

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
November 20, 2019**



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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Judith Darling (BerganKDV), Brad Falteysek (Abdo, Eick & Meyers, LLP)

Others in Attendance: None

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:02 PM.

1.2 Roll Call

Ms Baumann took roll call.

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 Agenda

Ms Erickson moved "to approve the agenda for the November 20, 2019 Board meeting." Seconded by Ms George. Motion passed unanimously.

3.2 Approval of October 23, 2019 and October 30, 2019 Board Minutes

Ms Erickson moved "to approve the October 23, 2019 and October 30, 2019 Board meeting minutes." Ms Skordahl seconded. Motion passed unanimously.

4. 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

5.1 Delegation of Public Comment Items (if necessary)

There was no public comment.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected on the Annual Meeting held on October 30th. Board members provided feedback on the meeting and agreed that it would be beneficial to do again in future years.

She shared that in order to streamline committee meetings, a standard monthly schedule has been set:

- Finance Committee – 2nd Tuesday of the month at 4:30 PM
- Governance Committee – 2nd Wednesday of the month at 4:30 PM

- Facilities Committee – 2nd Thursday of the month at 4:30 PM

6.2 Executive Director Report

In Ms Mortensen's absence, Ms Folks highlighted several items in the Director's Report included in the Board Packet:

- 2019-20 enrollment update: 484 students as of today
- The VOA formal site visit has been rescheduled for November 25th
- With the resignation of WLA's Spanish teacher, Administration is exploring options to possibly replace the Spanish elective. Board members discussed options and provided feedback to share with Ms Mortensen.
- A teacher has been hired for the Leadership Teacher position, to start in January. Meanwhile, the class is being offered with a sub filling the teacher position.

6.3 Financial Director Report

Ms Darling reviewed the amended budget which was included with the Financial Statements in the Board packet. The revised 2019-20 budget is based on 482 students, an increase from the original budget approved in April, based on 432 students. Ms Darling highlighted the major changes in budget assumptions used for the updated budget: increased ADM, increased special education revenues and expenses, increased salaries and benefits due to the addition of staff, increased lease expense offset by increased lease aid, and the addition of Safe Schools Aid revenue offset by additional expenses. The updated budget reflects a General Fund surplus of approx. \$106,000 and a Community Service Fund deficit of \$40,000.

6.4 Finance Committee Report

Ms Folks stated that the committee met in November and reviewed the October financials and the updated budget. They also reviewed several operational contracts which are included in the updated budget: floor mats, a language interpreter, and a hearing officer needed for a student incident. They discussed financial benchmarks to use for monitoring the school's financial health, and they were updated on the status of the FY2019 audit.

6.4.1 Accept October Financials and November Minutes

Ms Folks moved "to accept the October 2019 Financial Statements and November Finance Committee minutes." Ms Erickson seconded. Motion passed unanimously.

6.4.42 Approve Updated Budget

Ms Folks moved "to revise the 2019-2020 budget as presented with"

- General Fund Revenues of \$4,776,344 and General Fund Expenditures of \$4,670,453, and
- Community Service Fund Revenues of \$0 and Community Service Fund Expenditures of \$40,000."

Mr Livingston seconded. Motion passed unanimously.

6.5 Facilities Committee Report

Mr Livingston reported that the Facilities Committee did not meet in November. Lease negotiations are moving forward and are looking favorable. Ms Mortenson is meeting weekly with the architect, working on building design details.

6.6 Governance Committee Report

Ms Erickson stated that the Governance Committee meet in November and reviewed the Retention Policy and discussed an Extended Leave Policy. They reviewed the Enrollment Policy and procedures, given the enrollment for the next school year will be starting in December. It was decided to begin working on reviewing the 100 series policies.

Ms Folks engaged board members in a discussion on the PTO's sale of spirit wear. It was decided that the Board had previously approved that the PTO could use the WLA logo and that no further action was needed. She also shared that the PTO was considering the online sale of uniforms.

6.6.1 Accept November Minutes, Second Reading of Retention Policy, First Reading of Extended Leave Policy and First Reading of Series 100

Ms Erickson moved "to accept the November Governance committee minutes, the Second Reading of Policy 510 Promotion/Retention Policy, the First Reading of Policy 539 Re-Enrollment after Long-Term Leave and the First Reading of Policy Series 100 School District Policies." Ms Skordahl seconded. There was discussion. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 Audit Presentation

Mr Brad Falteysek from Abdo, Eick & Meyers, an independent audit firm, presented the FY19 audited financial statements and management letter. Mr Falteysek reported the audit opinion is an un-modified or "clean opinion" which reflects that the financial statements are materially accurate and follow Generally Accepted Accounting Principles. As part of the audit, controls and compliance with Minnesota Statutes are reviewed. There was a finding last year related to the use of a debit card which has been corrected and there are no findings this year. He informed the board of future accounting standard changes. Mr Falteysek reviewed a PowerPoint of an overview of FY19 financial information, with comparative information between years and with charter school and statewide averages. He also reviewed the sources and uses of funds (i.e., revenue and expenditure types).

Ms Folks moved "to accept the audit report as presented by Abdo, Eick & Meyers for year ended June 30, 2019." Motion seconded by Ms Erickson. Motion passed unanimously.

7.2 Ratify Employment Agreements

There were no agreements to ratify.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks thanked teacher board members for bringing an insider perspective to discussions at board meetings. She encouraged teachers to go directly to Ms Mortensen with operational concerns, and not bring them to the Board. Suggested future agenda items include an update on the lease negotiation and facilities plan.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, December 18, 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 6:30 PM.

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