

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
August 2, 2018**



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

Directors Absent: Claudia George

Administration/Advisors Present: Kathy Mortensen (Executive Director)

Others in Attendance: None

1. Call to Order and Roll Call

1.1 Call to Order

Ms Folks called the meeting to order at 3:00 PM.

1.2 Roll Call

Ms Krejci took roll call.

2. WLA Mission and Vision.

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Agenda

Ms Erickson moved “to approve the agenda as presented.” Seconded by Ms Skordahl. Motion passed unanimously.

4. Conflict of Interest Declaration

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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 and Administration Reports

6.1 Governance Committee

Ms Krejci reported the Governance Committee has completed the 2018-2019 Employee Handbook included in the Board packet for approval by the board. The handbook has been reviewed by the Governance Committee, Administration and an Attorney. There was discussion.

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Ms Krejci moved to accept the Employee Handbook with the addition of “edit date” on the last page.” Seconded by Ms Kelly. Motion passed unanimously.

7. Board Training/Discussion and Business

7.1 Discuss additional hiring based on increased projected enrollment

Ms Mortensen led a discussion on the challenge of enrolling to a given class size and the need to hire based on increasing enrollment numbers. Class size was defined at the April 2016 board meeting as 20 for Kindergarten and 22 for grades 1-8 and Woodbury Leadership Academy promotes having small class sizes. There was discussion as to whether class size would be better defined by a number or by a ratio of students to staff. Mr Livingston moved “to move forward with allowing the Executive Director to hire up to 3 additional teachers based on expected enrollment.” Ms Skordahl seconded. Motion passed unanimously.

7.2 2018-2019 health/dental plan changes

Ms Mortensen explained the need to change health and dental plan offerings in order to stay within the budgeted 7% increase. Administration worked with Bearence, WLA’s benefits broker, to identify options to offer employees.

Ms Erickson moved “to change dental plans from Delta to HealthPartners Dental for the 2018-2019 year.” Ms Krejci seconded. Motion passed unanimously.

Mr Livingston moved “to approve the HealthPartners health plan changes for 2018-2019 as presented.” Ms Erickson seconded. Motion passed unanimously.

7.3 Employment agreements

Ms Mortensen passed a binder containing two office staff agreements for whom she had offered to return for the 2018-2019 school year and one newly hired Special Ed teacher. Ms Folks explained the two renewal agreements had not been included at prior meetings as Ms Mortensen had not completed their performance reviews at that time. The binder was passed for Board members to review.

Mr Livingston left the meeting at 4:25 PM.

7.4 Playground Budget

Ms Skordahl reviewed the progress on the playground planning. Three bids for playground equipment were obtained and the committee is recommending a combination of Rainbow Playsystems, Peaceful Playgrounds and basketball hoops. Pictures and information of different playground options was shared.

Ms Skordahl moved “to approve spending up to \$40,000 from Fund 04 to establish a playground.” Ms Erickson seconded. Motion passed unanimously. (Mr Livingston was absent from the vote.)

Ms Folks directed the Board back to **Item 7.3 Employment agreements**. The binder of agreements had been circulated for review. Ms Kelly moved “to ratify the listed employment agreements as presented by the Director.” Seconded by Ms Skordahl. Motion passed unanimously.

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7.5 Revise 2018-2019 school calendar

Ms Mortensen explained that since WLA was no longer dependent on ISD 833 for busing, the school calendar no longer had to follow their school calendar. She highlighted the changes in the revised calendar she was recommending to the board. Ms Skordahl moved “to approve the revised 2018-2019 calendar as presented.” Ms Erickson seconded. Motion passed unanimously. (Mr Livingston was absent from the vote.)

Mr Livingston returned to the meeting at 4:53 PM.

7.6 2018-2019 board calendar review

Ms Folks presented a suggested calendar of meetings for the board for 2018-2019. Dates and times were discussed, including adding the July 2019 annual meeting. Ms Skordahl moved “to approve the 2018-2019 board calendar as listed, with discussed changes.” Ms Erickson seconded. Motion passed unanimously.

7.7 Annual designations

Ms Folks explained that each year the board must renew certain required designations.

MDE Designations

Ms Erickson moved “the MDE designation:

- Title Grant Authorized Representative be Kathy Mortensen
- MDE Identified Official with Authority (IOwA) be Kathy Mortensen
- Special Education Director be Mary Kelly.”

Seconded by Ms Krejci. Ms Erickson, Ms Folks, Ms Krejci, Mr Livingston and Ms Skordahl voted for the motion. Ms Kelly abstained. Motion passed.

