

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
April 24, 2018**



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

Directors Absent: None

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV), Rochelle Manders (VOA), Roderick Haekne (VOA)

Others in Attendance: WLA parent

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 Krejci 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 Tuesday, April 24, 2018 Board of Directors meeting.” Motion was seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of Board Meeting Minutes

Ms Hitzemann moved “to approve the meeting minutes for the March 20, 2018 Board of Directors meeting.” 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

There was none.

6. Facilities Administrative Committee Report

Ms Folks gave an update on the search for a site for next year, emphasizing that this was the Board's top priority at this time. She stated that the Facilities Committee was moving forward with 3 potential sites. An architectural design plan has been completed for the first choice site, it has been presented to the landlord and the city, and we are working through the zoning process. Progress is continuing with the other two sites so that the school has options in case the first choice does not work out.

7. Training & Discussion

7.1 VOA Training

Rochelle Manders from Volunteers of America (VOA), WLA's authorizer, led a training on the financial standards that VOA requires be met in order to receive the VOA Finance Award. She distributed an example of a disbursement register and lead an interactive discussion on questionable expenditures identified in the register and how these expenditures were out of compliance with the required standards. She distributed a handout on Board Financial Responsibilities for discussion at a future meeting.

8. Board and Administration Reports

8.1 Board Report

Ms Folks distributed a draft schedule of board training topics and agenda items for Board meetings.

She reported that WLA had worked with a pro bono consultant who meet with parents, staff and students to develop a strategic marketing and enrollment plan. This plan will be distributed to the Board for review.

The Human Resources committee is working on the Executive Director's employment agreement for next year and plan to bring it forward at the next board meeting.

8.2 Executive Director Report

Ms Mortensen presented a PowerPoint providing information on NWEA MAP testing and summarizing the results of WLA students' Spring 2018 MAP scores. She reported on how this information can be used by teachers to enhance students' learning.

Ms Mortensen passed a listing of 2018-19 teacher agreements with pay rates for next year, requesting Board approval of the agreements.

She deferred to Ms Skordahl to extracurricular activities. Miss Skordahl described the numerous events held during the Pennies for Patients drive, the before and after School Soccer Shots program, and the attempt to schedule Sky Hawks flag football which was cancelled to due to low enrollment. She spoke of Field Day which will be held the last day of school.

Ms Mortensen then requested Ms Erickson inform board members of the Wolf Ridge overnight.

Ms Erickson shared that 29 Grade 5/6 students, 3 teachers and several parent chaperones were leaving at 6:00 AM the next morning for a 3-day trip to Wolf Ridge Environmental Learning Center. The experience will provide hands on science learning experiences.

8.3 NWEA MAP Scores Summary

Summary was presented under the Executive Director report.

8.4 Finance Report

Ms Darling reported enrollment numbers remain strong and it is expected that yearend financials will come in at a lessor deficit than the approved budgeted deficit. She recommends the board approve a revised budget at the next meeting which better reflects the year end projections. Ms Darling reported that work on the 2018-19 budget is on hold until a building lease is announced since that will have a significant impact on both lease aid revenue and expenses. The Board has until June 30th to pass a budget in accordance with Minnesota statutes. She reported BerganKDV has completed the IRS Form 990 informational tax return and will be filing it after board acceptance.

9. Committee Reports

9.1 Finance Committee

Ms Erickson reported that the Finance Committee met and reviewed the March financial statements and budget.

9.1.1 Financial Statements

Ms Erickson moved “to accept the March 2018 financial statements, 990 tax form and April 12th Finance Committee minutes.” Seconded by Ms Krejci. Motion passed unanimously.

9.2 Governance Committee

Ms. Krejci reported that the committee reviews meeting minutes before submitting to the board, so they are one month behind. The committee recommends approving policies 413 and 521, as included in the board packet.

9.2.1 Policy 413 and Policy 521

Ms Krejci moved “to accept the March Governance Committee minutes and to approve Policy 413 Harassment and Violence and Policy 521 Student Disability Nondiscrimination and the respective forms.” Ms Hitzemann seconded the motion. Motion passed unanimously.

9.3 Elections Task Force Report

Ms Krejci reported that nominations were due April 20th. Two nominations were received for the teacher seat, two for the parent seat and none for the community member seat. There was discussion of changing the nomination process to encourage more nominations or changing the composition of the board. Further discussion of change was deferred to the Governance Committee. Voting will take place May 7th-11th.

10. Board Business

10.1 Approval of New Licensed Staff Member Employment Agreements

Ms Skordahl moved “to approve new licensed staff member employment agreements.” Seconded by Ms George. Motion passed unanimously.

11. Board Communication and Future Items

11.1 Board Communication - Reflection

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

11.1.1 Complete Individual Board Member Self-Evaluation

Ms Krejci reminded Board members to complete the Minnesota Charter School Board of Directors Individual Board Member Self-Evaluation instrument that was included in the March Board packet and place in the Board mailbox in the school office.

11.2 Future Items

Ms Folks noted that the majority of time at the next meeting will be dedicated to strategic planning and board team building.

Items requested by Board members for the upcoming meeting include updates on the facilities search and the Executive Director employment agreement for the 2018-19 school year. Ms Krejci stated that the Governance committee plans to review and bring all policies in the 500 series (Student policies) to the Board for approval prior to the end of the school year and requested additional board meetings be added to the calendar to allow time for this.

12. Housekeeping Items

12.1 Next regularly scheduled meeting

Ms Folks reminded members that the next regular meeting is an Advance board meeting and training scheduled for Monday, April 30 at 4:30 in Room 1500, the Kitchen Lab.

12.2 Delegation of Public Comment

There was no new public comment to delegate.

Ms Mortensen reported on public comment from the March meeting, stating that she had meet with the commenting parent and discussed physical education needs, art electives, individualized learning concerns and appropriate disciplines to be used by teachers. Numerous suggestions came out of the meeting and Ms Mortensen is discussing ideas with staff.

12.3 New Board Member Oath of Office

Ms Folks administer the oath of office to Shannon Kelly, who had been appointed to an open community member board seat at the March meeting.

13. Adjournment

13.1 Adjournment

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:19 PM.

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