

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
April 30, 2018**



A Strategic Planning work session was held prior to the Board meeting from 4:30 to 6:50, facilitated by David DenHartog.

**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Mary Hitzemann, Shannon Kelly (attended business meeting only), Ro Krejci, Jason Livingston, Jolene Skordahl

**Directors Absent:** None

**Administration/Advisors Present:** Dr Kathleen Mortensen (Executive Director), David DenHartog (Consultant-attended work session only), Shawn Smith (Wildamere-attended business meeting only)

**Others in Attendance:** None

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

**1.1 Call to Order**

Ms Folks called the meeting to order at 6:55 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. Strategic Planning and Team Building**

Work session was held prior to the start of business meeting.

**4. Approval of Agenda**

**4.1 Approval of Agenda**

Ms Krejci moved “to amend the agenda to remove item 3. Strategic Planning and Team Building from the agenda for the Monday, April 30, 2018 Board of Directors meeting.” Motion was seconded by Ms Skordahl. Motion passed unanimously.

**5. Conflict of Interest Declaration**

**5.1 Conflict of Interest Declaration**

Ms Folks asked if there were any conflicts of interest of members for items on the agenda. None were noted.

## **6. Public Comment**

There was none.

## **7. Facilities Administrative Committee Report**

Mr Shawn Smith gave an update on the search for a site for next year. The Facilities Committee continues moving forward with 3 potential sites, one preferred over the others. An architectural design plan has been completed for the first choice site and has been presented to the landlord and the city. The Committee is now working through the zoning process. This site would require little build out and could potentially be a permanent solution. Progress also continues on the other two sites, both requiring more extensive buildout and zoning approval. All 3 sites are located outside of ISD 833, but the school would continue to provide busing for students in 833. There was discussion about timing and urgency of getting a lease signed and announced to WLA stakeholders.

Ms Hitzemann moved “to authorize the Board Chair to sign a lease agreement pending review and recommendation from the Facilities Committee.” Ms Skordahl seconded. There was discussion. Ms Hitzemann then moved to amend the motion to state “to authorize appropriate signers to sign a lease agreement pending review and recommendation from the Facilities Committee.” Ms Skordahl seconded the amended motion. Motion passed unanimously.

## **8. Training & Discussion**

### **8.1 Complete Individual Board Member Self-Evaluations**

Ms Krejci distributed copies of the Minnesota Charter School Board of Directors Individual Board Member Self-Evaluation instrument, reminding them that Board self-evaluation is an annual requirement. Board members were given time to complete the self-evaluations.

## **9. Board Business**

### **9.1 Approval of New Licensed Staff Member Employment Agreement**

Ms Hitzemann moved “to approve the new licensed staff member employment agreement.” Seconded by Mr Livingston. There was discussion about the position responsibilities as it is a new year-round administrative position. Ms Krejci moved “to table the motion until the next meeting to give the opportunity for board members to review the position description.” Seconded by Ms Erickson Motion passed unanimously.

### **9.2 Add additional Regular Board Meetings for May and June**

Ms Krejci stated the Governance Committee requests adding meetings in order to review and approve numerous board policies prior to yearend. Ms Folks lead a discussion on the need to add additional board meetings at this time. Ms Krejci moved “to table the addition of board meetings to the calendar until the next meeting.” Seconded by Ms Erickson. 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. Overall, members felt the Strategic planning work session was very beneficial.

### **10.2 Future Items**

Items requested by Board members for upcoming meetings include re-establishing the PTA, approving returning staff contracts, the 2018-2019 budget, and next steps on developing a strategic plan.

## **11. Housekeeping Items**

### **12.1 Next regularly scheduled meeting**

Ms Folks reminded members that the next regular meeting is scheduled for Tuesday, June 26 at 5:45 in the 2<sup>nd</sup> Grade Pod Area.

### **12.2 Delegation of Public Comment**

There was none to delegate.

## **12. Adjournment**

### **12.1 Adjournment**

Mr Livingston moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:15 PM.

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