

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
August 29, 2019**

**Director's Present:** Mandi Folks, Jessica Erickson, Jason Livingston, Claudia George, Shannon Kelly and Jolene Skordahl (arrived at 4:37 P.m.).

**Director's Absent:** None

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

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

**1.1 Meeting called to order**

Ms. Folks called the meeting to order at 4:12 P.M.

**1.2 Roll Call**

Ms. Folks took roll call and each board member shared two things about themselves.

**2. WLA Mission and Vision**

Ms. Erickson read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Minutes**

Ms. Erickson moved " to approve the agenda for Thursday, August 29, 2019." Ms. Skordahl seconded. The motion passed unanimously.

**4. 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**

**5.1 Delegation of Public Comment Items (if necessary)**

There were no public comment to delegate.

**6. Board and Administration Reports**

**6.1 Board Report**

- Ms. Folks had the new staff in the audience introduce themselves and share their role at WLA.
- Ms. Folks also discussed our growth last year versus now, a vision project focused on who we are and choosing a lane to follow, and the three key phases that would help us towards our vision for WLA. The three phases included being "known", "loved", "challenged, knowledged, or developed" which later was changed to "accomplished" based on the idea by Mr. Livingston. Mr. Livingston

also added "Leaders" and composed to read that "WLA a place where we develop known, loved, accomplished leaders."

- Ms. Folks highlighted that the Annual Meeting in October is coming up so an agenda and share with her the roles we want to help with.

## **6.2 Executive Director Report**

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

- 488 students came to open house
- The office staff is calling families that did not come to open house and currently, 17 have not responded back.
- Shared the current class sizes
- Bus 7 will no longer be stopping at the McKnight stop and how this will impact 13 of our families.
- Staff Workshops wrap up tomorrow and building clean up is being completed.
- Positions are filled, but she is concerned about one
- Japanese group visiting our school
- MCA scores dropped in all three areas.

## **6.3 Financial Director Report**

Ms. Darling reported that we have a surplus of \$215,000 in our general fund due to the St. Paul Public School rent reduction, employee benefits and contracted services being lower than expected. She discussed the appeal with the MN Department of Education and how we should pay additional rent or not pay Brian. Ms. Darling shared that 2019-2020 lease aid has been approved and Kathy and she have been monitoring the working budget.

## **6.4 Finance Committee Report**

Ms. Erickson reported that the Board will need to visit the working budget in the October 2019 meeting. Finance Committee has approved \$50,000 to the facilities committee and that \$10,000 has been added to the technology fund. Ms. Erickson also shared that WLA would be not charged to store furniture on the third floor of the building. Ms. Erickson motioned to accept the August Financial Minutes and Approve the June Financials. Ms. George seconded the motion. The motion passed unanimously.

## **6.5 Facilities Committee report**

Mr. Livingston suggested closing project meeting to make adjustments on future projects. He discussed how Shawn wants us to figure things out, space requirements, our plans for growth. Board members would like Shawn to provide us with the cost to build from scratch versus remodeling our current location. The board scheduled a "Working Board and Mission" Meeting on September 10, 2019, @ 4:30 P.M.

Mr. Livingston updated us on the green space across the road and that it would be mowed for us to utilize one we show proof of insurance. He mentioned that "9 Square" was almost up, Peaceful Playground would be completed soon, and that the playground maintenance and cleaning has been completed.

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

### **7.1 WLA Professional Development Plan for 2019-2020**

Ms. Skordahl moved to accept the Professional Development Plan for the 2019-2020 school year. Seconded by Ms. Erickson. The motion passed unanimously.

### **7.2 Discussion of Board Officer positions**

- Ms. Folks was nominated for board chair which passed unanimously. Ms. Erickson was nominated for secretary which passed unanimously. BOD tabled the Treasurer position.
- Ms. Erickson voluntarily resigned from the treasurer role to pursue the secretary role. She also resigned from the finance committee to join the governance committee.

### **7.3 Ratification of new staff employment agreements**

Ms. Folks moved to ratify employment agreements as recommended by Ms. Mortensen. Seconded by Ms. George. The motion passed unanimously.

### **7.4 Board of Directors Meeting Dates for 2019-2020**

The Board of Director Meetings will be held on:

- September 10, 2019 @ 5:00 P.M.
- September 26, 2019 @ 5:00 P.M.
- October 23, 2019 @ 5:00 P.M. (Annual Meeting)
- November 20, 2019 @ 5:00 P.M.
- December 28, 2019 @ 5:00 P.M.
- January 22, 2020 @ 5:00 P.M.
- February 26, 2020 @ 5:00 P.M.
- March 25, 2020 @ 5:00 P.M.
- April 22, 2020 @ 5:00 P.M.
- May 27, 2020 @ 5:00 P.M.
- June 24, 2020 @ 5:00 P.M.
- July 22, 2020 @ 5:00 P.M.
- August 26, 2020 @ 5:00 p.m.

### **7.5 "Why Knowledge Matters" Book Discussion- Chapters 7 and 8**

Board members discussed how Core Knowledge growth reaches all students at every level. Mr. Livingston shared a personal story. Ms. George mentioned the value of having Casey (Principal from Core Knowledge School in Fort Collins, Colorado) come in and present.

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

Agenda items for future meetings include an update on enrollment numbers.

## **9. Housekeeping**

### **Next regularly scheduled WLA Board of Directors Meeting and Training**

Ms. Folks stated that the next regular meeting is scheduled for Tuesday, September 10, 2019, at 4:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

**10. Adjournment**

Ms. Skordahl moved "to adjourn." Ms. Erickson seconded. The motion passed unanimously.

Minutes drafted and submitted by Jessica Erickson, Board Secretary.