

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
November 17th, 2022**



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

**Directors Absent:** Rich Washington

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

**Advisors Virtual:** BerganKDV

**Others in Attendance:** Brad Falteysek (Auditor from Abdo)

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 5:34PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**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. Folks moved “to approve the November 17, 2022 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

**3.2 Approval of October 26, 2022 Meeting Minutes**

Ms. Folks moved “to approve the October 26, 2022 meeting minutes.” Ms. Ohs seconded. Mandi Folks, Julie Ohs, Shelbi Pool, Ryan Sheak, Jolene Skordahl voted yes. Zero votes for no. Natalie Sjoberg abstained. Motion passed.

**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 Annual Audit Presentation**

Brad presented on the Annual Audit and reviewed the average daily membership and general fund expenditures over the years. He reported that nothing came to their attention that caused them to believe that Woodbury Leadership Academy failed to comply with the provisions of the Minnesota Legal Compliance Audit Guide for Charter Schools.

#### **6.1.1. Approve Audit**

Ms. Folks made a motion “to approve the Annual Audit.” Mr. Sheak seconded. Motion passed unanimously.

#### **6.2 Board Report**

Looking forward to the working session to make sure we are on track for our strategic plans and to put some action steps towards these.

#### **6.3 Director Report**

Ms. Mortensen discussed the Director Report. A few highlights from the report that Ms. Mortensen touched on were:

- We have filled our health services position and also hired a new paraprofessional
- Shout out to 3rd grade students and teachers - they have already achieved 40% proficiency with where they should be by the end of the school year!

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

Ms. Kes reviewed the October 2022 Executive Summary in the Board packet, noting the actual ADM is 693. The school currently has 109 days’ cash on hand which is well above the requirement. The year is 33% complete, revenues are at 33.3% and expenditures disbursed are at 26% of the reporting period.

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

#### **6.5 Finance Committee Report**

Ms Skordahl reported that the Finance Committee met on November 9. During this meeting, the committee reviewed financial statements for October 2022. The committee also discussed the potential merger implications.

##### **6.5.1. Accept October Financials and November Finance Committee Minutes**

Ms. Skordahl motioned “to approve October Financial Statements and November Finance Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.

#### **6.6 Governance Committee Report**

Ms. Sjoberg reported the Governance Committee met November 10th and discussed several policies. The committee edited the Board Code of Ethics and there was some discussion on the best way to present or review these to Board Members.

##### **6.6.1 Accept November Governance Committee Minutes and revised Code of Ethics for Board Members, enter policies 413, 801, 418, 902, 908, and 908F into second reading and enter the 200s series into first reading**

Ms. Sjoberg made a motion “to accept November Governance Committee Minutes and revised Code of Ethics for Board Members, enter policies 413, 801, 418, 902, 908, and 908F into second reading and enter the 200s series into first reading.” Ms. Skordahl seconded the motion. Motion passed unanimously.

#### **6.7 Facilities Committee Report**

Ms. Ohs reported that the Facilities Committee met on November 8th. Certificate of final completion is delayed due to supply shortage on battery back-up breakers. These should arrive in January 2023.

#### **6.7.1. Accept November Facilities Committee Minutes.**

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

#### **6.7.2. Appoint Rich Washington to the Facilities Committee**

Ms. Pool made a motion to “Appoint Rich Washington to the Facilities Committee.” Ms. Ohs seconded the motion. Motion passed unanimously.

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

#### **7.1 Merger with MSA Update**

Dr. Mortensen discussed that there have been multiple meetings held with MSA, WLA, and sub committee meetings to prepare ideas to consider merging with MSA. These meetings have been held to gather as much information to help the Board decide if they would like to move forward or not. More information will be shared during the working session.

#### **7.2 Strategic Planning Working Session**

Ms. Pool noted that the Board is completing the final step in suggestions from the authorizer to work on during the working session tonight. The Board has taken the steps seriously to complete. Ms. Pool reviewed the strategic goals in order to keep them in mind for our working session.

#### **7.3 Review Student Enrollment Process**

Woodbury Leadership open enrollment begins Dec. 1 - Jan 31. The lottery this year is February 1st. Enrollment Showcase is December 8th in hopes to bring in new families. WLA may also be moving to online registration as well.

Ms. Pool made a motion “to amend the agenda to add the contracts of the new Health services and new paraprofessional.” Roll call vote: Ms. Folks, Ms. Ohs, Ms. Pool, Mr. Sheak, Ms. Sjoberg, and Mrs. Skordahl all voted yes. Motion passed unanimously.

Ms. Pool made a motion “to ratify Brianna Klein and Peter Niederbach’s employment agreements. Ms. Folks seconded the motion. Motion passed unanimously.

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

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

Our working sessions will help give the Board more clarity on what they will be working on next.

### **9. Housekeeping**

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

Date: Thursday, December 15th, 2022

Time: 5:30pm

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

### **10. Adjournment**

Ms. Folks motioned “to adjourn tonight’s first part of meeting.” Ms. Ohs seconded the motion. Motion passed unanimously. The meeting adjourned at 6:44 PM.

## **Working Session Notes 11/17/22**

### **Strategic Plan Action Steps:**

- Exercise Fiscal Responsibility
  - Develop a small group to work on salaries prior to March contracts to regularly check and ensure
  - Maintain and increase enrollment - increase marketing of our school and events, have brochures out during events so visitors can take and learn more about WLA
- Provide a safe and healthy learning environment that celebrates our diversity and builds community
  - Ideas to capture our diverse school
    - Mural, website updates, bulletin boards around the school, able to show off our diverse school when people visit for tours and events
  - Assemblies - start up again
  - Mr. Broderick will present updates at each Board Meeting about events and diversity updates
- Establish WLA as a respected destination school in the area, known for high academic achievement, and ranked nationally as a Core Knowledge School of Distinction
  - Ms. Nafe will give Mr. Broderick updates about the curriculum and the status of our school becoming a Core Knowledge of Distinction school and he will report it at each Board meeting.

### **Merger Discussion**

- Dr. Mortensen presented to the Board information regarding the possible merger and the early discussions with both parties.
- The Board discussed that they had many questions they would like answered and able to discuss. They discussed benefits and costs of merging with MSA.
- Discussed having a working session with MSA so both schools could meet and discuss.

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

DRAFT