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**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
April 24, 2019**



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

**Directors Absent:** None

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

**Others in Attendance:** WLA parents

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

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:33 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

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

Ms Kelly 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 amend the April 24, 2019 Board of Directors meeting agenda to add item 8.3.2 2019-2020 School Year budget.” Seconded by Ms Kelly. Ms Folks noted that the budget information was included in the board packet. Ms Krejci noted that the numbering of items on the agenda is not correct, but no amendment is needed. Motion passed unanimously.

**Approval of March 27, 2019 meeting minutes**

Ms Krejci moved “to approve the March 27, 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**

A WLA parent inquired about hiring a school counselor at WLA so that the person students turn to for help is different than the person who disciplines students. Currently, the Dean does both and the parent does not feel this combination serves students well.

## **6. Statement regarding Closed Meeting to Discuss Executive Director Annual Evaluation**

Ms Folks stated that a closed session was held at the last meeting as permitted by Minnesota Statute 13D.05, subdivision 3(a) for the purpose of discussing the Executive Director's annual evaluation." Ms Folks summarized the closed session as a discussion of the Executive Director's performance with all present board members participating. Subsequent to the closed session, the Executive Board members (Ms Erickson, Ms Krejci and Ms Folks) meet and discussed board members' feedback with Ms Mortensen.

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

### **7.1 Board Report**

Ms Folks shared the past month has been busy with numerous meetings, all forward planning: next year's staffing, budget, ideas from the Colorado Distinguished Core Knowledge school trip, etc. One of the ideas that came out of the discussions is to define WLA's lanes (to define what WLA is). This would guide the Board and Administration in decision making.

WLA's annual meeting is currently set in July. Ms Folks is considering the idea of moving the annual meeting to October and invite parents and stakeholders of the school to a "state of the school" address.

### **7.2 Executive Director Report**

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

- Enrollment update for current and next year
- Status of current year transportation funding and SPPS July 2018 lease payment
- Overview of assemblies and activities at WLA

Ms Mortensen gave a Powerpoint presentation of the visit to Liberty Commons, a Core Knowledge Distinguished charter school in Colorado. Ms George and Ms Erickson joined in a discussion of Core Knowledge curriculum and delivery, school organization, student expectations, and other ideas for change that came from the visit. Ms Mortensen would like to send more teachers and board members to visit.

### **7.3 Finance Committee**

Ms Erickson stated the Finance Committee met and reviewed March financials, strategic financial goals, and reworked the 2018-19 working budget. The next Finance meeting is scheduled for May 14<sup>th</sup>. There was discussion of the idea of the Board utilizing iPads or Google Docs to replace paper board packets and other board documents.

#### **7.3.1 Accept April meeting minutes and March 2019 Financial Statements**

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

#### **7.3.2 2019-2020 School Year Budget**

Ms Darling reviewed the proposed 2019-20 budget and underlying assumptions, noting that the budget was based on an estimated 444 students. She included an explanation of the various state

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and federal revenue sources and how the amounts are determined. The proposed budget results in a 17% fund balance. Ms Darling shared that WLA recently received the MDE Finance Award. There was discussion of various budget line items.

Ms Erickson moved “to approve the 2019-20 budget with General Fund revenues of \$4,296,472 and General Fund expenditures of \$4,140,807 and Fund 4 Community Service revenues of \$2,200 and Fund 4 expenditures of \$2,200. Seconded by Ms Kelly. Motion passed unanimously.

### **7.4 Governance Committee**

Ms Krejci reported the Governance Committee met and discussed multiple policies and have recommendations for the first reading and second reading of those policies included in the Board packet. They also discussed the process of changing Bylaws requirement for board seats. Information on the change was presented to teachers and a vote was taken of the proposed change at the April 19<sup>th</sup> staff meeting. The ballots will be counted and results forwarded to VOA for approval, the next step in the process to change the bylaws. The Governance Committee also discussed early kindergarten admission requirements and asked for input from the Kindergarten teachers. The Committee is recommending WLA not enroll students under age 5 at September 1 of the year in which they start Kindergarten, noting that the 5 year age requirement is stated in Policy 538. There was discussion. The committee continues to work on other policies which are not yet ready to present to the Board.

