

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 22, 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), Sean Smith (Wildamere)

**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 5:50 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision.**

Ms Kelly read the WLA Mission and Vision Statements.

**3. Approval of Agenda**

**3.1 Approval of Agenda**

Ms Krejci moved “to amend the agenda to add 7.6 Accept Board of Director Election Results, move 8.7 2018-2019 Budget to 8.8, and add 8.7 Busing Contract for 2018-2019 School Year.” Motion was seconded by Ms Erickson. Motion passed unanimously.

**3.2 Approval of Board Meeting Minutes**

Ms Krejci moved “to approve the meeting minutes for the April 24 and April 30, 2018 Board of Directors meetings.” Ms Skordahl 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. Ms Skordahl noted that she will refrain from voting on the YMCA contract as she is an employee of the YMCA. There was discussion as to whether the teacher board members had a conflict in voting on the returning teacher contracts.

**5. Public Comment**

There was none.

## **6. Facilities Administrative Committee Report**

Sean Smith from Wildamere informed the board that the business terms of the Globe facility lease were agreed upon and details are being reviewed by attorneys. He explained the process to obtain the necessary zoning change with the City of Woodbury. He is working with WLA to prepare and submit the application packet and required documents to the City. The anticipated meeting date at which the City Council will vote on the zoning change is July 26. Progress continues with the other sites so that the school has options in case the first choice does not work out.

## **7. Board and Administration Reports**

### **7.1 Board Report**

Ms Folks reported that the VOA (authorizer) spring site visit went well. VOA has indicated that they may renew WLA's charter agreement for 5 years, rather than the standard 3 years. She discussed the re-establishment of a PTA. There was discussion as to whether this should be a board activity. It was decided to recruit a parent to lead the re-establishment of a PTA.

### **7.2 Executive Director Report**

Ms Mortensen reviewed highlights of the Executive Director Report included in the Board packet. She presented a PowerPoint review of MCA scores, pointing out growth in all areas (Science, Reading, Math) and compared scores to prior year and to nearby resident district schools. She stated that early plans were being made for a Capstone trip to DC for the 8th grade next year, and she is working on busing and other contracts for next year. She described the process used to establish "equity ranges" for teacher pay based on comparative wages and benefits of surrounding schools and the MACS charter school salary survey. These equity ranges were used to determine offer amounts for teacher salaries for next year.

### **7.3 Finance Report**

Ms Darling reviewed the April financial statements. She proposed that the Board pass a current year budget amendment to more accurately reflect anticipated revenues and expenditures at year end. The previously amended budget reflected a \$145,000 deficit, but she recommended the Board pass an amendment to reflect a \$99,000 deficit as shown in the "working budget" column of the financial statements.

Ms Erickson moved "to adopt the proposed budget based on an ADM of 259." Ms Hitzemann seconded. Ms Erickson then amended her motion "to adopt the proposed 2017-2018 budget revision with General Fund Revenues of \$2,054,047 and General Fund expenditures of \$2,153,452; Community Service revenues of \$2,000 and Community Service expenditures of \$2,250." Ms Hitzemann seconded the amended motion. Motion passed unanimously.

### **7.4 Finance Committee**

Ms Erickson reported the Finance Committee met and reviewed the April financial statements and budget. The Committee reviewed the busing contracts, the 2017-18 budget revision that was passed and the proposed 2018-2019 budget scheduled for vote later on the agenda.

#### **7.4.1 Financial Statements**

Ms Erickson moved “to accept the April 2018 financial statements and May 17, 2018 Finance Committee minutes.” Seconded by Ms Krejci. Motion passed unanimously.

### **7.5 Governance Committee**

Ms. Krejci reported the Governance Committee is working on a large number of policies. She gave notice of 1<sup>st</sup> Reading of the 20 Board policies listed in the Board packet and requested Board members review the policies and provide any feedback directly to her. She stated the Committee will meet on June 20<sup>th</sup>, the July meeting is cancelled, and the Committee will meet again August 15<sup>th</sup>.

#### **7.5.1 Accept committee meeting minutes and 1<sup>st</sup> reading policy notice**

Ms Krejci moved “to accept the April 18 and May 16, 2018 Governance Committee minutes and 1<sup>st</sup> Reading Notice of Board policies listed in the Board packet.” Ms Erickson seconded the motion. Motion passed unanimously.

### **7.6 Elections Task Force Report and Accept Board of Directors Election Results**

Ms Erickson reported the Task Force met and tallied ballots for the two nominations for the teacher seat and two for the parent seat. Of the 405 eligible voters, 182 voted, a 45% participation rate.

Ms Erickson moved “accept the WLA Board of Directors election result for 2018: Jason Livingston was elected to the parent Board seat for the term July 1, 2018 to June 30, 2021 and Claudia George was elected to fill the teacher Board seat for the term July 1, 2018 to June 30, 2021.” Motion was seconded by Ms Krejci. Motion passed unanimously.

