

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
February 27, 2019**



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

**Directors Absent:** Jason Livingston

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

**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 Folks 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 Kelly moved “to approve the February 27, 2019 Board of Directors meeting agenda.”  
Seconded by Ms Krejci. Motion passed unanimously.

**3.2 Approval of January 23, 2019 and February 1, 2019 meeting minutes**

Ms Krejci moved “to approve the January 23, 2019 and February 1, 2019 Board of Directors 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.

**6. Board and Administration Reports**

## **6.1 Board Report**

Ms Folks informed members that the Director's mid-year performance review will be done in a closed session at the next month's Board meeting. Ms Folks shared a story about perseverance and correlated it to the school's perseverance in seeking solutions to solving the school's facility needs. Long term facilities planning is in a preliminary stage. The current lease is for 3 years, can be extended and has an option to purchase the building. The committee is looking at various options to renovate/add to the existing building to fit the school's long-term needs within our projected financial situation. Administration will apply for a second site approval from VOA, WLA's authorizer, which would be needed if WLA wanted to add any construction outside the existing building. The committee is working with an architect on summer renovation plans for the first floor: office and health office changes and the addition of health office and staff bathrooms. Ms Mortensen distributed copies of a draft of floor plans for next year with additional classrooms added.

Ms Folks reflected on the recent Strategic planning meeting and requested "owners" of each of the 4 areas of the strategic plan to bring 6 month goals to the next Board meeting:

- Leadership: Ms Mortensen, Ms George, Ms Krejci and Curriculum Committee
- Distinguished Core Knowledge School: Ms Mortensen, Ms George and Ms Krejci
- Financial: Ms Erickson, Ms Darling and Finance Committee
- Facility: Mr Livingston and Facilities Committee

## **6.2 Executive Director Report**

Ms Mortensen highlighted several items in the Director's Report:

- Current year enrollment and 2019-20 application numbers, with recommended number of sections at each grade level for next year.
- With 5 snow days, WLA now has 167 scheduled instructional days, 2 over the state requirement of 165 days. The majority of staff prefer to not add additional school days at this time, but rather add in June, if needed.
- Ms Cahlander is working on a busing map with Monarch Busing to determine potential busing changes for next year.
- Due to weather, the visit to a Core Knowledge Distinguished school in Colorado has been rescheduled to April 8 & 9.
- Surveys will be distributed to parents during conferences to obtain feedback for improvement. Surveys were also distributed to staff. Middle School teachers are holding focus groups to obtain suggestions for next year.
- WLA has been cleared of an outstanding OCR complaint.
- Interviews are in process to hire a SpEd EA, a 4<sup>th</sup> SpEd teacher and a Social Studies teacher (current teacher unable to work due to health issues). If the current SS teacher returns, he will fill the position of an in-house sub.
- Numerous upcoming events at WLA were highlighted, including changes to the Spring Music concert.
- The red employment folder was circulated: included was the resignation of a Special Ed EA.

## **6.3 Finance Committee Report**

Ms Darling reported the Finance Committee met and reviewed the January financial statements and 990 tax return included in the Board packet. The Committee discussed snow day pay and decided to not pay hourly staff for these days, which is consistent with what most other schools are doing. Ms Mortensen stated that extra work days may be offered to hourly staff in June if project needs are identified. Ms Darling is working with Ms Mortensen on a staffing budget for next year based on projected enrollment numbers.

#### **6.3.1 Accept February 2019 committee meeting minutes, January 2019 Financial Statements and 990 tax form**

Ms Erickson moved “to accept the February 2019 Finance Committee meeting minutes, the January 2019 Financial Statements and the 990 tax form.” Seconded by Ms George. Motion passed unanimously.

#### **6.4 Governance Committee**

Ms Krejci reported the February meeting was cancelled and the next meeting is scheduled for March 6, 2019 at 4:15 PM.

#### **6.5 Facilities Committee**

Ms Skordahl presented the charge for the Facilities Committee that was drafted by Mr Livingston, with input from herself and Ms Kelly.

