

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
December 20, 2023**

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

Directors Absent: Ryan Sheak, Nicole Stevens

Administration Present: Dr Kathleen Mortensen (Executive Director), Ben Broderick (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. Stevens took roll.

2. WLA Mission and Vision

Ms. Stevens read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Skordahl moved “to amend the agenda item 8.3 to close enrollment for K-8.” Mr. Balint seconded. Motion passed unanimously.

Ms. Skordahl moved “to approve the amended December 20, 2023 meeting agenda.” Mr. Valentine seconded. Motion passed unanimously.

3.2 Approval of November 16, 2023 Meeting Minutes

Ms. Pool moved “to approve the November 16, 2023 meeting minutes.” Ms. Skordahl seconded. Motion passed.

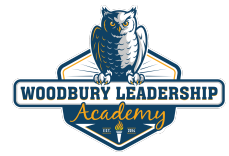
4. Conflict of Interest Declaration

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

A parent made a public comment regarding student behavior on the school bus.



6. Board and Administration Reports

6.1 Board Report

- Ms. Pool gave an update that the Board offered the Executive Director position to Jonas Beugen.

6.2 Director Report

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

- VOA was onsite on November 29th which went well and with no concerns.
- Open Enrollment is going smoothly!
- Dr. Mortensen reviewed bullying based on the comment that was made during the Executive Director interviews. She reported that because of the comment, she looked at the documentation and reports and also discussed this topic with several staff members. It was found that there was a lot less bullying occurring compared to the comment made and Dr. Mortensen has a plan in place to ensure all staff members are fully aware of all processes.
- WLA is working on bus behaviors.

6.3 Annual Audit Presentation

Bonnie from ABDO presented the annual audit. There are no significant concerns and no findings.

- **6.3.1. Approve Audit**

Ms Pool motioned “to approve WLA’s audit.” Ms. Skordahl seconded the motion. Motion passed unanimously.

6.4 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the November 2023 Executive Summary in the Board packet, noting the actual ADM is 750. The school currently has 98 days’ cash on hand which is well above the requirement. The year is 41.67% complete, revenues are at 44.1% and expenditures disbursed are at 37.9% of the reporting period.
- Ms. Skordahl reviewed the November Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.5 Finance Committee Report

Ms Skordahl reported that the Finance Committee met on December 15. During this meeting, the committee reviewed financial statements and reviewed various service contracts.

- **6.5.1. Approve November Financials and December Finance Committee Minutes**

Ms. Skordahl motioned “to approve November Financial Statements and December Finance Committee Minutes.” Mr. Balint seconded the motion. Motion passed unanimously.

6.6 Governance Committee Report

Mr. Valentine reported that the Governance Committee met on December 7. During this meeting, there was discussion regarding revisions of various policies. Additionally, the committee discussed allowing the PTO to use school logos.

- **6.6.1. Accept December Governance Committee Minutes, enter policy 902 into second reading.**

Mr. Valentine motioned to, “accept December Governance Committee Minutes and approve PTO usage of school logos.” Ms. Stevens seconded the motion. Motion passed unanimously.

- **6.6.2 Enter Policy 526 and 538 into first reading.**



Mr. Valentine motioned to, “enter policy 526 and 538 into first reading.” Ms. Skordahl seconded the motion. Motion passed unanimously.

6.7 Facilities Committee Report

- Mr. Vollmuth provided an update for the sound panels in the gym.

7. Board Discussion and Business

8.1 Executive Director Search Update

The sub committee and Jonas Beugen are discussing details of the contract and everything should be set soon.

8.2 High School Update

Dr. Mortensen reviewed topics that the Board would need to prepare for with adding 9th grade. The Board would like more clarification on specifications on how 9th grade would look. The Board would like a survey sent out to hear from current families and what the interest level would be.

8.3 Closing Enrollment in grades K-8.

Ms. Pool made a motion to “close enrollment in grades K-8.” Ms. Stevens seconded the motion. Motion passed unanimously.

8.4 Ratification of teacher contract for Bridget Zenk, long term substitute teacher

Ms. Pool made a motion to “ratify the teacher contract for Bridget Zenk as a long term substitute teacher.” Mr. Balint seconded the motion. Motion passed unanimously.

8.5 Approval of Emerald Lawn Services for snow plowing services

Ms. Pool made a motion to “approve the Emerald Lawn Service for snow plowing services.” Mr. Balint seconded the motion. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

Review the High School Expansion plan to be ready to make decisions at the next Board meeting.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, January 25, 2024

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. Valentine seconded the motion. Motion passed unanimously. The meeting adjourned at 6:45 PM.

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