

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
July 27, 2023**



**Directors Present:** Mike Balint, Julie Ohs, Ryan Sheak, Jolene Skordahl, Nicole Stevens, Patrick Vollmuth, Rich Washington

**Directors Absent:** Shelbi Pool

**Administration Present:** Dr Kathleen Mortensen (Executive Director)

**Advisors Virtual:** None.

**Others in Attendance:** Rod from VOA.

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. Skordahl called the meeting to order at 5:32 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Mr. Sheak read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Mr. Washington would like to amend the agenda to change to Rich Washington not Ryan for the Governance minutes.

Ms. Ohs moved "to approve the July 27,, 2023 meeting agenda with the name change mentioned above." Mr. Washington seconded. Roll call vote - motion passed unanimously.

**3.2 Approval of June 22, 2023 Meeting Minutes**

Ms. Ohs moved "to approve the June 22, 2023 meeting minutes." Mr. Sheak seconded. Roll call vote - motion passed unanimously.

**4. Conflict of Interest Declaration**

Ms. Skordahl 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. Skordahl is subbing for Ms. Pool and has nothing to report.

### **6.2 Director Report**

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

- ADM is looking good and there wait lists in many grades.
- Leadership Team Advance - the leadership team of WLA have been taking time to look into the mission and vision of WLA and other topics to review leadership.
- WLA applied for Employee Retention Credit and received \$376,994!
- There was discussion regarding the food service program and where WLA is currently at with food service and whether the school should push for this to start on the first day of school or not. The Board would like us to move forward.

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

Ms. Skordahl reviewed the June 2023 Executive Summary in the Board packet, noting the actual ADM is 666. The school currently has 97 days' cash on hand which is well above the requirement. The year is 100% complete, revenues are at 100% and expenditures disbursed are at 99.6% of the reporting period. Mr. Reeves 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. Skordahl reported that the Finance Committee met on July 12. During this meeting, the committee reviewed financial statements mentioned in the financial report.

#### **6.4.1. Approve June Financials and July Finance Committee Minutes**

Ms. Skordahl motioned "to approve June Financial Statements and July Finance Committee Minutes." Mr. Sheak seconded the motion. Roll call vote - motion passed unanimously.

### **6.5 Governance Committee Report**

Mr. Washington reported the Governance Committee met on July 13. During this meeting, there was discussion on the handbook that is up for review along with several other policies.

Mr. Washington motioned "to approve the final draft of the WLA Handbook." Ms. Skordahl seconded. Mike Balint, Julie Ohs, Ryan Sheak, Jolene Skordahl, Nicole Stevens, Rich Washington voted yes. Patrick Vollmuth abstained. Motion passed.

#### **6.5.1. Accept July Governance Committee Minutes, enter policies 524 and 522 into second reading, and enter policy 506 into first reading.**

Mr. Washington motioned "to accept revisions made to policies 524 and 522." Mr. Sheak seconded. Motion passed unanimously. Roll call vote - motion passed unanimously.

Mr. Washington motioned "to enter policy 506 into first reading." Ms. Ohs seconded. Motion passed unanimously. Roll call vote - motion passed unanimously.

#### **6.5.2. Discussion of committee membership and roles and accept new committee member Joe Valentine.**

Ms. Skordahl motioned "to add Nicole Stevens, Mike Balint, and Joe Valentine to the Governance Committee. Mr. Sheak seconded. Roll call vote - motion passed unanimously.

## **6.6 Facilities Committee Report**

Ms. Ohs reported that we are continuing to maintain the field, fixing the gym floor, and working on the gym sound. WLA is working on a site plan for the new playground.

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

### **7.1 Approve Revised School Calendar**

Dr. Mortensen pointed out a few changes on the school calendar, specifically an added staff workday on October 6, adding December 21 as onsite, adding onsite school day on June 5<sup>th</sup>, and onsite school day on January 3.

Mr. Washington motioned “to accept the revised school calendar.” Mr. Balint seconded. Roll call vote - motion passed unanimously.

### **7.2 Appoint BOD officers (chair, secretary, treasurer)**

There was discussion regarding the chair, secretary, treasurer roles.

Ms. Ohs made a motion “for Jolene Skordahl to remain her position as Board Treasurer.” Mr. Balint seconded. Roll call vote - motion passed unanimously.

Ms. Skordahl made a motion “to nominate Nicole Stevens as Board Secretary.” Ms. Ohs seconded. Roll call vote - motion passed unanimously.

Ms. Ohs made a motion “for Shelbi Pool to remain Board Chair.” Mr. Washington seconded. Roll call vote - motion passed unanimously.

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

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

Dr. Mortensen requested the Board to move the next Board meeting to August 31st.

Ms. Skordahl made a motion “to reschedule the next Board meeting to August 31st.” Mr. Washington seconded. Roll call vote - motion passed unanimously.

## **9. Housekeeping**

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

Date: Thursday, August 31, 2023

Time: 5:30pm

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

## **10. Adjournment**

Ms. Ohs motioned “to adjourn tonight’s meeting.” Mr. Balint seconded the motion. Motion passed unanimously. The meeting adjourned at 6:32.

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