



**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
November 16, 2023**

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

**Directors Absent:** N/A

**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 5:30 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Mr. Valentine 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 November 16, 2023 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

**3.2 Approval of October 26, 2023 Meeting Minutes**

Ms. Pool moved “to approve the October 26, 2023 meeting minutes.” Ms. Skordahl 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**

- The Board is making progress in our search for an Executive Director for next year.



## 6.2 Director Report

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

- ABDO will be present at our December Board Meeting - our audit came back without any findings.
- Dr. Mortensen submitted a competitive grant application to help add staff members over the next 2.5 years.
- Many events that have been happening at school!!

## 6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the October 2023 Executive Summary in the Board packet, noting the actual ADM is 750. The school currently has 102 days' cash on hand which is well above the requirement. The year is 33.33% complete, revenues are at 35.7% and expenditures disbursed are at 27.2% of the reporting period.
- Ms. Skordahl reviewed the October 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 November 8. During this meeting, the committee reviewed financial statements and discussed the Gym sound mitigation project funds.

- **6.4.1. Approve October Financials and November Finance Committee Minutes**  
Ms. Skordahl motioned "to approve October Financial Statements and November Finance Committee Minutes." Mr. Balint seconded the motion. Motion passed unanimously.

## 6.5 Governance Committee Report

Mr. Valentine reported that the Governance Committee met on November 9. During this meeting, there was discussion regarding revisions of various policies. Additionally, the committee discussed adding other possibilities of zip up sweatshirts to the uniforms.

- **6.5.1. Accept November Governance Committee Minutes, enter policy 902 into second reading.**  
Ms. Pool motioned to, "accept November Governance Committee Minutes, enter policy 902 into second reading." Mr. Valentine seconded the motion. Motion passed unanimously.

## 6.6 Facilities Committee Report

- Mr. Sheak reported that the facilities committee met on November 14. The committee discussed sound mitigation and the company that was chosen. The committee plans to meet with the company to discuss details with the set up of panels. Memorial plaques are currently in progress as well as plans with the muralist. The gym will look amazing once all of these projects are complete!

## 7. Board Discussion and Business

- Mr. Sheak gave an update regarding the hiring update letting three applicants know the process to complete a WLA application which will lead to interviews. We have three great candidates to move forward with!

## 8. Board Communication & Future Items

### 8.1 Board Communication/Future Agenda Items

None.

## **9. Housekeeping**

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

Date: Wednesday, December 20, 2023

Time: 5:30pm

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



## **11. Adjournment**

Mr. Sheak motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 6:05 PM.

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