

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
August 30, 2018**



**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Jason Livingston, Jolene Skordahl

**Directors Absent:** Shannon Kelly, Ro Krejci

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

**Others in Attendance:** WLA parents, and staff

**1. Call to Order and Roll Call**

**1.1 Call to Order**

Ms Folks called the meeting to order at 4:30 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision.**

Mr Livingston read the WLA Mission and Vision Statements.

Ms Folks thanked new teachers for coming and requested they briefly introduce themselves. Teachers attending included: Ms Langer-Sped, Ms Lautenbach-Gr 2, Ms Peterson-Gr 1, Ms Rolston-Gr 6, and Ms Wallisch-SpEd.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Agenda**

Ms Erickson moved “to approve the agenda for the August 30, 2018 regular meeting” Seconded by Ms Skordahl. Motion passed unanimously.

**3.2 Approval of July 26 and August 2, 2018 Meeting Minutes**

Ms Skordahl moved “to approve the minutes from the WLA Board of Directors annual meeting held on July 26 and regular meeting held on August 2, 2018.” 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.

Approved September 26, 2018

## **5. Public Comment**

A WLA parent expressed concerns over rumors of large class sizes in the Middle School and of how the Middle School was going to operate.

## **6. Board and Administration Reports**

### **6.1 Board Report**

Ms Folks reported Open House was a huge success with great attendance. She continues to work with the Director and the realtor to obtain the necessary Certificate of Occupancy from the City of Woodbury.

### **6.2 Executive Director Report**

Ms Mortensen reported that enrollment numbers are greater than anticipated. 407 students have applied and been accepted; 375-380 students are estimated to show up on day one. The increase in enrollment creates a need for budget changes and additional staffing. She reported that the Middle School will include grades 5-8, with Grade 5 being a transitional year. Grade 5 will continue to have recess, while grades 6-8 will have an elective during that time. Internet and phone are set up on an interim basis, with final installation scheduled for September. She asked Ms Skordahl to share the new Physical Education curriculum and Ms Skordahl explained “Heart Rates” to board members.

### **6.3 Finance Committee Report**

Ms Darling reported that lease aid had been approved by MDE for 2017-2018 and the application for 2018-2019 will be submitted to MDE as soon as all requirements are completed. She reported that she has contacted Management Assistance Program (MAP) to express interest in applying for a line of credit. Fieldwork for the FY2018 audit is scheduled for next week and the actual loss is expected to come in at about half of the budgeted \$96,000 loss for the year. Ms Darling shared that WLA had received the MDE Finance award for the 2016-2017 school year.

#### **6.3.1 Financial Statements**

Ms Erickson moved “to accept the June and July financial statements and the Finance Committee minutes for August 9, 2018.” Seconded by Ms George. Motion passed unanimously.

Ms Erickson moved “to appoint Ms Kacie Paine, parent, to the Finance Committee.” Seconded by Ms George. Motion passed unanimously.

#### **6.4 Governance Committee**

Ms Krejci reported that Ms George had reviewed changes to the Student–Family Handbook at the last meeting. Further revisions include adding information about school/parent communication. The Handbook will be reviewed and amended annually, if necessary. The board discussed various methods of distribution of the handbook to families.

##### **6.4.1 Accept 2018-2019 Student-Family Handbook**

Ms Skordahl moved “to accept the 2018-2019 Student-Family Handbook and to place Policy 540 on 1<sup>st</sup> reading status.” Mr Livingston seconded the motion. Motion passed unanimously.

Ms Mortenson informed the Board that grade 5 will be taking an overnight field trip to Wolf Ridge again this year and that overnight field trips require board approval. Mr Livingston moved “to amend the agenda to add item 7.4 Wolf Ridge Overnight Field trip.” Seconded by Ms Erickson. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston, and Ms

Approved September 26, 2018

Skordahl voted for; there were no votes against and no abstentions. Motion passed to add the agenda item.

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

### **7.1 New Staff Introduction**

Ms Folks introduced Mr Lehne-Gr 5, who joined the meeting late and he introduced himself to the Board.

### **7.2 Ratify Employment Agreements**

Ms Folks stated that there were none at this time. New agreements will be brought to the next meeting.

### **7.3 Board Training-student assessment calendar, review MCA results and school security overview**

Ms Mortensen gave an overview of the assessments (standardized tests) that are given at WLA, the purpose of each and the timeframe in which they are scheduled. MCA results were reviewed at a meeting earlier in the summer, but she restated that overall, test results were very good for the school and individual test results will be mailed to parents in September. She reported on security measures being added to ensure the safety of students and staff including access cards, locked stairwells, possible cameras and monitors and purchasing higher quality walkie talkies.

### **7.4 Wolf Ridge Overnight Field trip**

Ms Erickson presented information about the planned 3-day, 2-night field trip for Grade 5 to Wolf Ridge. Ms Skordahl motioned “to approve the October 1<sup>st</sup> thru 3<sup>rd</sup> overnight field trip to Wolf Ridge.” Ms George seconded. Motion passed unanimously.

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

### **8.1 Board Communication/Future Agenda Items - Reflection**

Board members reflected on the start of the new school year: great attendance at Open House and Back to School night, the move into a new building, increased enrollment and the addition of the Middle School. With the growth, several board members expressed concern over the definition of small class size and what was acceptable both financially and from a parent perspective. Ms Folks indicated that the Finance Committee will be looking at the budget impact of the increased numbers and also analyzing the class size needed to be financially sustainable. This information will be presented at a future meeting.

### **8.2 Strategic Plan moved to October 4, 2018 workshop**

Ms Folks informed board members that the strategic planning process that began at the April 30<sup>th</sup> work session will be continued with David DenHartog facilitating on October 4<sup>th</sup>.

## **9. Housekeeping Items**

### **9.1 Next regularly scheduled WLA Board of Directors Meeting and Training**

Ms Folks stated the next regular meeting is scheduled for September 26, 2018 at 5:30 in the school library at Woodbury Leadership Academy, 8089 Globe Drive, Woodbury, MN.

### **9.2 Delegation of Public Comment**

The Middle School concerns expressed by the parent were adequately addressed during the meeting so there was no further public comment to delegate.

Approved September 26, 2018

## **10. Adjournment**

### **10.1 Adjournment**

Ms Skordahl moved “to adjourn the August 30, 2018 meeting.” Mr Livingston seconded. Motion passed unanimously. The meeting adjourned at 6:05 PM.

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

Approved September 26, 2018