#### **7.4.1 Accept April meeting minutes and First Reading notice 524, 538, Approval of Second Reading 419, and removal of Policy 302**

Ms Krejci moved “to accept the April 2019 Governance Committee meeting minutes and approve notice of the first reading of Board policies:

- 524 Internet Acceptable Use and Safety Policy
- 538 Enrollment Admissions Policy,

approve of the second reading of Board policy 419 Tobacco Free Environment, and the removal of Board policy 302 Early Admission to Kindergarten.”

Motion seconded by Ms Skordahl. Motion passed unanimously.

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

### **8.1 Training: Review School Finances and Compensatory Funding Plan**

Ms Darling incorporated board training on school revenue sources during the overview of the proposed 2019-20 budget in item 7.3.2.

### **8.2 Spirit Wear**

Ms Krejci reminded Board members that the use of the WLA logo by the PTO came up in public comment at the last meeting and was delegated to Ms Mortensen, Ms Skordahl and Ms Krejci for follow up. The group met with the PTO president and discussed the use of the WLA logo. A call was put into legal counsel to see if a written agreement was needed, but the group has not yet received a response. The group recommends moving forward with giving the PTO approval for use of the logo. Ms Krejci moved “to allow the WLA PTO authority to use the WLA logo for the purpose of promoting the school and granting Ms Mortensen the authority to complete written documentation, if needed.” Seconded by Ms Kelly. Motion passed unanimously.

### **8.3 Approval of out of state travel for Jessica Erickson, Claudia George and Kathy Mortensen to travel to Ft Collins per WLA policy #214**

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Ms Mortensen reminded the board that Board policy #214 Out of State Travel by School Board Members requires board pre-approval of spending board budgeted funds for Board member travel. She would like to utilize board funds for the cost of the three board members that traveled to Colorado to visit the Core Knowledge Distinguished school.

Ms Krejci moved “to approve Board travel retroactively for Ms Mortensen, Ms Erickson and Ms Geroje for their April trip to Fort Collins.” Seconded by Ms Skordahl. Motion passed unanimously.

### **8.4 School Calendars**

#### **8.4.1 2019-2020 School Calendar**

Ms Mortensen presented the proposed 2019-20 school calendar. There was discussion. Ms Krejci moved “to approve the 2019-2020 school year calendar as presented.” Seconded by Ms George. Ms Erickson, Ms Folks, Ms George, Ms Kelly, Ms Krejci, and Ms Skordahl voted for. Mr Livingston opposed. Motion passed.

#### **8.4.2 Revised 2018-2019 school calendar with recent snow day change, placing WLA on a 166 student contact calendar**

Ms Folks reminded the board that there was an additional weather closure day on April 11<sup>th</sup>. The calendar revision is not to add additional days, but to recognize the additional snow day and change student contact days to 166. Ms Krejci moved “to approve the revised 2018-19 school calendar.” Seconded by Mr Livingston. Motion passed unanimously.

### **8.5 Discussion on Process for Ratifying Employment Agreements**

Ms Mortensen shared various options of the amount of information she could present to the board for employment agreements. There was discussion. It was agreed that detailed financial information be reviewed at the Finance Committee level. Detailed information would be provided to the Board for new hires and summary information for renewal employment agreements. There was discussion of the difference between agreements and contracts.

### **8.6 Contracts**

#### **8.6.1 Wildamere (project management)**

Ms Folks shared that the Wildamere agreement is for assistance in determining short term and long term facility needs and options. Mr Livingston moved “to approve the agreement with Wildamere.” Seconded by Ms Erickson. There was discussion. Motion passed unanimously.

#### **8.6.2 Colliers (architectural fees)**

Ms Folks shared that the Colliers agreement is for architectural assistance in structural changes to meet short and long term facility needs. Mr Livingston moved “to approve the Colliers International contract.” Seconded by Ms Kelly. Motion passed unanimously.

