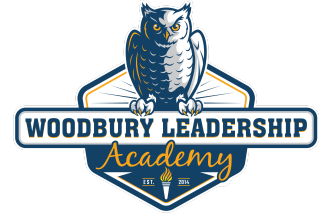


**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
May 24, 2023**



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

**Directors Absent:** Ryan Sheak, Natalie Sjoberg

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

**Advisors Virtual:** BerganKDV, VOA Representative

**Others in Attendance:** A few WLA parents.

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 5:32 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Ms. Pool 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 May 24, 2023 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

**3.2 Approval of April 27, 2023 Meeting Minutes**

Ms. Ohs moved “to approve the April 27, 2023 meeting minutes.” Ms. Folks 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**

No comments.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms. Pool noted that Dr. Mortensen’s feedback survey will be sent out tomorrow. Ms. Pool created a dashboard tool to keep the Board on track every year for different tasks.

## **6.2 Director Report**

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

- In the process of renewing employee agreements and filling positions for the next school year.
- New principal, Nick Rice, will be shadowing next week to see our school.
- Going forward with the perimeter fence, replacing the office carpet, new technology, and added curriculum to finish the financial year.

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

Ms. Kes reviewed the April 2023 Executive Summary in the Board packet, noting the actual ADM is 666. The school currently has 92 days' cash on hand which is well above the requirement. The year is 83.3% complete, revenues are at 82.7% and expenditures disbursed are at 78.6% of the reporting period. Ms. Kes reviewed the April Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports. Ms. Kes reviewed and explained the projected 23-24 budget.

## **6.4 Finance Committee Report**

Ms Skordahl reported that the Finance Committee met on May 10. During this meeting, the committee reviewed financial statements, the proposed budget for the 23-24 school year, and many contracts to be approved at the Board Meeting.

### **6.4.1. Accept April Financials and May Finance Committee Minutes**

Ms. Skordahl motioned "to approve April Financial Statements and May Finance Committee Minutes." Mr. Washington seconded the motion. Motion passed unanimously.

### **6.4.2 Approve the 2023-2024 Proposed School Budget**

Ms. Skordahl motioned "to approve the 2023-2024 School Budget." Ms. Folks seconded the motion. Motion passed unanimously.

### **6.4.3 Approve Transportation Contract - Monarch**

Ms. Skordahl motioned "to approve the Monarch Transportation Contract." Ms. Ohs seconded the motion. Discussion ensued. Motion passed unanimously.

### **6.4.4 Approve the Special Education Contracts**

Ms. Skordahl motioned "to approve the Special Education Contracts." Ms. Folks seconded the motion. Motion passed unanimously.

### **6.4.5 Approve the Food Service Contract**

Ms. Skordahl motioned "to approve the Food Service Contract." Ms. Folks seconded the motion. Discussion ensued. Motion passed unanimously.

### **6.4.6 Approve the Vendor Services and Contracts**

Ms. Skordahl motioned "to approve the Vendor Services and Contracts." Ms. Folks seconded the motion. Motion passed unanimously.

### **6.4.7 Accept Bruna Burns resignation from the Finance Committee due to moving out of state**

Ms. Skordahl motioned "to accept Bruna Burns resignation from the Finance Committee" Ms. Ohs seconded the motion. Motion passed unanimously.

## **6.5 Governance Committee Report**

Ms. Pool reported the Governance Committee met on May 18. During this meeting, there was discussion regarding a few policies and suggested that new Board Members would join the Governance Committee.

### **6.5.1. Accept May Governance Committee Minutes and enter policies 410 and 538 into second reading.**

Ms. Pool motioned “to approve May Governance Committee Minutes and enter policies 410 and 538 into second reading.” Mr. Washington seconded. Motion passed unanimously.

## **6.6 Facilities Committee Report**

Ms. Ohs reported that the Facilities Committee met on May 4. During this meeting, the committee discussed the playground purchase order and steps needed to get ready for the playground.

Ms. Ohs motioned “to approve the May Facilities Committee Minutes.” Ms. Skordahl seconded. Motion passed unanimously.

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

### **7.1 Elections Update**

Ms. Folks informed the Board that the Elections start next week and encouraged stakeholders to vote! Discussion ensued.

### **7.2 Ratify Employment Agreements**

Ms. Folks motioned “to ratify the list of employment agreements.” Ms. Ohs seconded. Motion passed unanimously.

### **7.3 Amend School Calendar to include snow days and added flex learning days**

Ms. Folks motioned “to approve the amended school calendar to include snow days and added flex learning days.” Ms. Ohs seconded. Motion passed unanimously.

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

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

Ms. Pool reported that the Board is excited for the Elections. At the next Board meeting, we will seat new members and unseat members that have an expiring seat. Discussion ensued regarding next month’s agenda.

## **9. Housekeeping**

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

Date: Thursday, June 22, 2023

Time: 5:30pm

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

## **10. Adjournment**

Ms. Folks motioned “to adjourn tonight’s meeting.” Ms. Folks seconded the motion. Motion passed unanimously. The meeting adjourned at 7:09 PM.

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

DRAFT