Designation of Depositories

Mr Livingston moved “the designation of depositories be Old National Bank.” Seconded by Ms Krejci. Motion passed unanimously.

Authorized signers at banks

Ms Krejci moved “to authorize signers at banks to be the Board Chair and the Director.”

Seconded by Ms Erickson. Motion passed unanimously.

Authorize individuals to approve collateral changes

Ms Skordahl moved “to authorize individuals to approve collateral changes to be the Director and the Finance Manager.” Seconded by Ms Erickson. Motion passed unanimously.

Delegation of authority to make electronic funds transfers

Ms Kelly moved “to delegate the authority to make electronic funds transfers to the Board Chair, the Executive Director and Financial Manager.” Seconded by Ms Krejci. Motion passed unanimously.

Granting of Administrative Authority

Ms Erickson moved “Judith Darling (Finance Manager), Kathy Mortensen (Director), and Mandi Folks (Board Chair) are granted Administrative authority to execute and update and all Cash Management Agreements with Old National Bank and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:

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- Payment of: employee payroll; federal, state and unemployment taxes (deductions and/or benefits): and other payroll related deductions and benefits (when appropriate)
- Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
- Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate)
- Other payments authorized by the board of directors
- Monitoring, reconciliation, and management of bank transactional activity
- Investment of excess funds.
- Execution and release of pledge agreements.
- Temporary and permanent ACH limit changes.
- Management of Positive Pay system.”

Seconded by Ms Krejci. Motion passed unanimously.

Debit Card Authorization

Mr Livingston moved “the employees authorized to have school issued debit cards are Nancy Baumann with a \$1,000 per transaction and \$2,000 per day limit and Kathy Mortensen with a \$1,00 per transaction and \$2,000 per day limit.” Seconded by Ms Skordahl. Motion passed unanimously.

Designation of Official Newspaper

Ms Krejci moved “the designation of official newspaper (required for posting of public notices) be the Woodbury Bulletin.” Seconded by Ms Erickson. Motion passed unanimously.

7.8 PTA

Ms Folks informed the board that a parent has volunteered to head the re-establishment of a parent organization to support Woodbury Leadership Academy and is looking into options. Ms Mortensen requested board members read the handout from the last meeting discussing the relationship between a PTA and the school.

7.9 2018-2019 board office positions (board chair, secretary and treasurer)

Ms Folks explained that board terms are 3 years, but the officer roles are 1 year commitments. All current officers expressed interest in continuing in their roles for another year.

Board chair: Mr Livingston moved “for Ms Folks to remain as chair for the WLA Board of Directors for the 2018-2019 school year.” Ms Skordahl seconded. Ms Erickson, Ms Kelly, Ms Krejci, Mr Livingston and Ms Skordahl voted for the motion. Ms Folks abstained. Motion passed.

Board secretary: Ms Skordahl moved “for Ms Krejci to remain as secretary for the WLA Board of Directors for the 2018-2019 school year.” Ms Erickson seconded. Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion. Ms Krejci abstained. Motion passed.

Board treasurer: Mr Livingston moved “Ms Erickson remain as treasurer for the WLA Board of Directors for the 2018-2019 school year.” Ms Kelly seconded. Ms Folks, Ms Kelly, Ms Krejci, Mr Livingston and Ms Skordahl voted for the motion. Ms Erickson abstained. Motion passed.

7.10 Board training-review Robert’s rules of order, roles/responsibilities, trust and efficiency, board training calendar

Ms Krejci led a discussion on the Guide for Newly Elected Board Members handed out at the last meeting. She explained the board uses Roberts Rules of Order as a general guide; meetings are run in a manner to balance efficiency with discussion.

8. Board Communication and Future Items

8.1 Board Communication/Future Agenda Items - Reflection

Ms Folks suggested that future meetings include an agenda item of student achievements. Other topics requested by Board members include an enrollment update, 2018-2019 Student Handbook, additional new teacher agreements, an update on the status of the building (painting, signage, custodial services, tile in commons area, internet situation, etc) and the assessment calendar for 2018-2019.

9. Housekeeping Items

9.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks reminded members that the next regular meeting is scheduled for August 30, 2018 at 4:30 PM Woodbury Leadership Academy, 8089 Globe Drive, Woodbury, MN.

9.2 Delegation of Public Comment

There was no public comment to delegate.

10. Adjournment

10.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 5:54 PM.

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

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