

Approved 4/24/2019

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



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), Justin Gehring (IT consultant)

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 5:32 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission, Vision and Strategic Goals

Mr Livingston 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 Erickson moved “to approve the March 27, 2019 Board of Directors meeting agenda.” Seconded by Ms George. Ms Mortensen suggested moving the Technology presentation to before the closed meeting. Ms Krejci moved “to amend the March 27, 2019 Board of Directors meeting agenda to move item 7.3 to item 5.1.” Seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of February 12 and February 27, 2019 meeting minutes

Ms Skordahl moved “to approve the February 12, 2019 and February 27, 2019 Board of Directors meeting minutes.” Ms Erickson seconded. Ms Erickson, Ms Folks, Ms George, Ms Krejci and Ms Skordahl voted for the motion. There were no neys. Mr Livingston abstained. Motion passed.

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

Ms Diane Thiels, WLA PTO president and PTO Spirit Wear Committee member, requested the PTO be allowed to use the WLA logo for spirit wear. Ms Krejci shared that she was also on the committee and provided some history on the request to use the logo.

5.1 Technology Update

Mr Gehring, WLA's contracted technology consultant, distributed a summary of the State of Technology at WLA. This is the first year WLA has had a Technology Committee to assist in determining the direction of technology at the school. He shared achievements made since the move from Crosswinds, as well as future plans, which include the implementation of GSuite for Education at the school. There was discussion regarding GSuite implementation. The Technology and Governance committees will work to address the need for policy and controls regarding the security of student data. He also shared budget needs for the 2019-20 school year.

6. Closed Meeting to Discuss Executive Director Annual Evaluation

Ms Folks asked Ms Mortensen if she would like the meeting open or closed. Ms Mortensen stated she prefer the meeting be closed. Motion was made by Ms Krejci "to close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(a) for the purpose of discussing the Executive Director's annual evaluation." Seconded by Ms Erickson. The motion passed unanimously. Meeting closed at 6:04 PM.

Convene into Open Session

The Board convened into open session at 7:10 PM. Ms Krejci moved "to reopen the meeting." Ms Erickson seconded. Motion passed unanimously.

Ms Folks summarized the closed session as a discussion of the Executive Director's performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share with Ms Mortensen.

7. Board and Administration Reports

7.1 Board Report

Ms Folks shared suggestions received from Rod Haenke (VOA) based on his observation of the previous Board meeting, including Board training, new member orientation, and standards needed to be achieved to receive the VOA Governance award. Ms Folks shared the idea of presenting a "State of the School" address to stakeholders at the Board's annual meeting in July or at a different time. Board members discussed current busing services contracted with Monarch Busing, parent drop-off, pick-up and possible transportation changes for future years.

7.2 Executive Director Report

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

- Ongoing enrollment activity for both current and next year. There was discussion regarding late-year enrollments. Kindergarten Round-Up was held March 7th. 122 families applied for Kindergarten for next school year. Office staff are providing tours to families of all grade levels interested in the school.
- WLA closed on our loan agreement with Propel. Money will only be drawn if needed.

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- A grant has been verbally approved to provide a 12-day summer school STEM program to students in grades 2-8. Planning will begin once written approval has been received.
- Surveys were distributed to parents during conferences. Overall feedback from parents, students and staff is positive. Satisfaction surveys for Middle School were overall positive. Staff satisfaction surveys provided helpful comments for improvement. A need for additional staffing was identified. Ms Mortensen directed Board members to the Board packet for more information on survey results.
- At Ms Mortensen's request, Ms Erickson shared information on the upcoming JA BizTown fieldtrip for 5th grade. Students are assigned a job and "run" a business. This is the 3rd year WLA has participated in BizTown.

7.3 Technology Report

Item was moved to item 5.1.

7.4 Finance Committee

Ms Erickson stated the Finance Committee met and discussed February financials, strategic financial goals, and the 2019-20 budget. She shared that WLA's legal firm, Booth Law, has disbanded, so there will be a change in legal representation. Ms Mortensen stated more information would be forth coming. Administration is waiting to hear from SPPS on the resolution of the July 2018 rent payment which was in the lease agreement, but not paid due to WLA was no longer occupying the building.

7.4.1 Accept March meeting minutes and February 2019 Financial Statements

Ms Erickson moved "to accept the March 2019 Finance Committee meeting minutes and the February 2019 Financial Statements." Seconded by Ms Krejci. Motion passed unanimously.

7.5 Governance Committee

Ms Krejci reported the Governance Committee met and discussed multiple policies as listed in the Board packet and have recommendations for the Second and final reading of those policies included in the Board packet. The committee also discussed the WLA bylaws and composition of the Board, and the new layout of the WLA Employee Handbook.

