

**Woodbury Leadership Academy
Board of Directors Minutes
February 1, 2019**



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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), David DenHartog (Consultant-facilitator)

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 9:03 AM.

1.2 Roll Call

Ms Baumann took roll.

2. WLA Mission, Vision and Strategic Goals

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

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved “to amend the agenda for the February 1, 2019 Board of Directors meeting to add item 6.2 Enrollment Committee.” Seconded by Ms Erickson. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

None noted.

5. Public Comment

There was none.

6. Board Business

6.1 Line of credit

Ms Mortensen informed the Board that WLA has been approved for a \$150,000 line of credit at Propel Nonprofit.

Mr Livingston arrived at 9:15 AM.

Ms Erickson moved “to approve the Corporate Borrowing Resolution accepting a \$150,000 line of credit with Propel.” Seconded by Ms Krejci. Motion passed unanimously.

6.2 Enrollment Committee

Ms Mortensen informed the Board that there are approximately 200 applications and a lottery will be needed in at least one grade. Per Board approved Enrollment policy, the Board needs to appoint an Enrollment Committee to conduct a lottery if needed. The committee is to be comprised of the Executive Director, one office staff and one Board member.

Ms Krejci moved “to appoint Ms Mortensen, Ms Baumann and Ms Erickson to the Enrollment Committee.” Seconded by Ms George. Motion passed unanimously.

7. Board Discussion

7.1 Strategic Planning Workshop

Mr DenHartog reviewed the 4 goals that had been identified by the Board at previous strategic planning sessions:

1. Establish clear financial targets
2. Determine long-term facility needs
3. Earn the distinguishment of a Core Knowledge Blue Ribbon school
4. Develop the leadership component of WLA curriculum

The purpose of today’s session is to more specifically define the goals, determine next stems, both short term (6 months) and long term (3 years), and determine how progress towards reaching those goals will be monitored. Members divided in pairs and selected one of the goals to work on. They then worked through a 3-step Future Protocol exercise:

1. The first step was to project into the future by defining what the goal “looks like,” “sounds like” and “feels like” 3 years from now.
2. The second step was to identify what challenges incurred and successes achieved in getting to the future as defined in the first step.
3. The third step was to identify what needed to be done to get to get to the future as defined in the first step.

Each group then shared their thoughts with the group. Group members discussed and provided feedback.

Leadership Curriculum (Ms George and Ms Krejci):

- Future Vision: students are role models in school and in the community, and are prepared to move on to high school
 - Service learning program, builds as progress thru grades
 - K-2: Teach tools, components of service learning, vocabulary, learn to work in groups and as partners, in-school projects
 - 3-5: Group projects, build comradery, more teacher support
 - 6-8: Individual Capstone Project-research, execute, prepare portfolio, present to peers

- Built-in structure and systems to embed leadership components curriculum areas and opportunities
- Leadership is built into the school schedule
- Includes use of technology and presentation skills
- Challenges and Successes incurred:
 - Accountability and involvement, enforcing and tracking
 - How to grade-similar to core virtue grading
 - Create community and parent involvement
- Steps Taken:
 - Divide leadership program by grade levels
 - Identify similar existing programs to use as a model
 - Identify service opportunities and types (civic, business, entrepreneurial, etc)
 - Develop grade level committees involving teacher, parents, community
 - Develop rubric to determine approved projects
 - Incorporate core virtues into leadership program

Finance (Ms Skordahl and Ms Baumann):

- Future Vision: WLA will be awarded Core Knowledge Blue Ribbon status
 - Balanced budget with year-end surpluses
 - Teachers curriculum and supply needs met and purchases are aligned with curriculum
 - VOA and MDE Finance Awards received
 - Solid, well-define financial processes in place
 - Positive relationships & culture: happy stakeholders (staff, students, parents, bank)
 - PTO relationship defined
- Challenges and Successes incurred:
 - Defining school make-up and size (# sections, class size, services provided)
 - Constant monitoring of finances, adjusting budget if needed
 - Educating stakeholders about education financing
 - Tough decisions on spending-collaborative group effort in budgeting
- Steps Taken:
 - Strong financial training:
 - Board leadership and financial training
 - Training staff on school finances and budgeting
 - Annual financial summary shared with stakeholders
 - Add or adjust programs and services and needs are identified or change
 - Strong Finance Committee
 - Learn from experiences of other charter schools

Core Knowledge Blue Ribbon School (Ms Mortensen and Ms Folks):

- Future Vision: WLA will be awarded Core Knowledge Blue Ribbon status

- Easily identified rigorous Core Knowledge curriculum in classroom to current and prospective parents, identifiable quality assignments displayed
- Students strive for quality assignments and work
- Parents see a marked difference in WLA curriculum vs traditional public schools
- Strong curriculum developed at all grade levels, including Middle School
- Grade level teachers work in verbatim-collaboration within/between grades, clarity and coherence of curriculum
- Teachers are trained for success; thus students are set for success
- Diverse, rich, engaging, active, student-centered learning
- Joyful culture and environment, students excited to learn
- Challenges and Successes incurred:
 - Teacher training, summer “teacher institutes”
 - Staff buy-in and turnover
 - Attracting and maintaining quality staff
 - Staff, curriculum and supply needs filled as of day 1 of school
 - Middle School curriculum delivery of Core Knowledge
 - Administration holding staff accountable for proper implementation
 - Attracting invested families
 - Increased test scores
- Steps Taken:
 - Site visits to Core Knowledge Blue Ribbon schools
 - Application process for Blue Ribbon status-stringent requirements
 - Increased teacher training in Core Knowledge
 - Increased Administration time focused on Core Knowledge implementation

Facilities (Ms Erickson and Mr Livingstons):

- Future Vision: Facility fits WLA’s needs
 - Facility plans for WLA’s forever home determined and in place/progress
 - Building is comfortably full of students, full of positive, respectful energy
 - Building space meets WLA’s needs: performance space to meet larger needs-gym, assemblies, music concerts, etc
 - Facility is energy efficient, with positive air quality
 - Outside natural world is integrated within the school (e.g. plants) and outside space is utilized by the staff and students
 - Students are involved in facility plans
- Challenges and Successes incurred:
 - Financial resources
 - Building consensus on wide range of ideas of space needs/wants
 - Space challenges-how much room do we have to accomplish
 - Building relationships with the city, businesses, PTO and families – assist with marketing, fundraising and enrollment growth
 - Integration of technology into the space to meet security and learning needs perspective

- Ensure autonomy to make changes needed, whether own or lease
- Steps Taken:
 - Well thought out, defined space plan
 - Shared forward-looking vision of what WLA will look like
 - Transparent process and on-going communicate to stakeholders

Mr DenHartog concluded the exercise by stating that next steps that need to be taken are:

1. Designate people or groups responsibility for each goal (shepherd the goal)
2. Determine 6-month goal for each area so shepherd knows what to strive towards

Ms Folks designated the assignment of the goals as follows:

- Facilities: Mr Livingston and the Facilities Committee
- Finance: Ms Erickson and the Finance Committee
- Leadership and Core Knowledge Blue Ribbon School: Ms Folks and Ms Mortensen will work to assign and oversee these goals

She asked that each report back to the Board with 6 month goals for their area.

The work done in the strategic planning sessions will be documented in a Strategic Plan with short term and long term goals to be brought before the Board for approval. Another strategic session will be scheduled for late summer to review progress towards 6 month goals.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items - Reflection

None was shared due time constraints.

9. Housekeeping

9.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting and training is scheduled for Wednesday, February 27, 2019 at 5:30 PM in the gym at 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 11:07 AM.

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