

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
October 23, 2019**



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

Directors Absent: None

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

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 5:07 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Skordahl 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 meeting agenda for the October 23, 2019 Board meeting.”
Seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of September 26, 2019 Board Minutes

Ms Kelly moved “to approve the Board minutes from the September 26, 2019 Board meeting.” Ms Erickson 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 reminded members of the Annual Meeting scheduled for October 30th at 6:00 PM and shared efforts to advertise the meeting to WLA stakeholders. Board members previewed a draft of the PowerPoint presentation for the meeting and provided input to the presentation. Board members agreed

that putting together and discussing the Annual Meeting agenda and presentation was an educational process, providing broad insight of the status of WLA.

6.2 Executive Director Report

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

- 2019-20 enrollment update: 486 students as of today
- An all staff workshop was held October 21, with Dave DenHartog, Mary Kelly and WLA Administration leading the professional development sessions.
- Ms Mortensen meet with the YMCA, giving notice that the WLA site would not be available for YMCA use during summer 2020.
- Parent/Teacher conferences were held with high parent turnout for all grades.
- Ms Mortensen reviewed Spring 2019 MCA scores and Fall 2019 MAP scores.

6.3 Financial Director Report

Ms Darling reviewed the September Financial Statements which were included in the Board packet. The audit is almost complete and will be presented at the November meeting. Ms Darling has been working with Ms Mortensen on updating assumptions used for the working budget. A revised 2019-20 budget will be presented for Board approval at the November meeting. Ms Mortensen described the purpose and role of a Leadership Teacher which will be included in the revised budget.

6.4 Finance Committee Report

Ms Folks stated that two meetings were held in October. The first was to review potential facility financing options of bonding and of establishing an unaffiliated building company to purchase the building. There was discussion on the implications of purchasing the building versus a long term lease. The second meeting was to review financial statements, budget items for 2019-20 budget, and the finance portion of the Annual Meeting presentation.

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

6.5 Facilities Committee Report

Mr Livingston reported that the Facilities Committee also held two meetings in October. The first was to discuss options for finishes for 2nd and 3rd floors, the use of the outdoor space across the road, and the idea of involving the PTO in funding the cost of finishing a room. The second meeting focused on reviewing draft architectural plans of the "campus" footprint, building plans for 1st, 2nd, and 3rd floors, and plans for a gym/performance center/lunch space addition. Board members discussed the footprint and building plans and provided input to be shared with the architect.

Ms Kelly moved "to accept the October 8, 2019 Facilities Committee minutes." Ms Erickson seconded. Motion passed unanimously.

Mr Livingston motioned "to move forward with updated lease negotiations." Ms Skordahl seconded. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 IoWA EDIAM Designation

Ms Mortensen explained that a motion had been made at the September Board meeting to designate her as the IoWA, but the wording of the motion did not meet MDE requirements.

Ms Kelly made a motion "for the designation of the IoWA EDIAM Designation of identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all users access rights to Minnesota state systems must be reviewed and recertified at least annually.

The identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Kathleen Mortensen to act as the Identified Official with Authority (IoWA) for Woodbury Leadership Academy 4228-07." Motion seconded by Ms Erickson. Motion passed unanimously.

7.2 Ratify Employment Agreements

Ms Mortensen shared that WLA hired Maria Mascote Espinoza in August as a daytime custodian. Ms Erickson moved to "to ratify the custodian employment agreement for Maria Mascote Espinoza." Seconded by Ms Skordahl. Motion passed unanimously.

7.3 Green School Network Contract

Ms Mortensen presented the Green School Network contract, stating that it is in the budget. The contract is for services in three areas: 1) Development of Administrative staff, 2) Development of measurement benchmarks to ensure K-8 Leadership Curriculum is providing leadership growth, and 3) working with Middle School staff to develop rigorous instructional practices. There was discussion about the services in the agreement. Ms Mortensen was asked to bring the contract back to the next meeting with more clarity of the deliverable products of the contract.

7.4 Wolf Ridge contract for 2020 and permission for overnight fieldtrip

Ms Erickson shared that the 2020 Wolf Ridge grade 5 field trip has been scheduled for September 23-25, 2020. Mr Livingston moved "to approve the Wolf Ridge contract for 2020 and permission for an overnight fieldtrip contract." Seconded by Ms George. Motion passed unanimously.

7.5 Washington DC 2020 overnight fieldtrip and permission to move forward with planning

Ms Mortensen informed Board members that there is no contract for the proposed Washington DC 2020 overnight fieldtrip, but she requested permission to go ahead with planning. Ms Erickson moved "to proceed with the plans for a 2020 Washington DC overnight fieldtrip." Seconded by Ms Skordahl. Motion passed unanimously.

7.6 Treasurer

Ms Folks shared that WLA Board treasurer position was still vacant. She shared specific tasks that the treasurer performs and requested Board members appoint her interim treasurer so that someone is authorized to perform those tasks, if needed. She asked if anyone else would be interested in an interim role. Ms Skordahl stepped forward and volunteered to step into the role of Board Treasurer. She indicated that she does not have experience and would require training, but is interested in the position. Ms Folks moved "to nominate Ms Skordahl to be the WLA Board treasurer." Seconded by Ms George. A roll call vote was taken. Mr Livingston, Ms George, Ms Erickson, Ms Folks, Ms Skordahl, and Ms Kelly voted for the motion. There were no votes against or abstentions. Motion passed unanimously.

7.7 Additional Board Member

Ms Folks shared that the individual that Mr Livingston was recruiting to the Board has decided against joining, so there are no candidates at this time. She indicated that she would make an appeal for candidates at the Annual Meeting.

Ms Kelly shared that her job has an increased level of responsibility and requires numerous nights working, so she is unable to attend many of the Board and Facilities Committee meetings. She comes when able, but feels she is not carrying her share of the workload. There was discussion and Board members encouraged Ms Kelly to remain on the Board and participate when able.

Ms Kelly offered to step down from the Facilities Committee. Mr Livingston moved "to remove Ms Kelly from the Facilities Committee." Seconded by Ms Erickson. Motion passed unanimously.

7.8 Ratification to change in Bylaws

Ms Folks shared the current Board composition in the bylaws and the process to change the bylaws to add the words "up to" 3 members in each of the 3 categories. The changes have been discussed at

several previous Board meetings and have gone through the required process of a teacher vote and Authorizer review, and are now ready for final approval by the Board.

Ms George moved “to ratify the WLA Bylaws to state WLA will have a Governing Board composed of:

- Up to 3 Community Members,
- Up to 3 current WLA Parents, and
- Up to 3 current WLA Teachers”

Motion was seconded by Ms Erickson. A roll call vote was taken. Mr Livingston, Ms George, Ms Erickson, Ms Folks, Ms Skordahl, and Ms Kelly voted for the motion. There were no votes against or abstentions. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Suggested future agenda items include presentation of the 2018-19 audit, the 2019-20 budget revision, and the 2nd reading of the Retention Policy.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is the Annual Meeting scheduled for Wednesday October 30, 2019 at 6:00 PM in the gym at 8089 Globe Drive, Woodbury, MN. The November regular meeting is scheduled for Wednesday, November 20, 2019 at 5:00 at the same location.

10. Adjournment

Ms Kelly moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:55 PM.