

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
August 31, 2023**



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

**Directors Absent:** N/A

**Administration Present:** Dr Kathleen Mortensen (Executive Director), Ben Broderick (Principal), Mr. Rice (Principal), Megan Nafe (Curriculum Coordinator)

**Advisors Virtual:** N/A

**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 5:30 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Mr. Balint read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms. Pool moved “to approve the August 31, 2023 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

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

Ms. Pool moved “to approve the July 27, 2023 meeting minutes.” Mr. Washington seconded. Ms. Pool 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**

No comments.

## **6. Board and Administration Reports**

### **6.1 Board Report**

- Ms. Pool gave a shout out to the success of Open House and to the hiring team to filling positions and spending time on interviews.

### **6.2 Director Report**

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

- WLA is currently at approximately 775 students.
- Advises the Board to hire out for hiring a new Executive Director: Bruce Miles.
- Mr. Nick Rice introduced himself as the new middle school principal. He shared about the Responsive Classroom training we hosted in early August, new staff workshop, all staff workshop, and Open House.
- Mrs. Nafe introduced herself as the curriculum coordinator and presented the MCA Summary for Spring of 2023 presenting results and presenting our comparable school districts. Mrs. Nafe also presented the WLA Assessment Plan for the 2023-2024 school year.
- Mr. Broderick introduced himself as the current elementary school principal and presented an update regarding WLA facilities.

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

- Ms. Skordahl reviewed the July 2023 Executive Summary in the Board packet, noting the actual ADM is undetermined. The school currently has 99 days' cash on hand which is well above the requirement. The year is 8.33% complete, revenues are at 9.6% and expenditures disbursed are at 3.3% of the reporting period.
- Ms. Skordahl reviewed the July 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 August 16. During this meeting, the committee reviewed financial statements and discussed vendor contracts.

- **6.4.1. Approve July Financials and August Finance Committee Minutes**  
Ms. Skordahl motioned “to approve July Financial Statements and August Finance Committee Minutes.” Mr. Balint seconded the motion. Motion passed unanimously.

### **6.5 Governance Committee Report**

Mr. Washington reported that the Governance Committee met on August 10. During this meeting, there was discussion regarding revisions of various policies.

- **6.5.1. Accept August Governance Committee Minutes, enter policies 208, 418, and 522 into first reading, and enter policy 506 into second reading.**

Mr. Washington motioned to, “accept August Governance Committee Minutes, enter policies 208, 418, and 522 into first reading, and enter policy 506 into second reading.” Ms. Skordahl seconded the motion. Motion passed unanimously.

- **6.5.2. Discussion of committee membership and roles and accept new committee member Mike Balint**

Mr. Washington motioned to, “accept new committee member Mike Balint for the governance committee.” Ms. Ohs seconded. Mr. Balint abstained. Motion passed.

## **6.6 Facilities Committee Report**

- Mr. Sheak reported that the facilities committee did not meet, but updated the Board regarding the sound mitigation and playground update. Both topics are being addressed and worked on.
- Ms. Pool made a motion “to amend tonight’s agenda to add 6.7, accepting Patrick Vollmuth to the facilities committee.” Mr. Balint seconded the motion. Motion passed unanimously.

## **6.7 Accept Patrick Vollmuth to the facilities committee.**

Ms. Pool made a motion “to add Patrick Vollmuth to the facilities committee.” Mr. Washington seconded the motion. Motion passed unanimously.

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

### **7.1 Designation of the Identified Official with Authority for Education Identity and Access Management**

Mr. Balint made a motion to, “The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties. Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. It is strongly recommended that only one person at the local educational agency or organization (the

superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s). Woodbury Leadership Academy would like to designate Dr. Kathleen Mortensen as their IOwA. Ms. Ohs seconded. Motion passed unanimously.

### **7.2 Ratifications for new employees**

Ms. Pool made a motion to “approve the ratifications for the new employees listed in the Board Packet.” Ms. Skordahl seconded. Motion passed unanimously.

### **7.3 Change the school calendar to include December 21st as an early release day**

Ms. Pool made a motion to “approve the school calendar to include December 21 as an early release day.” Ms. Skordahl seconded. Motion passed unanimously.

### **7.4 Approve Assessment Plan and Assessment Calendar**

Ms. Pool made a motion to “approve the Assessment Plan and Assessment Calendar.” Mr. Balint seconded. Motion passed unanimously.

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

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

Will need to include the HVAC contract in the next Board Meeting.

## **9. Housekeeping**

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

Date: Thursday, September 28, 2023

Time: 5:30pm

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

## **11. Adjournment**

Ms. Skordahl motioned “to adjourn tonight’s meeting.” Mr. Washington seconded the motion. Motion passed unanimously. The meeting adjourned at 6:21 PM.

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