7.5.1 Accept March meeting minutes and Approval of Second Reading on 201.1, 522, 522 FRM and 516

Ms Krejci moved "to accept the March 2019 Governance Committee meeting minutes and approve the second reading of Board policies:

- 201.1 Board of Directors Election
- 516 Student Medication
- 522 Student Sex NonDiscrimination, and 522 FRM Unlawful Sex Discrimination Toward a Student Report Form."

Seconded by Ms Erickson. Motion passed unanimously.

7.6 Facilities Committee

Mr Livingston reported the March Committee meeting was canceled due to scheduling conflicts.

7.6.1 Accept March meeting minutes

No March meeting was held.

8. Board Discussion and Business

8.1 ByLaws amendment discussion

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Ms Folks shared that the bylaws currently state that the Board is to be composed of 9 persons. For the past several years, WLA has been out of compliance with our bylaws. After discussions with VOA, Governance is recommending a change to “up to 9 persons.” Because this is a structural change to the Board, it would require a vote of approval from teachers. Ms Mortensen provided history on the Board composition requirements of charter schools and the need for a teacher vote on Board composition changes. Ms Krejci directed Board members to the current Bylaws on the WLA website and discussed the process needed to amend the bylaws. There was discussion. Ms Folks delegated to the Governance committee the task of starting the process of changing the Bylaws to reflect a Board change of “up to 9 members.”

8.2 Ratify Employment Agreements

A folder with two employment agreements and position descriptions was passed for Board member review: one for a Special Education EA and one for a Social Studies teacher.

8.3 Ratify Contracted Services Agreements

Ms Mortensen distributed a list of Contracted Special Education Personnel for WLA 2019-20 which was prepared by Mary Kelly, WLA’s contracted Special Ed Director. She identified which service providers she had 2019-20 contracts for and were being recommended for approval. Additionally, Ms Mortensen shared information on contracts for JR Computer Associates and Gaminos Cleaning. All contracts were available for review by Board members if requested. There was discussion of the IT and cleaning services agreements.

Ms Krejci moved “to approve contracts for Speech and Language Therapist, Adaptive Physical Education, School Psychologist, Occupational Therapist, Autism Resources and Autism, DCD and DD Licenses.” Seconded by Ms Skordahl. Motion passed unanimously.

Ms Mortensen will provide further information on the IT and cleaning services contracts at a future meeting.

8.4 Board of Directors Election Task Force

Ms Folks shared that the Election Task Force met and laid out a timeline for the election process. Letters will go out for the Call for Nominees in tomorrow’s Thursday folders and online for one teacher seat, one parent seat and two community member seats. The call for nominees will run from March 28 to April 26. The voting period will be held May 6 to May 10. Elected members will be announced at the May 22 meeting. They will be asked to attend the June meeting to observe and will be seated at the July meeting.

The method of voting has not yet been determined. There was discussion.

8.5 Board of Directors training discussion

Ms Folks shared that the official requirement for Board training is that of employment law, Board finance and Board governance and must be started and completed within a set time frame. After that, there is a requirement for continuing education, but the continuing education requirement is gray and expectations are not clear. With new members coming on the Board, now is a good time to establish clear expectations. Ms Krejci shared that the required training is in the WLA bylaws, there is a Board code of ethics and a job description for Board members. There was a discussion of a training plan. Ms Folks agreed to prepare a training plan for Board members and share at a later date.

Revisit 8.2 Ratify employment agreements

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All Board members have reviewed the folder with employment agreements. Ms Krejci moved “to ratify the employment agreements as presented.” Seconded by Mr Livingston. Motion passed unanimously.

9. Board Communication & Future Items

9.1 Book Summary of Chapters 5 & 6

Due to time constraints, Ms Folks deferred discussion of chapters 5 and 6 of “Why Knowledge Matters” to the next meeting.

9.2 Board Communication/Future Agenda Items - Reflection

Ms Folks shared agenda items for future meetings to include the 2019-20 budget, the 2019-20 School Calendar, the IT and cleaning contracts, other contracted services, and licensed teacher agreements.

There was discussion of adding another meeting due to the amount of work the Board needs to do in the next couple of months. Ms Krejci moved “to add a regular Board of Directors meeting on Tuesday, April 16 at 5:30 pm in the gym.” Ms Erickson seconded. Motion passed unanimously.

9.3 Board Member Self-Evaluation

Ms Krejci directed Board members to the Minnesota Charter School Board of Directors Board Member Self-Evaluation Instrument included in the Board packet and asked all Board members to complete a self-evaluation form and submit to the Board mailbox in the office. She requested Board members add a comment on how they feel the Board is working and any suggestions for things for the Board to work on improving.

10. Housekeeping

10.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meetings and trainings are scheduled for Tuesday, April 16 and Wednesday, April 24, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10.2 Delegation of Public Comment

Ms Folks asked Ms Krejci, Ms Skordahl and Ms Mortenson to work with Ms Thiels and the PTO on the development of a recommendation to the Board on use of the WLA logo for spirit wear.

11. Adjournment

11.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:54 PM.

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