

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
June 25, 2018**



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

Directors Absent: Jason Livingston

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

Others in Attendance: WLA staff

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/Meeting Minutes

3.1 Approval of Agenda

Ms Krejci moved “to amend the agenda to change item 3.2 to add “May 30” and the words “meeting minutes” and to remove “and 2nd reading policy notice” from item 7.5.1” Seconded by Ms Erickson. Motion passed unanimously.

3.2 Approval of May 22, May 30 and June 13, 2018 Meeting Minutes

Ms Hitzemann moved “to approve the minutes from the WLA Board of Directors regular meetings held on May 22, May 30 and June 13, 2018.” Ms Krejci seconded. 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 reported that the process for the zoning change for the Globe site is on schedule, with the first of 3 meetings scheduled for July 9, the second on July 16 and the 3rd on July 25. Board

members and WLA stakeholders will be notified if their attendance is requested at any of the meetings.

Ms Mortensen updated the Board on the progress in packing up the school in preparation for the move. The majority of WLA's furniture, books and supplies will be loaded into trailers on July 26. The trailers will be stored in the WLA parking lot until the move into the Globe building scheduled for July 30 and 31. Globe will be giving a large quantity of classroom furniture to WLA.

7. Board and Administration Reports

7.1 Board Report

Ms Folks reported that all items she had to report on were covered by items on the agenda.

7.2 Executive Director Report

Ms Mortensen highlighted several items in her Board report: enrollment for 2018-19 remains strong and is expected to exceed 300, she and 3 other teachers attended Responsive Classroom training this past week, an offer has been made to hire a second licensed Special Ed teacher, in which case Ms Cappelen would return to a General Education classroom, the SEAC met and the school year ended with a lots of activity the last week, including the Art Fair/Carnival, Field Day and Kindergarten Graduation.

7.3 Finance Report

Ms Darling stated that year-end financials appear to be in line with the budget revision adopted at the last meeting. She is completing the lease aid application for 2017-2018. A few minutes were taken for Board members to complete Conflict of Interest forms required for the application. The 2018-2019 lease aid application will be completed once the school is in the new facility and the requirements are met.

7.4 Finance Committee Report

Ms Erickson reported the committee met on June 7. Kacie Paine presented marketing plans and Nancy Baumann presented moving bids. Next meeting is scheduled for July 12, 2018.

7.4.1 Financial Statements

Ms Erickson moved "to accept the May 2018 financial statements and Finance Committee minutes for June 7, 2018." Seconded by Ms Krejci. Motion passed unanimously.

7.5 Governance Committee

Ms. Krejci reported the committee met on June 20, and continued review of the Family Handbook, the Employee Handbook and 500 series policies. The next regular meeting is scheduled for August 6. Kylie Griffith has requested to join the Governance Committee. She was previously on the committee and will be returning to work at WLA for the 2018-19 school year.

7.5.1 Accept Committee Meeting Minutes

Ms Krejci moved "to accept the June 20, 2018 Governance Committee minutes and appoint Kylie Griffith to join the Governance Committee." Ms Skordahl seconded the motion. Motion passed unanimously.

8. Board Training/Discussion and Business

8.1 Employment agreement(s)

Ms Mortensen presented a list of 3 teacher resignations: Coddington, Ebel and Cooper. She passed a binder of 3 teacher and 3 EA agreements for whom she had offered to return for the 2018-2019 school year. She explained the teachers had not been included with other teachers at the prior month meeting as she had not completed their performance reviews at that time. The binder was passed for Board members to review.

8.2 Uniform Policy

Ms Krejci and Ms Erickson led a discussion on uniforms options for Middle School students which would differentiate them from younger grades. Options discussed included style, fabric, color, comfort and design ideas. Board feedback will be shared with the Governance Committee to consider as they make revisions to the Uniform Policy which will be brought to the Board at a future meeting.

After all Board members had the opportunity to review the binder of employment agreements, Ms Folks directed the discussion back to item 8.1 Employment Agreements.

Ms Hitzemann moved “to ratify the listed employment agreements and acknowledge the resignations as presented by the Executive Director.” Seconded by Ms Erickson. Motion passed unanimously.

8.3 Board Member Recognition

Ms Folks acknowledged that Ms Hitzemann’s term ends at the end of June and thanked her for filling a vacant Community Member seat on the board when needed. Members expressed gratitude for her knowledge and advice. Ms Hitzemann stated she plans to continue committee involvement and volunteering at WLA.

8.4 Strategic Plan Update

Ms Folks reported that the current Strategic Plan ends June 30, 2018. David DenHartog had worked with the Board to begin the process of building a framework for a new strategic plan and identify priorities. He will be returning in August to continue the process.

8.5 Compensatory Title Programming Progress

Ms Darling and Ms Mortensen presented a training on funding streams other than General Education or Special Education funding. Federal sources discussed include Title I, Title II and Title III funding; State sources included Compensatory Revenue and Literacy Aid. Application criteria, use of the funds and reporting/audit requirements were discussed.

9. Board Communication and Future Items

9.1 Board Communication/Future Agenda Items - Reflection

Ms Folks shared that the July meeting is WLA’s annual meeting, however, it will be held in the same format as other regular meetings. Board members expressed positive comments about the direction the school is moving.

Items requested by Board members for the upcoming meeting include new building plans, playground plans, open house and back to school night planning.

Ms Mortensen stated that the 2018-2019 employment agreements for office staff will be brought to the next meeting.

10. Housekeeping Items

10.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks reminded members that the next regular meeting is scheduled for Thursday, July 26 at 4:30 in the library of the new facility at 8089 Globe Drive, Woodbury, MN.

The following meeting is scheduled for August 15, 2018.

10.2 Delegation of Public Comment

There was no public comment to delegate.

11. Adjournment

11.1 Adjournment

Ms Erickson moved “to adjourn.” Ms Krejci seconded. Motion passed unanimously. The meeting adjourned at 7:45 PM.

DRAFT

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