

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
June 22, 2023**



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

Directors Absent: Julie Ohs

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

Advisors Virtual: N/A

Others in Attendance: Nicole Stevens, Patrick Vollmuth, and Mike Balint

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. Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Pool moved “to amend the agenda and move 7.4 Seating new Board Members to 9.1.3” Ms. Skordahl seconded. Motion passed unanimously.

Ms. Pool moved “to approve the June 22, 2023 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

3.2 Approval of May 24, 2023 Meeting Minutes

Ms. Pool moved “to approve the May 24, 2023 meeting minutes.” Mr. Washington 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 reported that some Board members and WLA staff attended the VOA Conference last week and learned a lot regarding finances, Board training, etc. A few Board members shared their experience at the VOA Conference and what they learned. WLA received awards for academic excellence and finance.
- Ms Pool also took a moment to thank our Board members that are leaving for their service (Mandi Folks and Natalie Sjoberg).

6.2 Director Report

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

- Highlighted various employee agreements for teachers moving to a new position or filling a position
- Final walk through on construction and noting the need to address the sound system.
- New carpet in the office, renovation for the new RTI room, replacing carpet and putting in tile, installing a fence around the perimeter.
- D.C. Trip was a success, summer school is going well, Responsive Classroom will host a training at our school in August.
- Administrative growth planning and timeline for replacing her role as Executive Director

6.3 Financial Director Report (BKDV)

Ms. Folks reviewed the May 2023 Executive Summary in the Board packet, noting the actual ADM is 669. The school currently has 101 days' cash on hand which is well above the requirement. The year is 91.6% complete, revenues are at 91.6% and expenditures disbursed are at 89.6% of the reporting period. Ms. Folks reviewed the May Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

Ms Folks reported that the Finance Committee met on June 14. During this meeting, the committee reviewed financial statements and the proposed amended budget for the 22-23 school year.

6.4.1. Approve May Financials and June Finance Committee Minutes

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

6.4.2 Approve the amended 2022-2023 School Budget with revenues of \$7,866,481 and expenditures of \$7,602,983.

Ms. Folks motioned "to amend the 2022-2023 School Budget with revenues of \$7,866,481 and expenditures of \$7,602,983." Ms. Skordahl seconded the motion. Motion passed unanimously.

6.4.3 Approve Mandi Folks to remain on the Finance Committee after her Board role is complete.

Ms. Skordahl motioned "to approve Mandi Folks to remain on the Finance Committee after her Board role is complete." Mr. Washington seconded the motion. Shelbi Pool, Ryan Sheak, Jolene Skordahl, and Rich Washington voted yes. Mandi Folks abstained. Motion passed.

6.5 Governance Committee Report

Ms. Sjoberg reported the Governance Committee met on June 8. During this meeting, there was discussion regarding committee chair and members, handbooks, uniform logos, and a few policies.

6.5.1. Accept June Governance Committee Minutes, enter policies 524 and 522 into second reading, and enter policy 540 into first reading.

Ms. Pool motioned “to accept June Governance Committee Minutes, enter policies 524 and 522 into second reading, and enter policy 540 into first reading.” Ms. Skordahl seconded. Motion passed unanimously.

6.5.2. Discussion of committee membership and roles and accept new committee member Richard Washington.

Ms. Pool motioned “to accept Rich Washington as an official member of the Governance Committee .” Mr. Sheak seconded. Motion passed unanimously.

6.6 Facilities Committee Report

Mr. Sheak reported that the fence company will be in on June 23, 2023 to begin construction to provide safety for our facility. Mr. Sheak met with the city to navigate what needs to be done prior to the playground project. The committee is working on the sound system in the gym and how we can improve it.

7. Board Discussion and Business

7.1 Ratify Employment Agreements

Ms. Pool motioned “to ratify the employment agreements as listed in the Director’s report.” Mr. Washington seconded. Motion passed unanimously.

7.2 Approve student trip to Boston for spring of 2024.

Ms. Pool motioned “to approve the student trip to Boston for spring of 2024.” Ms. Skordahl seconded. Motion passed unanimously.

7.3 Accept the Election Results

Ms. Folks motioned “to accept the election results.” Mr. Washington seconded. Motion passed unanimously.

7.4 Seat new Board Members

Moved to 9.1

7.5 Set 2023-24 Board Meeting Calendar

Ms. Pool motioned “to approve the 2023-24 Board Meeting Calendar.” Mr. Washington seconded. Motion passed unanimously.

8. Closed meeting to discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.03 Subd 3a

Motion was made by Ms. Pool “to close the meeting as permitted by Minnesota Statute 13D.03, subdivision 3(a) for the purpose of discussing the Executive Director’s annual evaluation.” Ms. Skordahl seconded. Motion passed unanimously. This motion was made at 6:28PM.

Convene into Open Session

Ryan Sheak left the meeting at 7:03PM.

The Board convened into open session at 7:04PM. Ms. Pool moved “to reopen the meeting.” Ms. Skordahl seconded. Motion passed unanimously. Ms. Pool summarized the closed session as a discussion of the Executive Director’s performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Dr Mortensen.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items

The committee discussed that the new Board Members and current Board members will have to think about which committee needs assistance. They also mentioned that they will need to seat/reseat the chair, secretary, and treasurer.

New Board members, Nicole Stevens, Patrick Vollmuth, and Mike Balint took oath to be seated on the WLA Board.

10. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, July 27, 2023

Time: 5:30pm

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

11. Adjournment

Ms. Pool motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 7: 21 PM.

DRAFT

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