

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
November 28, 2018**



Directors Present: Jessica Erickson, Mandi Folks, Shannon Kelly (late arrival), Ro Krejci, Jason Livingston, Jolene Skordahl

Directors Absent: Claudia George

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

Others in Attendance: None

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:30 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission, Vision and Strategic Goals

Ms Erickson read the WLA Mission and Vision Statements and a Strategic Goals summary statement.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved “to amend agenda item 7.3.1 to remove ‘finance committee meeting minutes’ and add ‘amend 2018-2019 budget’.” Seconded by Ms Erickson. Motion passed unanimously.

3.2 Approval of October 24, 2018 meeting minutes and October 4, 2018 workshop minutes

Ms Krejci moved “to approve the October 24, 2018 meeting minutes and the October 4, 2018 workshop minutes.” Ms Erickson 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. Board Training/Presentations

6.1 Review VOA Expectations

Approved on December 19, 2018

Ms Folks provided an overview of the role of Volunteers of America, the school's authorizer, stating that they are our partner to help WLA grow and improve as a school. She reminded board members that the primary purpose of a charter school is to improve pupil learning and student achievement. She noted 5 main areas of authorizer oversight:

- Academic Performance
- Fiscal Management
- Board Governance
- Management Operations
- Legal Compliance

There was discussion of VOA's role in holding the school accountable in these areas. Ms Folks shared that VOA conducts onsite visits in the fall and spring, as well as occasionally attending Board meetings, and makes recommendations for improvements in these areas. Inclusion of a training agenda item at each Board meeting was a VOA recommendation. Ms Krejci stated that she receives ongoing requests for information from VOA during the year.

Shannon Kelly joined the meeting at 5:50 PM.

7. Board and Administration Reports

7.1 Board Report

Ms Folks suggested the Board read and discuss "Why Knowledge Matters," written by Ed Hirsch, the creator of Core Knowledge. Members agreed and books will be ordered for all. She encouraged members to view the lighted Woodbury Leadership Academy building sign and shared that a WLA plaque will be added to the monument sign at the entrance off Hudson Road. She acknowledged parent Kacie Paine for her help in getting the signage in place.

The board meeting attendance sign-in sheet was discussed. It was decided to discontinue the use of a sign-in sheet as it had no relevant purpose.

Ms Folks reported that Bruce Sorenson from Piper Jaffrey attended the November Finance Committee meeting and presented information on bond financing. She distributed and reviewed highlights of a handout of the educational presentation. Bond financing is one of several funding options that could be used to finance the purchase of a building in the future.

7.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report, including enrollment status and the open enrollment period for 2019-20 which runs December 3rd to January 31st. She asked the Board to consider closing enrollment for grades 6-8 so administration and staff can focus on meeting the needs of current students in those grades. There was discussion.

A folder with an Administrative Assistant contract and job description was passed for board member review. Ms Mortensen shared that she is considering adding a Behavior Manager position and will ask the Board for approval if the need is determined. A fourth SpEd para position which was included in the budget has been posted and this position may be able to absorb some of the behavior management needs.

Ms Mortensen reported that the Give to the Max campaign successfully raised \$6,485 and shared plans for utilizing the funds.

There was further discussion about closing enrollment in the Middle School. Ms Krejci moved "to close enrollment for grades 6, 7 and 8 for the remainder of the 2018-19 school year."

Seconded by Ms Skordahl. Motion passed unanimously.

Approved on December 19, 2018

7.3 Finance Committee Report

At Ms Erickson's request, Ms Darling reported the Finance Committee met and discussed bond financing and the proposed amended 2018-19 budget. She reviewed changes in the proposed budget which is based on 385 ADM. She explained the proposed revision results in a surplus which increases the fund balance amount, yet decreases the fund balance percentage. Lease aid has not yet been approved by MDE so payments are not yet being received, but no cash flow issues are foreseen.

Ms Erickson reported the committee also reviewed the Finance Committee charge and the Fund Balance policy, which is also under review by the Governance Committee.

7.3.1 Accept Financial Statements and Amend 2018-2019 Budget

Ms Krejci moved "to accept the October 2018 financial statements." Seconded by Ms Kelly. Motion passed unanimously.

Ms Erickson moved "to revise the 2018-19 budget as presented with General Fund revenue of \$3,660,609 and General Fund expenditures of \$3,562,016, along with Community Service revenues of \$2,100 and Community Service expenditures of \$32,530. Seconded by Ms Krejci. Motion passed unanimously.

7.4 Governance Committee

Ms Krejci reported the committee met on November 14th and discussed request to review policies addressing tobacco use, student dress and fund balance. These policies will be brought to the Board for first reading status. They also discussed the policies addressing purchasing and student cell phone use, which are currently under first reading status. Ms Krejci will compile a list of policies currently in first reading status and distribute to the Board.

7.4.1 Accept Committee Meeting Minutes

Ms Krejci moved "to accept the November committee meeting minutes and first reading notice of policies 540 Student Dress, Appearance and Uniform 419 Tobacco-Free Environment and 714 Fund Balance Policy." Seconded by Ms Erickson. Motion passed unanimously.

Second reading notice of policy 701 Purchasing, Procurement and Contracting will be deferred until the next meeting.

8. Board Discussion and Business

8.1 Ratify Employment Agreement

Ms Krejci moved "to ratify the employment agreement." Seconded by Ms Kelly. Motion passed unanimously.

8.2 Acceptance of Give to the Max Donations

Ms Krejci moved "to accept the Give to the Max donations of approximately \$6,400." Seconded by Ms Erickson. Motion passed unanimously.

8.3 Facilities Committee Charge

Mr Livingston and Ms Kelly will review the prior Facilities Committee charge and bring a draft charge to a future meeting. There was discussion as to how the Facilities Committee should operate in conjunction with the Finance Committee and if it should be a standing Board committee or an ad hoc committee.

8.4 Enrollment

Enrollment was addressed as part of the Director's report. No further action needed.

8.5 Reimbursement Rule – resolution

Ms Folks explained that the purpose of a Reimbursement Resolution: if in the future, the school would incur facility related expenses, having the resolution in place would allow the school to wrap the up front costs into the project costs and be reimbursed through the project financing. Ms Darling will bring required wording for the resolution to the next meeting.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items - Reflection

Board members reflected on the meeting. A strategic planning session will be held in January. The inclusion of a Strategic Goals statement in agenda item 2 was discussed.

10. Housekeeping

10.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting and training is scheduled for Wednesday, December 19, 2018 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10.2 Delegation of Public Comment

There was no public comment to delegate.

11. Adjournment

11.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:35 PM.

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

Approved on December 19, 2018