

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
October 26th, 2022**



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

**Directors Absent:** Natalie Sjoberg

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

**Advisors Virtual:** BerganKDV

**Others in Attendance:** N/A

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 Ohs read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms. Folks moved “to approve the October 26, 2022 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

**3.2 Approval of September 22, 2022 and October 3, 2022 Meeting Minutes**

Ms. Folks moved “to approve the September 22 and October 3 meeting minutes.” Mr. Sheak 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**

Ms. Pool noted that there were no public comments.

**6. Board Training**

**6.1 Board Report**

Ms. Pool reminded the Board that they had completed the Strategic Goals earlier this year. Ms. Pool highlighted a few key points of where we are in regards to our goals. She noted that WLA is on target

for our ADM and we will hear more about this later tonight. Our current ADM is 693 which is up for the 5th consecutive year and we are also up by 58 students from last year. We are on track for sustainable growth. Our new facility has been able to give WLA the opportunity to start adding in traditions again while also cultivating new partnerships within the community and introducing new activities as well. These all help build our WLA community goal. For our third goal, staff had recently used a data dig day to utilize data to inform instructional practices.

## **6.2 Director Report**

Ms. Mortensen discussed the Director Report.

- VOA (authorizer) was onsite and conducted our annual onsite visit and found that WLA is on track and had no issues.
- Ms. Mortensen would like the Board to start thinking about expanding for Pre-K or 9th grade.
- City of Woodbury is starting events at our facility as well
- Survey results have been processed and a memo will go out Friday. We had a 25% response rate. Many stakeholders had questions regarding finances, the timing, and other minor inquiries.
- Ms. Mortensen introduced Mr. Sharp to discuss the Washington DC trip for 7th and 8th graders.
  - o Mr. Sharp presented about how the Washington DC trip went this past summer and was asking for Board permission to go again next summer.

Ms. Folks made a motion for the Board's approval "for the 7th/8th graders to attend the Washington DC trip in June 2023." Ms. Skordahl seconded the motion. Motion passed unanimously.

## **6.3 Financial Director Report (BKDV)**

Ms. Kes reviewed the September 2022 Executive Summary in the Board packet, noting the actual ADM is 693. The school currently has 105 days' cash on hand which is well above the requirement. The year is 25% complete, revenues are at 25.1% and expenditures disbursed are at 18.1% of the reporting period. Ms. Kes reviewed the September Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports. Ms. Pool asked a question about an overdraft fee. Ms. Kes explained that the bank had made an error and will be refunding this amount.

## **6.4 Finance Committee Report**

Ms Skordahl reported that the Finance Committee met on October 12<sup>th</sup>. The Committee spent time discussing the financial statements for September 2022. The committee discussed the implications of merging with MSA. There was some discussion on if MSA and WLA discuss merging more seriously, what the process would look like on looking into their financials.

### **6.4.1. Accept September Financials and October Finance Committee Minutes**

Ms. Skordahl motioned "to approve September Financial Statements and October Finance Committee Minutes." Ms. Folks seconded the motion. Motion passed unanimously.

## **6.5 Governance Committee Report**

Ms. Pool reported the Governance Committee met October 13th and discussed several policies. Ms. Pool discussed the Policy regarding removal of a Board Member and put that in for approval for second reading.

### **6.5.1 Accept October Governance Committee Minutes and revised Code of Ethics for Board Members, and enter policies 806 and 807 into second reading.**

Ms. Pool made a motion “to accept October Governance Committee Minutes and revised Code of Ethics for Board Members, and enter policies 806 and 807 into second reading.” Ms. Skordahl seconded the motion. Motion passed unanimously.

## **6.6 Facilities Committee Report**

Ms. Folks reported that the Facilities Committee met on October 11th. The committee discussed ideas of what could be added to the fields across from the school, recess equipment for the older grades in the bus loop, and also the facilities if there was a merger.

### **6.6.1. Accept September Facilities Committee Minutes.**

Ms. Folks made a motion “to accept October Facilities Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.

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

### **7.1 Approval of Annual Report**

Dr. Mortensen discussed the Annual Report briefly and the need for Board approval. The report reviews many items regarding WLA from the past year.

Ms. Folks made a motion “to approve the Annual Report.” Ms. Skordahl seconded the motion. Motion passed unanimously.

## **8. Board Communication & Future Items**

### **8.1 Board Communication/Future Agenda Items – Reflection**

Ms. Pool suggested to the Board that they have a working session in regards to the discussion and planning of expanding to PreK or 9th grade. The Board agreed to have this working session towards the end of the next Board meeting (November 17th).

## **9. Housekeeping**

### **WLA Annual Board of Directors Meeting**

Date: Thursday, November 17th, 2022

Time: 5:30pm

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

## **10. Adjournment**

Ms. Skordahl motioned “to adjourn tonight’s meeting.” Ms. Ohs seconded the motion. Motion passed unanimously. The meeting adjourned at 6:25 PM.

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

DRAFT