaluation

Ms Krejci asked all Board members to complete the Minnesota Charter School Board of Directors Individual Board Member Self-Evaluation instrument which was included in the Board packet and place in the Board mailbox in the school office. She stated that she forgot to ask someone to complete the Board observation form for this meeting, but will do so for future meetings.

12.2 Future Items

Items requested by Board members for the next meeting include a 2018-19 budget discussion, a facilities update, and an Executive Director employment agreement for the 2018-19 school year.

13. Housekeeping Items

13.1 Next regularly scheduled meeting

Ms Folks reminded members that the next meeting is scheduled for Tuesday, April 24, 2018 at 5:45 PM in the 2nd Grade pod area. An Advance board meeting is scheduled for Monday, April 30 at 4:30 in the same location.

13.2 Delegation of Public Comment

Ms Folks asked Ms Mortensen to follow up on the concerns raised about physical activity, holding students back from recess as punishment and the status of individualized learning opportunities at WLA.

14. Adjournment

14.1 Adjournment

Ms Erickson moved to adjourn. Ms Krejci seconded. Motion passed unanimously. The meeting adjourned at 9:15 PM.