

Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
September 26, 2019



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

**Directors Absent:** Shannon Kelly

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

**Others in Attendance:** WLA staff

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

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:08 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms George read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms George moved "to approve the agenda for the September 26, 2019 Board of Directors meeting." Seconded by Ms Skordahl. Motion passed unanimously.

**3.2 Approval of July 24, 2019, August 29, 2019 and September 12, 2019 meeting minutes**

Ms Skordahl moved "to approve the meeting minutes from the July 24, August 29, and September 12, 2019 Board of Directors meetings." 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**

Mr Andrew Sharp, Instructional Coach and K/MS Phys Ed teacher at WLA, proposed offering a Washington DC trip for 8<sup>th</sup> grade students and distributed an example trip agenda. He had run a DC trip thru WorldStrides tour group 5 times at his previous school and stated that it fits well with the CK Grade 7 and 8 Social Studies sequence. There was discussion on grades to participate, group size, price and other considerations.

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

Ms Mortensen will bring the Washington DC fieldtrip to the Finance Committee to look at cost and scholarship possibilities, and Mr Sharp will present the trip to the PTO to see if there was interest in assisting with scholarships. Ms Mortensen shared that overnight fieldtrips require Board approval, so this will need to be addressed at the October board meeting.

## **6. Board and Administration Reports**

### **6.1 Board Report**

Ms Folks reflected on the September 12 Board meeting at which the Board came to a consensus on facilities planning for the future. She distributed a list of regular Board meeting dates for the year and a draft agenda for the October Annual Meeting. She stated that there would be a regular Board meeting on October 23 for Board business. The Annual Meeting will be on October 30 at 6:00. There was discussion about the meeting agenda, presenters at the Annual Meeting, how the meeting would differ from a regular board meeting, and ideas to obtain and address public comment.

Members were asked to send suggestions to Ms Folks or Ms Mortensen for Board, Staff and Volunteer of the Year awards, which will be presented at the meeting.

### **6.2 Executive Director Report**

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

- 2019-20 enrollment update: 488 students as of today
- The Middle School teachers are touring Liberty Commons this week, a Distinguished Core Knowledge School in Colorado. Plans are to send another group of 4-5 teachers yet this fall.
- Mary Kelly, SpEd Director will be training staff on the SpEd referral process.
- Recent visitors to the school include a group from Japan looking at starting a charter school system in Japan, and a group from Nicaragua.
- Volunteers of America, WLA's authorizer, is scheduled for their annual site visit on October 9.
- Tomorrow, September 27, is a huge day for students at WLA – it's Pizza Friday! Last year's student council members will be serving.

### **6.3 Finance Director Report**

Ms Darling was not present at the meeting. Ms Folks shared that the Finance Committee met on September 17 and reviewed financials for July and August 2019. The audit is underway and appears to be going well. The audit will be presented to the Board when completed.

WLA has received the final approximate \$20,000 of lease aid from MDE for the prior year and MDE has approved 2019-2020 lease aid. She stated that the current year budget is based on ADM of 444. The budget will be revised on updated enrollment numbers and brought to the board at a future meeting. It appears WLA will end the 2018-2019 fiscal year with a 20% fund balance. \$93,000 remains in Fund 4, which WLA would like to utilize in the future.

Ms Erickson moved "to accept the July 2019 and August 2019 Financial Statements." Mr Livingston seconded. Motion passed unanimously.

### **6.4 Finance Committee Report**

Information was included with item 6.3 Finance Director Report.

### **6.5 Facilities Committee**

Mr Livingston recapped the decision made at the September 12 Board meeting to stay at the current location and remodel to meet our needs. Shawn Smith and Judith Darling are working on financial options to support the decision; Doug Feickert is working on footprint/design plans and will present at the next Facilities meeting. The Committee hopes to have a hi-level plan to present at the October Annual meeting. The next Facilities Committee meeting is scheduled for October 8 at 4:30 PM. Ms Folks shared the Finance Committee is reviewing 3 funding options, one of which is bond financing. Baird (a bond financing company) will be presenting at the next Finance Committee meeting scheduled for October 7 at 2:30.

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

### **7.1 Student Enrollment Process**

Ms Mortensen asked Ms Baumann, Office Manager to walk Board members through the Application and Enrollment process at Woodbury Leadership Academy. Ms Baumann explained the assumptions used to estimate the number of openings at the various grade levels. She then explained the different enrollment periods, the lottery process, enrollment preferences (sibling, staff and general) and waitlists. She reviewed the steps, timing and paperwork involved. Common enrollment situations and questions were discussed.

### **7.2 Approve IOwA for new MDE EDIAM System**

Ms Mortensen explained that MDE recently changed systems to manage access to secure reporting and information systems at MDE. MDE requires a new Board action item to rename the IOwA (Identified Official with Authority) for the EDIAM System. Ms Folks motioned "to approve Kathy Mortensen as the IOwA for the new MDE EDIAM system." Seconded by Ms Erickson. Motion passed unanimously.

### **7.3 Item not on Agenda**

### **7.4 Approval of new para-professional employee contract**

Ms Mortensen shared that the new employee is P Ballato, a WLA parent with a 2-year degree, working on a 4-year degree in early childhood teaching. Ms Skordahl moved to "to ratify the new para-professional employee contract for Pat Ballato." 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 finalizing the agenda for the Annual Meeting, potential new board members, appointment of a Board Treasurer, approval of the Washington DC trip, and the 2<sup>nd</sup> reading of the Retention Policy.

It was suggested that the 2018-2019 financial audit presentation and 2019-20 budget revision be scheduled for the November Board meeting.

## **9. Housekeeping**

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

Ms Folks stated the next regular meeting is scheduled for Wednesday October 23, 2019 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

## **10. Adjournment**

Mr Livingston moved "to adjourn." Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:49 PM.