##### **6.5.1 Facilities Committee Charge**

Ms Kelly moved “to accept the charge of the WLA Facilities Committee as included in the Board packet.” Seconded by Ms Erickson. Motion passed unanimously.

##### **6.5.2 Committee Members**

Ms Folks reminded members that Mr Livingston had previously been appointed chair of the Facilities Committee. Ms Folks indicated several board members expressed interest in being on the committee and requested Board members to refer names of non-board members that might be interested to Mr Livingston. Ms Krejci moved “to appoint Ms Skordahl and Ms Kelly to the WLA Facilities Committee.” Seconded by Ms Erickson. Motion passed unanimously.

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

#### **7.1 Ratify Employment Agreements**

There were no agreements to ratify. The EA resignation was acknowledged.

#### **7.2 2018-2019 SY Calendar re: Snow Day(s)**

Ms Mortensen recommended that no snow make-up days be added to the school calendar at this time, but to communicate to parents that June 7 would be a potential additional instructional day, if needed.

#### **7.3 VOA amended contract**

Ms Mortensen shared that VOA had submitted the previously approved contract, but MDE required some minor changes. Ms Mortensen has reviewed the amended contract and there are no significant changes in it from the previously approved contract. Ms Ericson moved “to accept the amended VOA contract, effective July 1, 2019 to June 30, 2022.” Seconded by Ms Kelly. Motion passed unanimously.

#### **7.4 National Food Service program overview**

Ms Mortensen reviewed the National School Lunch Program information included in the Board packet. Ms Darling shared her experiences with the NSLP from a financial perspective. The

parent run Pilot Lunch program has completed and a survey will be done of families. Results will be presented at a future meeting. There was a discussion of lunch options.

### **7.5 Grade configuration**

Ms Mortensen shared her recommendation for sections for next school year: three sections of Grades K-5, two sections of Grade 6 and one section of grades 7 and 8. This is the configuration of classes on which the floor plan previously distributed was based on. There was discussion of section numbers and building configuration.

Ms Krejci moved “for three sections of Grades K-5, two sections of Grade 6 and one section of grades 7 and 8 for the 2019-20 school year.” Ms Erickson moved “for three sections of Grades K-6 and one section of grades 7 and 8.” There was discussion on Middle School growth. Ms Erickson retracted her motion and seconded the motion made by Ms Krejci. Motion passed unanimously.

### **7.6 Board of Directors election task force**

Ms Folks reminded members that Board elections will be held in May. Ms Krejci shared information on the election process and timeline. Ms Skordahl and Ms Krejci’s terms are up, as well as two community member seats are open. There was discussion as to who would participate on the WLA Elections task force. It was decided that the Task Force would consist of two Board members, Ms Erickson and Ms Folks, and one office staff, Ms Owens.

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

### **8.1 Book Summary of Chapters 3 & 4**

Ms Folks led a discussion on chapters 3 and 4 of “Why Knowledge Matters.” Ms Skordahl shared her perspective on Chapter 3 “Preschool and the Persistence of Fadeout” and the importance of offering preschool to build a strong foundation. There was a discussion on offering a preschool option. Board members also reflected on Chapter 4, “The Dilution of the Elementary Curriculum.” Members discussed what differentiation looks like at WLA so as to provide an intact content rich body of knowledge for all students, without “dumbing down” learning for individual students.

Board members were asked to read chapters 5 and 6 for the April meeting.

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

Ms Folks shared agenda items for the next meeting to include a discussion on transportation, a presentation of technology at WLA, a draft 2019-20 budget and a closed session for the mid-year Director review. Ms Mortenson requested a review of Board of Director training requirements and status, and preview of the 2019-20 school calendar. Ms Erickson requested vendor and staff contracts for next year be included on a future agenda. Ms Skordahl suggested looking into options to address sub teacher and transportation issues.

## **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, March 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 7:47 PM.

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