

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



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

Directors Absent: None

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling (BerganKDV), Mary Kelly (contracted Special Ed Director), Brad Falteysek and Sam Magureanu (Abdo, Eick & Meyers, LLP)

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 5:35 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 the agenda to remove “and October 4, 2018 workshop meeting minutes” from item 3.2 of the agenda.” Seconded by Mr Livingston. Motion passed unanimously.

3.2 Approval of September 26, 2018 meeting minutes

Ms Krejnci moved “to approve the September 26, 2018 meeting 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.

Approved on November 28, 2018

6. Board Training/Presentations

6.1 Special Education Overview

Ms Mary Kelly, WLA's contracted Special Education Director, provided an overview of:

- Changes in Special Education enrollment at WLA from the prior year
- Changes in staffing for Special Education at WLA
- Types of Special Education disabilities, and
- Services and settings provided to students at Woodbury Leadership Academy.

She also shared information on the Special Education Advisory Council (SEAC) and the Total Special Education System (TSES) manual which is available on the school's website.

6.2 2017-2018SY Audit

Mr Brad Falteysek and Mr Sam Magureanu from Abdo, Eick & Meyers, an independent audit firm, presented the FY18 audited financial statements and management letter. Copies of the Management Letter and Audited Financial Statements were distributed to board members prior to the meeting. Mr Falteysek reported the audit opinion is a "clean opinion" which reflects that the financial statements are materially accurate and follow Generally Accepted Accounting Principles. As part of the audit, controls and compliance with Minnesota Statutes are reviewed. There was one finding regarding the use of a debit card, with the recommendation to replace it with a credit card which allows for more control. Mr Magureanu gave a high level overview of the financial statements and shared future accounting standard changes.

7. Board and Administration Reports

7.1 Board Report

Ms Folks reported the playground equipment was being installed this week. Trunk or Treat is scheduled for Friday, with a Ribbon Cutting ceremony kicking off the event. She and Ms Mortensen have been working through the lease with Shawn Smith and all occupancy paperwork is complete and the lease aid application is ready to be filed. Request for property tax exemption is in process. Ms Folks presented the idea of establishing a Facilities Committee as a standing Board committee versus an ad hoc committee. There was discussion. Mr Livingston and Ms Kelly will work on drafting a charge for the committee and present at a future meeting, at which time a decision on committee type will be made.

7.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report, including enrollment numbers, in-house committees and Fall 2018 MAP assessment scores. A folder of 4 new employment contracts with job descriptions was passed for board member review. She reported that approximately 95% of families attended parent/teacher conferences and the Book Fair raised over \$4,000 in books for the library. She distributed enrollment projections for the next 4 years, which will be used for budgeting and projecting facility needs.

At Ms Mortenson's request, Ms Erickson presented an update on 7th grade class academic and elective offerings, activities, installation of lockers, and benefits of morning Advisory meetings.

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7.3 Finance Committee Report

Ms Erickson reported the Finance Committee met on October 11 and discussed audit results, staffing needs, September financial statements, budget revisions and strategic goals. She shared the benefit of moving from the use of a debit card to a credit card. The next meeting is scheduled for November 8.

Ms Erickson moved “to approve Kathleen Mortensen moving forward with obtaining a credit card in the name of Woodbury Leadership Academy, utilizing existing delegations.” Seconded by Ms George. There was a discussion on spending limits. Motion passed unanimously.

7.3.1 Financial Statements

Ms Darling reviewed the September financial statements. She suggested deferring the approval of a revised budget to a future meeting after lease aid is updated.

Ms Erickson moved “to accept the September 2018 financial statements and October finance committee meeting minutes.” Seconded by Ms Kelly. Motion passed unanimously.

Ms Erickson moved “to accept the 2017-2018 fiscal year audit performed by Abdo, Eick & Meyers.” Seconded by Ms Krejci. Motion passed unanimously.

7.4 Governance Committee

Ms Krejci reported there was no October meeting. Ms Skordahl has resigned from the Governance Committee to focus time on other areas/committees at WLA, so the committee is seeking additional members. The next scheduled meeting is November 14. Ms Folks requested the committee review policy and respond to a Finance Committee question of which contracts need to be presented to the Board for approval.

7.4.1 Accept Committee Meeting Minutes

Ms Krejci moved “to accept the August 21 and September 19, 2018 committee meeting minutes and accept Ms Skordahl’s resignation from the Governance committee.” Seconded by Ms Erickson. Motion passed unanimously.

8. Board Discussion and Business

8.1 Strategic Plan

Ms Folks reported that the Strategic Plan is in draft status. She shared the 4 components to the Strategic goals, which were included in the summary statement shared in item 2:

- Leadership programming
- CKLA Blue Ribbon winner school
- Financial targets
- Facility needs.

Bruce Sorenson of Piper Jaffrey will be at the next Finance committee meeting to educate members on the bonding process, a potential facility funding option.

8.2 Ratify Employment Agreements

Ms Krejci moved “to ratify the employment agreements as presented.” Seconded by Ms Skordahl. Motion passed unanimously.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items - Reflection

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Board members suggested a future agenda include reviewing the Teachers on Call contract and options for obtaining substitute teachers, a Facilities Committee charge, and an amended FY18-19 budget. Board members reflected on the positive Fall MAP scores, the impact of enrollment growth and the positive impact of hiring an intervention EA to work with challenged students.

A suggestion was made that Board meetings include teacher participation at meetings, in person or by video. A board member also suggested that achievement awards and plaques be displayed.

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, November 28, 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 7:52 PM.

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

Approved on November 28, 2018