## **8. Board Training/Discussion and Business**

### **8.1 Board Training Schedule (as present at April Board meeting)**

The training schedule was discussed and will be implemented starting at the July 2018 meeting. The schedule will be adjusted if necessary during the year.

### **8.2 Board Meeting Calendar for the 2018-2019 school year**

Ms Folks stated the regular monthly meetings of the Board of Directors has been scheduled on the 4<sup>th</sup> Tuesday each month and asked for input on future meeting dates.

The July meeting will be on July 26<sup>th</sup>, location to be determined. The board meeting calendar for the 2018-2019 school year will be presented at the next meeting.

### **8.3 Employment agreement(s)**

Ms Folks reviewed the process that the Human Resources Committee used to evaluate Ms Mortensen’s performance. Based on their work, they are recommending a 3-year agreement be offered to Ms Mortensen. The salary and benefit recommendations in the proposed agreement are based on a survey of director/principal salaries of comparable local schools and the MACS salary survey. There was discussion and a few wording changes were suggested.

Ms Hitzeman moved “to ratify the proposed three-year employment agreement with Dr Kathy Mortensen, amended with the minor editorial changes discussed by the Board.” Ms Erickson seconded the motion. A roll call vote was taken and all members voted for the motion. Motion passed.

Ms Mortensen presented a list of current teachers for which she has offered agreements to return to WLA for the 2018-2019 school year. She explained that only teachers for which she has

completed their performance reviews are listed. The remaining teacher agreements will be presented at the June meeting.

Hitzemann moved “to ratify the listed agreements for licensed staff members as presented by the Executive Director.” Seconded by Ms Krejci. A roll call vote was taken. Ms Folks, Ms Hitzemann, Ms Kelly, Ms Krejci and Mr Livingston voted for the motion. Ms Erickson, Ms George and Ms Skordahl abstained. Motion passed.

#### **8.4 YMCA contract for 2018-2019 school year**

Ms Folks pointed out the YMCA contract is a non-financial contract that allows the YMCA to use WLA’s facility for a before and after school child care program. Ms Krejci moved “to approve the YMCA contract for the 2018-19 school year.” Seconded by Ms Erickson. Ms Skordahl abstained from the vote. All others voted yes. Motion passed.

#### **8.5 Minnesota Visiting Nurses contract for the 2018-2019 school year**

Ms Krejci moved “to approve the MVNA contact for the 2018-2019 school year.” Seconded by Ms Skordahl. Motion passed unanimously.

#### **8.6 Auditor Contract**

Ms Darling presented the 3-year contract from ABDO for audit services, stating the contract reflects an increase in fees of approximately 3%. ABDO currently audits WLA so this is a renewal of services. Ms Hitzemann moved “to approve the auditor renewal for 3 years: 2018, 2019, and 2020.” Seconded by Ms Erickson. Motion passed unanimously.

#### **8.7 Busing Contract for 2018-2019 School Year**

Ms Folks reported the school had received two proposals for busing services for the 2018-2019 school year: Pride and MN Coaches. She presented a comparison of the highlights of the proposals, pointing out the difference in cost (budget impact), number of buses and start/end time of the school day.

Ms Hitzemann moved “to approve Ms Mortenson to execute an agreement with Pride which would be amended to address the concerns discussed by the Board.” Ms Kelly seconded the motion.

There was discussion. Ms Hitzemann and Ms Kelly withdrew the motion.

Ms Hitzemann moved “to table approving a busing contract and the 2018-2019 school year budget until further information is obtained.” Ms Erickson seconded the motion. Motion passed unanimously.

#### **8.8 2018-2019 Budget**

Tabled until further information is available.

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

#### **9.1 Board Communication & Future Items**

Ms Hitzemann moved “to add a regular Board of Directors meeting on Wednesday, May 30 at 4:30 PM in the 2<sup>nd</sup> grade pod area.” Ms Skordahl seconded. Motion passed unanimously.

Items requested by Board members for the upcoming meeting include an update on the Globe facility lease and zoning, the busing contact for the 2018-2019 school year and the budget for the 2018-2019 school year.

### **10. Housekeeping Items**

### **10.1 Next regularly scheduled meeting**

Ms Folks reminded members that the next regular meeting is scheduled for Wednesday, May 30 at 4:30 PM in the 2<sup>nd</sup> grade pod area. The following regular meeting is scheduled for Tuesday, June 26 at 5:45 in the 2<sup>nd</sup> grade pod area.

### **10.2 Delegation of Public Comment**

There was no new public comment to delegate.

## **11. Adjournment**

### **11.1 Adjournment**

Ms Kelly moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 9:08 PM.

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