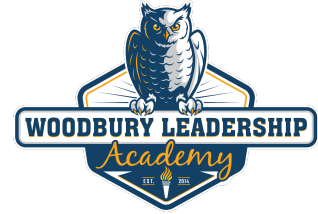


**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
September 28, 2023**



**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), Mr. Ben Broderick (Elementary Principal)

**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 5:32 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**

Ms. Ohs moved “to approve the September 28, 2023 meeting agenda.” Mr. Balint seconded. Motion passed unanimously.

**3.2 Approval of August 31, 2023 Meeting Minutes**

Ms. Ohs moved “to approve the August 31, 2023 meeting minutes.” Ms. Skordahl 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**

- Some parents have reached out to the Board regarding transportation and encouraged the school to continue working with the Bus Company. WLA is continuing to communicate with the bus company to resolve issues. Mr. Sheak gave a shout out to parents that offer services to drive other students to school due to canceled buses.

## 6.2 Director Report

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

- Bruce Miles is coming to talk about a succession plan for the Executive Director.
- MCA Summary - WLA shows to be above the state and similar schools in math, science and reading. There is still room for improvement.
- Transportation has been tough so far this year and we are continuing to work hard with the bus company.
- Food Service has been improving each day and has been going smoothly.
- Bruce Miles discussed his proposal on how the Board should move forward with finding a new Executive Director.
  - First step is to share with stakeholders that they have a voice - Bruce sends out surveys for families, staff, and older students and asks what they want the candidate to complete.
  - Bruce suggests that the Board checks the cover letter and resume and organizes the candidates with who they are interested in, while he checks references for the candidates the Board is interested in.
  - Next, the candidates have a chance to earn an interview by answering questions that are related to Woodbury Leadership Academy within a certain time frame in order to see how interested the candidates truly are.
  - The Board members then grade the candidates and decide who they would like interviews on based on the scores. During this, Bruce can also give his informal observations.
  - The candidates will then interview with the Board and again with the community to gather information to form an agreement. The Board decides who will go to a second interview.
  - Mike, Ryan, and Jolene will join a committee to help get started.
  - The Board has decided to start searching November and December and have the goal of January 15th, 2024 as the decision to have a candidate identified as the new executive director.

## 6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the August 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 16.67% complete, revenues are at 20.1% and expenditures disbursed are at 9.8% of the reporting period.
- Ms. Skordahl reviewed the August 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 September 13.

- **6.4.1. Approve August Financials and September Finance Committee Minutes**  
Ms. Skordahl motioned "to approve August Financial Statements and September 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 September 14.

- **6.5.1. Accept September Governance Committee Minutes, enter policies 208, 418, and 522 into second reading.**

Mr. Washington motioned to, “accept September Governance Committee Minutes, enter policies 208, 418, and 522 into second reading.” Mr. Sheak seconded the motion. Motion passed unanimously.

## **6.6 Facilities Committee Report**

- Ms. Skordahl gave a presentation to propose a gym mural and memorial plaques to be added throughout our WLA gym and building. The Board liked this idea and gave the Facilities committee the approval to explore these options.
- Mr. Sheak reported that the facilities committee met on September 12. During this meeting, the committee discussed the sound mitigation and the different prices. The committee is now waiting on quotes for a company to install the sound panels.

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

### **7.1 HVAC Contract**

Ms. Ohs motioned to, “accept the HVAC Contract.” Ms. Skordahl seconded the motion. Motion passed unanimously.

### **7.2 Board Composition**

- Ms. Pool discussed that Rich would need to make a slight change on the Board.
- Ms. Pool made a motion “to accept Rich Washington’s resignation from the Board as a parent representative.” Ms. Ohs seconded the motion. Motion passed unanimously.
- Ms. Pool made a motion “to approve Rich Washington to the open community seat on the Board.” Ms. Skordahl seconded the motion. Motion passed unanimously.
- We now have an open parent seat and an opportunity to fill this seat.
- Mr. Balint made a motion “to appoint Joe Valentine to our open parent seat.” Ms. Pool seconded the motion. Motion passed unanimously.

### **7.3 Accept Annual Report and WBWF 22-23**

Mr. Sheak motioned to, “accept the Annual Report and WBWF 22-23.” Ms. Stevens seconded the motion. Motion passed unanimously.

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

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

We have exciting and hard work ahead to fulfill our new Executive Director spot for next year.

## **9. Housekeeping**

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

Date: Thursday, October 26, 2023

Time: 5:30pm

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

## **11. Adjournment**

Ms. Ohs motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 7:06 PM.

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