

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
September 29, 2022**



Directors Present: Mandi Folks, Julie Ohs, Shelbi Pool, Ryan Sheak, Natalie Sjoberg, Jolene Skordahl, Rich Washington

Directors Absent: N/A

Administration Present: Dr Kathleen Mortensen (Executive Director), Ben Broderick (Principal)

Advisors Virtual: Brenda Kes (BerganKDV)

Others in Attendance: Shawn Smith (Wildamere), Paul Reinke (Mayor/Project Consultant), Ashley Ptacek (PTO President)

Meeting was live streamed for viewing and posted to the WLA website.

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms. Pool called the meeting to order at 5:30PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Skordahl moved to amend 6.4 to approve June and July financials for the finance committee report.

Ms. Folks seconded. Motion passed unanimously.

3.2 Approval of June 22, 2022 Meeting Minutes

Ms. Folks moved “to approve the July 27, 2022 meeting minutes.” Ms. Sjoberg seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

Ms. Pool 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

There was no public comment.

6. Board and Administration Reports

6.1 Board Report

Ms. Folks moved to appoint Richard Washington to the Board and accept Shannon Kelly’s resignation from the Board. Ms. Ohs seconded. Motion passed unanimously.

6.2 Director Report

Ms. Mortensen reported on the Director's Report. Items that were highlighted include:

- To achieve one of WLA's strategic planning goals, our Professional Learning Communities (PLCs) will have a tight focus on working towards becoming a Core Knowledge School of Distinction and using data to inform our instruction and raise test scores
- Our MCA results indicate that WLA students made substantial progress in reading, math, and science in most grade levels.
- The budget is on target to meeting our projections.
- K&S Music will be offering many programs through our facilities.
- WLA is partnering with the City of Woodbury to share our facility for recreational events as well as community education courses.

6.3 Financial Director Report (BKDV)

Ms. Kes reviewed the June 2022 Executive Summary for the fiscal 2022-2023 school year that is in the Board packet. The audit is scheduled for next month. Ms. Kes noted that we ended the fiscal year at 635 ADM which had WLA ending on budget. The school currently has 105 days' cash on hand which is well above the requirement. The year was 100% complete, revenues are at 100.3% and expenditures disbursed are at 97.5% of the reporting period.

Ms. Kes reviewed the June Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

Ms. Kes reviewed the July 2022 Executive Summary in the Board packet, noting the actual ADM is still working due to enrollment and waiting for students to begin. The school currently has 92 days' cash on hand which is well above the requirement. The year is 8% complete, revenues are at 8% and expenditures disbursed are at 2.6% of the reporting period.

Ms. Kes reviewed the July Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the June and July financial statements. The Committee reviewed the enrollment projections and possible staffing additions. The Committee also reviewed the recommended change in health plans and decided they should move forward with those plans.

6.4.1. Accept June and July Financials and August Finance Committee Minutes

Ms. Skordahl motioned "to approve June and July Financial Statements and August Finance Committee Minutes." Ms. Ohs seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

Ms. Sjoberg reported the Governance Committee met and discussed Policy 515, MCA requirement document update, Policy 709, Policy 612.1, access to counsel by the Board, and policies of Board involvement with student discipline.

6.5.1. Accept August Governance Committee Minutes and enter Policy 515 (Protection and Privacy of Pupil Records) into reading.

Ms. Sjoberg motioned "to accept August Governance Committee Minutes and enter Policy 515 (Protection and Privacy of Pupil Records) into first reading." Ms. Skordahl seconded the motion. Ms. Folks, Ms. Ohs, Ms. Pool, Mr. Sheak, Ms. Sjoberg, Ms. Skordahl, Mr. Washington voted yes. No abstentions. No votes against. Motion passed.

6.5.2. Governance Committee presents their recommendations for access to counsel by the Board.

Ms. Sjoberg discussed that the Committee decided all Board members will be given the information on how they can access counsel by the Board. It will remain that the Board Chair and Executive Director will have direct access to counsel. If a Board member would like access, they can go to the Board Chair and Executive Director. This helps streamline the use of counsel and reduce repetitiveness.

6.5.3. Governance Committee presents their recommendations for a policy regarding student discipline and to what degree and when the BOD gets involved. Furthermore, specific guidance for when and how school administration involved the Board at all and for avoiding conflicts of interest, if Board member's children are involved.

Ms. Sjoberg mentioned that this is highlighted in Policy 506. The Board will be notified if there is a suspension for over 5 days, any decisions on expulsion, and any high profile discipline issues. If a Board member has a student involved in any board related discipline decisions, they will declare a conflict of interest. The discipline policy and process is the same for non-Board member and Board member related students.

6.6 Facilities Committee Report

6.6.1. Accept August Facilities Committee Minutes.

Ms. Folks directed attention to Jason Livingston, Shawn Smith, and Paul Reinke for the "School House Addition" presentation. Mr. Livingston went over a brief history of where WLA started and where we are today. Mr. Smith went over the project team that helped with the addition to WLA and discussed the project overview of building information and sources and uses of funds. Mr. Reinke discussed some highlights and challenges with the addition. Some additions were: teamwork and communication, low borrowing costs, delivered under budget, new logo and mascot, and established a great relationship with the city. Some challenges were: delays, supply chain, cold winter, storm shelter, and COVID. Mr. Reinke discussed the milestones WLA had gone through from start (June 2018) to finish (August 2022). Mr. Smith showed pictures to show the process of the project.

Ms. Folks moved "to accept August Facilities Committee Minutes." Ms. Ohs seconded the motion. Motion passed unanimously.

7. Board Training, Discussion, and Business

7.1 Strategic Plan Update

Dr. Mortensen mentioned she discussed this in her Director's Report.

7.2 YMCA Contract

Ms. Pool directed the Board to the YMCA Contract for the before and after school care as well as using our facility for their summer program. Ms. Folks motioned "to approve the YMCA Contract included in the Board packet." Ms. Skordahl seconded. Motion passed unanimously.

7.3 Annual Designations

Ms. Pool directed the Board to the Annual Designations which gives an overview of Board Member Designations. Ms. Folks motioned "to approve the Annual Designations." Ms. Ohs seconded. Motion passed unanimously.

7.4 Annual Meeting Planning

There was discussion to review planning for the Annual Meeting that will at the next Board meeting. The Annual Meeting will focus on WLA's Strategic Plan in order to help stakeholders understand the mission and vision and what WLA's future will look like.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Board meetings will be on Thursdays moving forward. Ashley Ptacek introduced herself as the new PTO President.

Ms. Sjoberg reviewed the VOA Timeline and reminded the Board that the next meeting, the lawyer is coming in for a two trainings and they will need an Academic Report from Megan Nafe on the MCA's.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, September 22nd, 2022

Time: 5:30pm

Location: WLA, Room 117, Building A – 8089 Globe Drive, Woodbury, MN 55125

10. Adjournment

Ms. Sjoberg motioned “to adjourn tonight’s meeting.” Ms. Folks seconded the motion. Motion passed unanimously. The meeting adjourned at 7:01 PM.

Minutes drafted by Casidee Schrandt, Board Clerk (non-Board member); submitted by Mandi Folks, Board Secretary.