

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
January 23, 2019**



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

Directors Absent: Ro Krejci

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 5:35 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. Board members discussed the four goals in the Strategic Goals summary statement.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Skordahl moved “to approve the agenda for the January 23, 2019 Board of Directors meeting.” Seconded by Ms Erickson. Motion passed unanimously.

3.2 Approval of December 19, 2018 meeting minutes

Ms Erickson moved “to approve the meeting minutes from the December 19, 2018 Board of Directors meeting.” Ms George 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. Ms Skordahl noted that she is an employee of the YMCA and would not be voting on that contract.

5. Public Comment

There was none.

6. Board Training/Presentations

6.1 Mid-year Reflection (strengths and challenges of the BOD, review of WLA by-laws, open meeting law, charter school statute)

Ms Folks directed Board members to review the Minnesota Statute governing charter schools, WLA's by-laws and the Open Meeting Law information included in the board packet. She distributed "A Primer on Minnesota Charter Schools" which summarized charter school facts and statutory requirements. Board members reviewed and discussed.

7. Board and Administration Reports

7.1 Board Report

Ms Folks reminded members the next meeting is on February 1 and will be a continuation of Strategic Planning with Dave DenHartog, with the focus being on goal setting. At Ms Folks request, Ms Kelly and Ms Mortensen reported on the VOA school safety conference that they recently attended.

7.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report, including current year enrollment and 2019-20 application numbers. There was discussion regarding enrollment status for students that take a leave of greater than 15 days. Ms Mortensen referred the long term leave situation to the Governance Committee.

Ms Mortensen expressed the need to over-enroll by 20% to compensate for attrition, students leaving or not showing up. She recommended 3 sections at each grade level and will report back to the board if it appears that 4 sections are needed. Ms Folks shared the history of class numbers and school growth. She indicated that Board needs to discuss and decide what the size of the school will be. This will impact financials and facility needs. Ms Mortensen's recommendation is to management enrollment growth and remain on 2 floors next year, with facility improvements. The facilities committee will be meeting with the landlord and architect to discuss facility improvements.

The 5th SpEd EA position will be re-posted. Administration is analyzing the feasibility of an in-house sub.

Ms Mortensen reported on the Lunch Pilot that is coordinated by Kacie Paine, a WLA parent. She plans to do a parent and staff survey once the Pilot is completed.

The PTO held their first meeting and elected officers and established committees. They are requesting a teacher or Administrator report at each meeting. There was discussion of the role of the PTO and the relationship between the school and PTO.

Enrollment projections for next year are in the 434-442 range, depending on assumptions used. Ms Mortensen had Ms Baumann review her projection of 442 based on current applications, an 85% retention rate and 20% over-enrollment for no-show students.

7.3 Finance Committee Report

Ms Erickson reported the Finance Committee met and discussed the financial impact of enrollment numbers and the space and facility needs for next year. The Committee reviewed the financial report from the VOA: WLA is meeting or exceeding in all areas except one due to the audit finding. Judith Darling reviewed highlights of the December financial statements. She reported BerganKDV is working on WLA's IRS Form 990; WLA has applied for a Line of Credit with Propel Nonprofits; and MDE has approved lease aid for the current year, but not in

the full amount. BerganKDV is working with MDE to obtain approval of the full lease aid amount. She noted that the July 2018 (final month) rent for the Crosswinds facility has not been paid as WLA was not in the building and Kathy is working with St Paul Public Schools to get either a reduction or forgiveness of the July rent amount.

7.3.1 Accept November 2018/December 2018/January 2019 committee meeting minutes and November 2018 & December 2018 Financial Statements

Ms Erickson moved “to accept the November 2018, December 2018 and January 2019 Finance Committee meeting minutes and the November 2018 and December 2018 Financial Statements.” Seconded by Ms Kelly. Motion passed unanimously.

7.4 Governance Committee

Ms George reported the committee met in January and discussed the policies up for 1st and 2nd reading notice at this evening’s board meeting. Ms Mortensen requested members send any input they have for policies to the Governance meeting, rather than discuss at Board meetings.

7.4.1 Accept January Committee Meeting Minutes, 1st Reading Notice of 201.1 and 2nd Reading of Policies 524, 531 and 541

Ms George moved “to accept the January Governance Committee meeting minutes, 1st Reading Notice of Policy 201.1 Board of Directors Election and 2nd Reading Notice of Policy 524 Internet Acceptable Use and Safety, 531 The Pledge of Allegiance, and 541 Cell Phone Use.” Seconded by Ms Kelly. Motion passed unanimously.

8. Board Discussion and Business

8.1 Ratify Employment Agreements

There were none.

8.2 YMCA Contract 2019-2020 SY

Ms Mortensen reported that there are no changes to the contract from the current year agreement. Ms Erickson moved “to ratify the YMCA contract for the 2019-20 school year.” Seconded by Ms Kelly. Ms Erickson, Ms Folks, Ms George, Ms Kelly and Mr Livingston vote for. Ms Skordahl abstained. Motion passed.

9. Board Communication & Future Items

9.1 Book Summary of Chapters 1 & 2

Ms Folks stated in general the book “Why Knowledge Matters” covers six well recognized educational frustrations in the United States:

1. Over testing of students
2. Fadeout of preschool games
3. Narrowing of elementary curriculum
4. Low verbal scores of High School graduates
5. Lack of progress of closing the achievement gap between social groups
6. Tribulations of Common Core Initiatives

There was discussion of chapters 1 and 2, mainly of individualization of instruction and cumulative content rich curriculum. Board members were asked to read chapters 3 and 4 for the end of February meeting.

9.2 Board Communication/Future Agenda Items - Reflection

Ms Mortensen distributed a quiz on resiliency for members to take for their own benefit. She gave an overview of the agenda for the Teacher In-service day on February 1st. Ms Erickson reminded the Board the need to form an Elections Committee and that Ms Krejci and Ms Skordahl's seats will be up for election this spring, as well as the two open Community Member seats. Ms Mortensen stated that an HR committee will also be needed to complete the mid-year Director review. Ms Mortensen was asked to look into potential lunch/snack options for students. A second Enrollment Showcase is scheduled for the following evening.

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 Friday, February 1, 2019 at 9:00 M 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 Skordahl moved "to adjourn." Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:16 PM.

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