

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Annual Meeting
October 30, 2019**



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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling (BerganKDV), Sean Smith (Wildamere), Doug Feickert (Colliers Architecture), Diane Thiels (PTO)

Others in Attendance: WLA Parents and Staff

I. Welcome

Ms Folks introduced herself and welcomed everyone to the WLA Annual Board meeting.

II. Call to Order & Approval of Agenda

Ms Folks called the meeting to order at 6:03 PM.

Ms Skordahl moved “to approve the agenda for the October 30, 2019 Board of Directors Annual meeting.” Seconded by Ms Erickson. Motion passed unanimously.

III. Introduction of Board Members and Speakers

Ms Folks briefly explained a typical Board meeting, the composition of the Board and Board member roles and responsibilities. She announced current open seats on the Board and encouraged anyone interested in joining the Board to complete a self-nomination form. Ms Folks then asked each Board member and speaker to introduce themselves and tell the audience why they chose to serve WLA in their current capacity. The microphone was passed to Board members and Advisors (speakers) to do so.

IV. WLA Mission and Vision

Ms Folks shared that the Mission and Vision are read at each Board meeting and guide the Board in decision making. Ms Skordahl read the WLA Mission Statement and Ms Erickson read the WLA Vision Statement.

Ms Folks also shared an unofficial vision of WLA that was developed when Board members were trying to define WLA’s lane (i.e., who WLA was):

WLA, where our students are:

- Known,
- Loved,
- Educationally Accomplished,
- Leaders!

V. Current Progress

A. Strategic Goals

Ms Mortensen shared that the Board went through a strategic planning process which identified 4 goals:

1. Further develop the Leadership Component of our program

2. Becoming a Distinguished Core Knowledge Program (are only 10 in the country)
3. Set Clear Financial Targets
4. Long-term Facilities Planning Goals

Ms Griffith, WLA Dean of Students, gave an over view of the Core Knowledge curriculum, describing the Core Knowledge sequence and explaining the Four C's of the curriculum:

1. Content Rich
2. Coherent
3. Cumulative
4. Content-Specific

She also explained how Core Knowledge aligns with Minnesota academic standards. She then explained the requirements for becoming a Distinguished Core Knowledge School, a goal WLA is working towards.

B. PTO Update

Ms Thiels explained that the WLA PTO was started last year and is a separate entity from the school. PTO stands for Parent Teacher Organization and was established to support the school. All parents and guardians of WLA students are automatically members of the PTO. One major fundraiser is held each year, the Apex Fun Run. Currently, the PTO is purchasing artwork that aligns with the Core Knowledge curriculum to be hung in the hallways. She shared a list of other past and future activities sponsored by the PTO. Ms Thiels encouraged parents to volunteer, attend events and come to PTO meetings.

C. Academic Update

The Core Knowledge curriculum utilized by WLA was covered in Ms Griffith's presentation in item A. Strategic Goals.

D. Financial Update

Ms Darling (BerganKDV) showed a breakout of the sources of revenue, with 97% of WLA's revenue coming from State aid. She also showed a breakout of expenses, both by object (type) and by program. Enrollment at WLA is trending up, which drives both revenues and expenses. WLA has a healthy cash balance in the bank and a line of credit which has not been used. Ms Darling explained fund balance % (a financial indicator used by schools), pointing out that WLA is at its targeted fund balance % of 20%. She noted that WLA's per student revenue and per student expense are lower than both ISD 833 and the state average. The primary reason for this is the inability for charter schools to collect property taxes.

E. Facilities Update

Mr Livingston explained that the Facilities Committee was established in 2018 to assist with finding WLA's current location, with the assistance of Sean Smith (Wildamere). The Committee continues to work with Mr Smith to provide guidance to the Board on future facilities plans. Changes made to the 1st floor during summer 2019 were planned to align with the long term facilities plan of the school. For the 2020-2021 school year, WLA plans to increase enrollment and take over the 3rd floor. Summer 2020 plans include a renovation of the 2nd floor and 3rd floors to better serve the needs of WLA. Mr Livingston shared draft architectural plans (prepared by Doug Feickert-Colliers Architecture) of the demolition and rebuild plans for 2nd and 3rd floors. He also showed plans for future changes to 1st floor which include an expansion to add a 1-story addition of a gym/performance center/gathering space. This expansion would begin in the summer, with completion some time mid-year. Mr Livingston finished the presentation by showing a draft site plan of a WLA "campus" expansion concept that could be possible in the future if the school continues its growth.

VI. Recognitions

Recognition of “2019 Staff Member of the Year”

Ms Mortensen shared that selection of a staff member of the year was difficult since there are so many that contribute to the success of the school. She decided to recognize two staff members for 2019, one veteran staff member and one new staff member. Based on staff input, recognized are:

- Megan Nafe was recognized as 2019 Veteran Staff Member of the Year, and
- Colleen Lautenbach was recognized as 2019 New Staff Member of the Year.

Recognition of “2019 Volunteer of the Year”

Ms Thiigs and the PTO Board selected Susan McMahon as the 2019 Volunteer of the Year. Ms McMahon, along with her family, have volunteered for years in many capacities at WLA.

Recognition of “2019 Board Member of the Year”

Ms Folks recognized Ro Krejci as 2019 Board Member of the Year. The Board selected Ms Krejci because of her tremendous dedication to the school over many years since inception, including service on the Board of Directors from April 2016 to July 2019.

A short Question & Answer session was held.

VII. Adjournment of Annual Meeting

Ms Folks stated the next regular WLA Board of Directors Meeting is scheduled for November 30, 2019 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

Mr Livingston moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:45 PM.