#### **8.6.3 James Martin (legal representation)**

Ms Folks shared that WLA had been using James Martin’s services for years through Booth Law. Mr Livingston moved “to approve the Martin Law Firm contract.” Seconded by Ms Erickson. Ms Krejci moved “to table the approval of the Martin Law Firm contract until rates are included in the contract.” Seconded by Ms Kelly. Motion passed unanimously.

#### **8.6.4 Hennepin Health Care (nursing services)**

Ms Krejci noted that the contract was not included in the Board packet. Ms Kelly moved “to table approval of the Hennepin Health Care nursing services contract.” Seconded by Ms Erickson.

### **8.6.5 Special education paraprofessional for remainder of current school year**

A folder with an employment agreement and position description for a Special Education EA was available for Board review. Ms Krejci moved “to ratify the employment agreement for a Special Ed EA.” Seconded by Ms Erickson. Motion passed unanimously.

### **8.6.6 Teacher employment agreements for 2019-2020**

Ms Mortensen passed out a listing of teacher assignments for 2019-2020. Open spots will be filled with new hires. There was discussion. Ms Kelly moved “to ratify the teacher agreements for the listed teacher assignments for the 2019-2020 school year as long as amounts are consistent with the approved budget.” Seconded by Ms George. Motion passed unanimously.

### **8.7 Discussion on Middle School Plans**

Ms Mortensen distributed an outline of the Middle School status and plans for next year. Ms Skordahl suggested that enrollment be limited in the Middle School as WLA develops policies and procedures to ensure a strong Middle School. There was discussion. Ms Skordahl moved “to close enrollment for the 7<sup>th</sup> and 8<sup>th</sup> grade classes for the 2019-20 school year, with no new offers made after today, April 24<sup>th</sup>.” Ms Folks, Ms George, Ms Kelly, Ms Krejci, Mr Livingston and Ms Skordahl voted for. Ms Erickson abstained. Motion passed.

## **8.8 Strategic Goal Update**

Ms Folks asked the owner of each strategic goal to provide an update to the Board.

### **8.8.1 Developing the Leadership Component of our program**

Ms Mortensen shared that the Distinguished Core Knowledge school visit has inspired attendees with ideas for developing the leadership and virtue components of WLA’s curriculum. The group needs to meet and discuss next steps.

### **8.8.2 Earning the credential of being a Core Knowledge Distinguished School**

Ms Mortensen shared that the Colorado trip opened up discussion on what needs to be implemented at WLA to meet this goal. Ms Mortensen shared requirements to apply to be a Distinguished school and will go into more depth at a future meeting.

### **8.8.3 Establishing Clear Financial Targets**

Ms Erickson shared the financial goals developed by the Finance Committee. The committee monitors progress at meetings and are tracking to meet the goals.

### **8.8.4 Determining our long-term facility needs**

Mr Livingston shared that with the approval of the \$125,000 of capital improvements in the budget, and the contracts with Wildamere and Colliers, the Facilities Committee can move forward. The intent is to determine long term facility needs and incorporate short term facility changes into those plans. Committee needs to meet.

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

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

Ms Folks shared a story that a sub teacher that works at many different schools was very impressed with our school and shared that with a parent. Ms Skordahl gave a shout out to the Educational Professionals for their hard work with our students. Ms Mortensen gave a shout out to the office staff for their initiative and dedication. Agenda items for future meetings to include setting the Annual Meeting date, developing a Board training schedule for VOA, continuing

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discussion of the book “Why Knowledge Matters,” revisiting tabled contracts, discussion of Board technology use, and establishing a fall teacher and board visit to the Colorado CK school.

## **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, May 22, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

### **10.2 Delegation of Public Comment**

Ms Mortenson volunteered to work with the parents inquiring about the school hiring a school counselor and will report back to the board.

## **11. Adjournment**

### **11.1 Adjournment**

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 9:09 PM.

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