

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
October 26, 2023**

Directors Present: Mike Balint, Julie Ohs, Shelbi Pool, Ryan Sheak, Jolene Skordahl, Joe Valentine, Patrick Vollmuth

Directors Absent: Nicole Stevens, Rich Washington

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

Advisors Virtual: N/A

Others in Attendance: WLA parent.

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. Skordahl 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 October 26, 2023 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

3.2 Approval of September 28, 2023 Meeting Minutes

Ms. Pool moved “to approve the September 28, 2023 meeting minutes.” Mr. Balint seconded. 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 mentioned that there are quality candidates coming in for Executive Director which is exciting to look forward to.



6.2 Director Report

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

- Dr. Mortensen is working on creating a laid out plan for the new Executive Director to help with the turnover
- Dr. Mortensen will be working with University of Minnesota to enable teachers and paraprofessionals to be licensed in special education
- Trunk or Treat is tonight!
- Mr. Rice presented the High School Expansion Proposal that was in the Board Packet to give an overview of a gradual expansion.

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the September 2023 Executive Summary in the Board packet, noting the actual ADM is 749. The school currently has 106 days' cash on hand which is well above the requirement. The year is 25% complete, revenues are at 27.3% and expenditures disbursed are at 18.1% of the reporting period.
- Ms. Skordahl reviewed the September 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 October 11. During this meeting, the committee reviewed financial statements.

- **6.4.1. Approve September Financials and October Finance Committee Minutes**
Ms. Skordahl motioned “to approve September Financial Statements and October Finance Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

Mr. Valentine reported that the Governance Committee met on October 12. During this meeting, there was discussion regarding revisions of various policies. The committee created policy 902 for feedback and review.

- **6.5.1. Accept October Governance Committee Minutes, enter policy 902 into first reading.**
Mr. Valentine motioned to, “accept October Governance Committee Minutes, enter policies 902 into first reading.” Ms.Ohs seconded the motion. Motion passed unanimously.

6.6 Facilities Committee Report

- Mr. Sheak reported that the facilities committee met on October 10. Sound mitigation is moving forward. There was discussion regarding the direction they wanted to go on the muralist and the committee will be meeting with them to go over details to get it started. The committee is also finalizing adding plaques as discussed in the previous meeting.

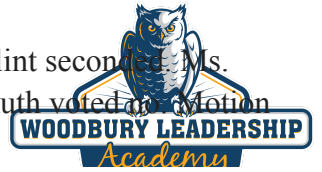
7. Board Discussion and Business

7.1 Change to School Calendar

Ms. Skordahl made a motion to “make changes to the school calendar by removing 6th grade from Flex Days.”

Mr. Sheak seconded. Motion passed unanimously.

7.2 Letter of Resignation from Dr. Mortensen



Ms. Pool made a motion to “accept the letter of resignation from Dr. Mortensen.” Mr. Balint seconded the motion. Ms. Pool, Mrs. Skordahl, Mr. Sheak, Mr. Valentine, Mr. Balint, Ms. Ohs voted yes. Mr. Vollmuth voted no. Motion passed.

7.3 Board Composition

Ms. Skordahl made a motion to “have Rich Washington remain as chair of the Governance Committee.” Mr. Vollmuth seconded. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

- Welcome Joe to the Board!
- Mr. Sheak gave an update on the Executive Director search.
- VOA reached out to Shelbi regarding a timeline concern

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, November 16, 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. Sheak seconded the motion. Motion passed unanimously. The meeting adjourned at 6:43 PM.

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