

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
December 19, 2018**



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

**Directors Absent:** Shannon Kelly

**Administration/Advisors Present:** Kathy Mortensen (Executive Director)

**Others in Attendance:** WLA parent

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

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:30 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission, Vision and Strategic Goals**

Board members participated in a Mission and Vision Challenge exercise which reviewed the content of the Mission and Vision Statements. Ms Folks read the Statements and a Strategic Goals summary statement.

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

**3.1 Approval of Meeting Agenda**

Ms Krejci moved “to approve the agenda for the December 19, 2018 Board of Directors meeting.” Seconded by Ms Erickson. Motion passed unanimously.

**3.2 Approval of November 28, 2018 meeting minutes**

Ms Erickson moved “to approve the meeting minutes from November 28, 2018, with the correction of a spelling error.” Ms Skordahl 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**

Parent, Diane Thiigs updated the board on the status of getting the official legal paperwork in place to establish a PTO for WLA.

## **6. Board Training/Presentations**

### **6.1 Harassment & Civil Rights Training**

Ms Mortenson distributed Board Policy 413 Harassment and Violence. Board members reviewed and discussed. She also distributed and discussed information on the Civil Rights Act of 1964, civil rights in context of the workplace setting, and Board policies that ensure that the civil rights of WLA employees are respected.

## **7. Board and Administration Reports**

### **7.1 Board Report**

Ms Folks distributed copies of the book “Why Knowledge Matters” and requested members read chapters 1 & 2 for review at the January meeting. She also acknowledged the creativeness of Ms Skordahl in planning physical education curriculum in a limited “gym” space.

### **7.2 Executive Director Report**

Ms Mortensen highlighted several items in the Director’s Report, including enrollment status and facility space and needs planning for next year. A folder with an EA resignation and two EA contracts and position descriptions was passed for board member review: one EA is Special Ed and the other is shared between Special Ed and assisting the Dean with behavior management. She informed the Board of the upcoming VOA conference focused on safety, which she and Ms Griffith are attending. Board member, Ms Kelly is participating in a panel discussion at the conference. Ms Krejci volunteered to attend as the required Board member.

Ms Mortensen shared VOA will be making a couple of minor changes to the charter renewal, but these will have no significant impact on the charter agreement. She also highlighted upcoming fieldtrips and activities at the school. There was discussion about the Winter Music concert and planning for the Spring concert to better work around facility limitations. And she updated the board on Technology Committee plans.

Ms Folks and Ms Mortenson discussed factors taken into considerations in space planning for next year, whether to expand to the 3<sup>rd</sup> floor or remain on 2 floors. The current recommendation is to remain on 2 floors, with facility improvements, and manage enrollment growth.

### **7.3 Finance Committee Report**

Ms Erickson reported the Finance Committee met and discussed the financial impact of space and facility needs for next year. PTO presented at the meeting and discussed the partnership between the organization and the school. Ms Erickson reported the committee was unable to review the November financial statements, so they will be included in January’s Board packet.

#### **7.3.1 Accept November Financial Statements and Finance Committee meeting minutes**

Acceptance was deferred to the next board meeting.

### **7.4 Governance Committee**

Ms Krejci reported the committee met on December 12<sup>th</sup> and discussed the policies up for 2<sup>nd</sup> reading notice at this evening’s board meeting. She highlighted the changes to these policies. Included in the Board packet is a list of policies currently in 1<sup>st</sup> reading status, not including those up for 2<sup>nd</sup> reading notice at tonight’s meeting. Ms Krejci stated the committee is looking into a request to review Policy 302 Early Admission to Kindergarten.

#### **7.4.1 Accept December Committee Meeting Minutes and 2<sup>nd</sup> Reading of Policies 201.1, 533, 540 and 541**

Ms Krejci moved “to accept the December Governance Committee meeting minutes and second reading notice of policies 201.1 Board of Directors Election, 533 Wellness, 540 Student Dress: Appearance and Uniform.” Seconded by Ms Erickson. Motion passed unanimously. Second reading notice of policy 541 Cell Phones and Other Electronics will be deferred to a future meeting.

### **8. Board Discussion and Business**

#### **8.1 Ratify Employment Agreements**

Ms Krejci moved “to ratify the employment agreements as presented and acknowledge the resignation.” Seconded by Ms Erickson. Motion passed unanimously.

#### **8.2 BerganKDV Contract**

Ms Folks presented the proposed change to the BerganKDV contract explaining that in prior years the contract amount was decreased due to enrollment being less than anticipated and this year the contract is being increased due to enrollment growth. There was discussion.

Ms Erickson moved “to accept the BerganKDV contract revision.” Seconded by Mr Livingston. Motion passed unanimously.

#### **8.3 Facilities Committee Charge**

Mr Livingston discussed the process of re-establishing the Facilities Committee. Ms Krejci moved “to re-establish the Facilities Committee as a Board committee.” Seconded by Mr Livingston. Motion passed unanimously.

Ms Krejci moved “to appoint Mr Livingston as the Facilities Committee Chairperson.” Ms Erickson seconded the motion. Motion passed unanimously.

Mr Livingston stated the existing charge for the committee will be reviewed at the first meeting.

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

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

Board members expressed looking forward to discussing the book “Why Knowledge Matters.” They also shared thoughts about the positive progress the Board and school have made during the past year. Ms Mortensen showed a “Day in the Life” pictorial of students and staff at WLA. Information will be sent to members on the strategic planning session scheduled for late January.

### **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 Wednesday, January 23, 2019 at 5:30 PM 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 Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:25 PM.

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