

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



Directors Present: Jessica Erickson, Mandi Folks, Claudia George 7:17 arrival, Shannon Kelly, Ro Krejci, Jason Livingston, Jolene Skordahl

Directors Absent: None

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling (BerganKDV) 7:25 departure

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 5:36 PM.

1.2 Roll Call

Ms Krejci took roll call.

2. WLA Mission, Vision

Ms Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved "to amend the agenda to add 7.6 Settlement Agreement with St Paul Public Schools." Seconded by Ms Kelly. Motion passed unanimously.

Approval of June 26, 2019 meeting minutes

Ms Skordahl moved "to approve the June 26, 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 for items on the agenda. None were noted.

5. Public Comment

There was no public comment.

5.1 Delegation of Public Comment Items (if necessary)

None to delegate.

6. Board and Administration Reports

6.1 Board Report

Ms Folks expressed the need to develop a long term vision for WLA, which would be beneficial for decision making. To generate discussion, Ms Folks distributed a "Vision Casting," which was her summary of known/constants about WLA, a list of questions she believed the Board would need to answer in order to define WLA's vision, and steps she believed necessary to develop a long term vision. There was discussion.

Ms Folks distributed a draft agenda for the WLA Annual Meeting planned for October. She suggested working to develop a vision by that time to share with stakeholders, but acknowledged that might not allow for adequate time. Ms Folks and Ms Mortensen will start the process by scheduling focus groups to obtain stakeholder input. Members were asked to share suggestions of individuals to invite.

Ms Folks acknowledged this meeting is the first in Ms Skordahl's elected term to the Board. She then shared that Ms Krejci will be resigning from the Board effective Monday, July 29th after many years of service to WLA. Ms Krejci will remain as a member of the WLA governance committee. Ms Mortensen and other Board members expressed their appreciation to Ms Krejci for her service.

Ms Folks stated that Ms Krejci's departure leaves 3 board seats open: 2 community member and 1 parent. There was discussion of a process of identifying, recruiting and selecting candidates with skill sets that would benefit the board. Ms Mortensen and Ms Skordahl will form an Ad Hoc Nomination Committee to develop a process and timeline to fill vacant Board seats, specifically the parent seat.

6.2 Executive Director Report

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

- 2019-20 enrollment update; 523 students have accepted spots, but actual enrollment is anticipated to be 465-475
- Settlement agreement with SPPS for a reduced lease payment for July 2018
- 2018-19 transportation revenue from MDE has been received
- Update on Middle school planning
- Hiring continues. A summary sheet of information for employment agreements to be ratified was circulated: N Sjoberg-Gr K, T Murray-Gr 4 LT sub, L Durand-EA.
- The FY 2019 ending fund balance is anticipated to be greater than previously projected.

6.3 Finance Committee

Ms Darling shared that there are no June financials to share as year-end is being finalized for the audit. She estimated an ending general fund surplus of \$150,000.

Ms Erickson stated that in addition to other items covered in the Director's report, the Finance Committee reviewed contracts for property/liability insurance, substitutes with Teachers on Call and copier leases.

6.3.1 Accept July 16, 2019 meeting minutes

Ms Erickson moved "to accept the Finance Committee minutes for the July 16th." Seconded by Ms Skordahl. Motion passed unanimously.

Agenda Change

Mr Livingston motioned "to move agenda items 6.5 Facilities Committee and 7.3 Annual Designations to before item 6.4 Governance Committee." Seconded by Ms Erickson. A roll call vote was taken with Ms Skordahl, Mr Livingston, Ms Folks, Ms Krejci, Ms Kelly and Ms Erickson voting for the motion. There were no nays.

6.5 Facilities Committee

Mr Livingston reported the Facilities Committee met July 16th and discussed the summer construction project, which with landlord help, is anticipated to end \$5,000 under budget. Ms Mortensen shared potential additions to the project: \$15,000 for tiling the 1st floor hallways, \$15,000 for plastic protectors for the bottom half of 1st floor hallway walls and \$25,000 for tiling the 2nd floor hallways. Tiling the gym will be deferred until long term facilities plans are in place. There was discussion of which items made sense given potential future construction projects. Ms Mortensen recommended only tiling the 1st floor hallways at this time.

Mr Livingston moved "to expand the construction project to include new flooring in the hallways on 1st floor." Seconded by Ms Skordahl. Motion passed unanimously.

Mr Livingston reported the current playground will be refreshed by Rainbow Play Systems and plans are in place to install Peaceful Playgrounds. There have been discussions with the landlord to expand usable outdoor space, including use of the lot across the road. The committee asked the Finance Committee to identify funds for use to expand outdoor space. The next Facilities Committee meeting is scheduled for August 20th.

6.5.1 Accept July 16, 2019 meeting minutes

Mr Livingston moved "to accept the June 16, 2019 Facilities Committee meeting minutes." Seconded by Ms Kelly. Motion passed unanimously.

7.3 Annual designations

Ms Folks explained that each year the board must renew certain required designations.

MDE Designations

Ms Erickson motioned "the MDE designations:

- Title Grant Authorized Representative Kathy Mortensen
- MDE Identified Official with Authority (IOWA) Kathy Mortensen
- Special Education Director Mary Kelly."

Seconded by Mr Livingston. Ms Erickson, Ms Folks, Ms Krejci, Mr Livingston and Ms Skordahl voted for the motion. Ms Kelly abstained. Motion passed.

Designation of Depositories

Ms Kelly moved "the designation of depository to be Old National Bank." Seconded by Ms Krejci. Motion passed unanimously.

Authorized signers at banks

Ms Krejci motioned "for the authorized signers at banks be the Board Chair and the Director."

Seconded by Ms Skordahl. Motion passed unanimously.

Authorize individuals to approve collateral changes

Ms Folks motioned "to authorize individuals to approve collateral changes to be the Director and the Finance Manager." Seconded by Mr Livingston. Motion passed unanimously.

Delegation of authority to make electronic funds transfers

Mr Livingston moved "to delegate the authority to make electronic funds transfers to the Board Chair, the Executive Director or the Finance Manager." Seconded by Ms Erickson. Motion passed unanimously.

Granting of Administrative Authority

Ms Skordahl motioned "for the granting of administrative authority to Judith Darling (Finance Manager), Kathy Mortensen (Director), and Mandi Folks (Board Chair) are granted Administrative authority to execute and update any and all Cash Management Agreements

with Old National Bank and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:

- Payment of employee payroll; federal, state and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
- Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
- Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate)
- Other payments authorized by the board of directors
- Monitoring, reconciliation, and management of bank transactional activity
- Investment of excess funds
- Execution and release of pledge agreements
- Temporary and permanent ACH limit changes
- Management of Positive Pay system”

Seconded by Ms Erickson. Motion passed unanimously.

Ms George joined the meeting.

Credit Card Authorization, Designation of Official Newspaper, and Pay rates for Substitutes and other employees where you have set pay rates

Ms Krejci motioned “the employee authorized to have a school issued credit card and credit limit is Kathy Mortensen for an Old National Bank Visa with a \$20,000 credit limit, that the Woodbury Bulletin be designated as the official newspaper (required for posting of public notices), and the pay rates for short term licensed subs be \$25 per hour and long term licensed subs be \$30 per hour.” Seconded by Ms Kelly. Motion passed unanimously

6.4 Governance Committee

Ms Krejci reported the Governance Committee met and discussed bylaw changes as recommended by VOA and sent the revised bylaws back to VOA for review. The Committee is continuing to work on 500 series policies. Ms Krejci pointed out a wording correction to Policy 506, section 8 Removal of Students from Class that was not included in the Board packet. The committee recommends the second reading of policies 503, 506, 525, 526, 538, and 540, and first reading of policy 510, as included in the Board packet. Ms Krejci requested feedback on policy 510 be submitted to the Governance committee email.

6.4.1 Accept July 10th, July 15 and July 17, 2019 meeting minutes, approval of second reading on 503, 506, 524, 526, 538, 540 and first reading of 510

Ms Krejci moved “to accept the July 10, July 15 and July 17, 2019 Governance Committee meeting minutes, approve the second reading of Board policies:

- 503 Student Attendance
- 506 Student Discipline
- 524 Internet Acceptable Use and Safety Policy
- 526 Hazing Prohibition
- 538 Enrollment Admissions Policy
- 540 Student Dress, Appearance and Uniform,

and the first reading notice of policy 510 Promotion and Retention”

Seconded by Ms Erickson. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 "Why Knowledge Matters" Book Discussion – Chapters 5 & 6

Board members shared a quote from chapters 5 & 6 of "Why Knowledge Matters" that was insightful to them. Members were asked to read chapters 7 & 8 for the August meeting and select a quote to share.

7.2 Move August board meeting

Ms Folks pointed out that the August scheduled board meeting is the same night as Open House so the meeting will be moved to August 29th at 4:00 PM.

7.4 Lease Aid

Ms Folks shared that as part of the lease aid application to MDE, Board members must complete a Charter School Lease Aid Certification Form. A few minutes were taken for members to complete the form.

7.5 Ratify employment agreement(s)

A listing of agreements to be ratified was previously circulated. Ms Kelly moved to "to ratify the staff employment agreements as listed for the 2019-2020 school year." Seconded by Ms Skordahl. Motion passed unanimously.

7.6 Settlement Agreement with St Paul Public Schools

Ms Mortensen shared that WLA has been working with SPPS and has come to an agreement on the July 2018 lease payment, the month in which WLA was limited in use of the Crosswinds building. The settlement is for WLA is to pay 25% of the lease amount and SPPS will incur 75%. Ms Krejci moved to "to accept the settlement agreement with St Paul Public Schools." Seconded by Ms Erickson. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Suggested future agenda items include electing officers, appointing a Governance Committee chair, a report from the Ad Hoc committee on the search process to fill the open parent board seat, setting the 2019-20 Board meeting calendar, ratify a contract for legal real estate assistance.

Ms Krejci thanked Board members for guiding WLA to a "good place" for her to leave.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting is scheduled for Thursday August 29, 2019 at 4:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Ms Krejci moved "to adjourn." Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:07 PM.

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