

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
January 25, 2024**

**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 (Elementary Principal), Nick Rice (Middle School Principal)

**Advisors Virtual:** N/A

**Others in Attendance:** Variety of Parents.

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**

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 January 25, 2024 meeting agenda.” Ms Ohs seconded. Motion passed unanimously.

**3.2 Approval of December 13, 14, and 20th, 2023 Meeting Minutes**

Ms. Pool moved “to approve the December 13, 14, and 20th, 2023 meeting minutes.” Mr. Balint 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.

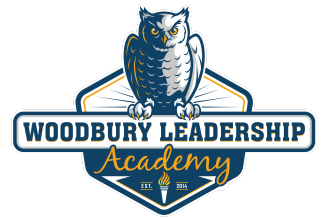
**5. Public Comment**

**5.1 Delegation of Public Comment Items**

A few parents made comments regarding how they are hopeful that 9th grade starts in the fall of 24-25 and are looking forward to the expansion of Woodbury Leadership Academy.

**6. Board and Administration Reports**

**6.1 Board Report**



- Ms. Pool announced that Jonas Beugen has officially accepted the position as Executive Director and will begin on July 1, 2024. Ms. Pool and Dr. Mortensen plan to meet with him prior to this date as well.

## 6.2 Director Report

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

- Open enrollment is coming to a close and we have about 200 new student applications for the 24-25 school year.
- The APEX Fundraiser was a huge success! WLA raised over \$26,000.
- Huge kudos to Jolene Skordahl for the initiative of the mural in the gym and also Ryan Sheak with assistance for this project.

## 6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the December 2023 Executive Summary in the Board packet, noting the actual ADM is 742. The school currently has 97 days' cash on hand which is well above the requirement. The year is 50% complete, revenues are at 51.8% and expenditures disbursed are at 45.9% of the reporting period.
- Ms. Skordahl reviewed the December Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

## 6.4 Finance Committee Report

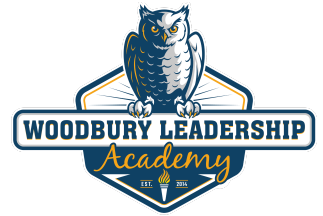
Ms Skordahl reported that the Finance Committee meeting was canceled. The Committee reviewed the financials on their own time and found all information to be accurate.

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

## 6.5 Governance Committee Report

Mr. Valentine reported that the Governance Committee met on January 11. During this meeting, there was discussion about the 500 series policies. Mr. Balint reported that he met with Advanced Sportswear in Newport about potential options for uniform options.

- **6.5.1. Accept January Governance Committee Minutes.**  
Mr. Valentine motioned to, “accept January Governance Committee Minutes.” Ms. Skordahl seconded the motion. Motion passed unanimously.
- **6.5.2 Enter policies 526 and 538 into second reading.**  
Ms. Pool motioned to, “enter policies 526 and 538 into second reading.” Ms Ohs seconded the motion. Motion passed unanimously.
- **6.5.3 Enter policies 418 and 412 into first reading.**  
Ms. Pool motioned to, “enter policies 418 and 412 into first reading.” Mr. Valentine seconded the motion. Motion passed unanimously.



## **6.6 Facilities Committee Report**

- Ms. Ohs reported that the facilities committee met and discussed the completion of the mural, as well as ordering of the sound mitigation and these will be delivered the second week of February.

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

### **7.1 Review High School Launch Plans**

- Mr. Rice, Mr. Broderick and several middle school teachers presented their ideas for how our 9th grade would look with curriculum and staffing.
- The Board agreed that we are ready to move forward with 9th grade for the 24-25 school year.

### **7.2 Review WLA Bylaws**

- The Board was reminded that they are to review the WLA Bylaws annually.

### **7.3 Executive Director Search Update**

- Ms. Pool reminded the Board that Jonas is excited to start on July 1, 2024!

### **7.4 Motion to “cap” (not close) grade levels**

- Ms. Pool motioned to, “cap enrollment for kindergarten, first, third, and eighth grade as is and cap second, fourth, fifth, sixth, and seventh at 22.” Ms. Ohs seconded the motion. Motion passed unanimously.

### **7.5 Motion to change WLA calendar for December 21, 2023 as an early release day**

- Ms. Pool motioned to, “amend the WLA calendar for December 21, 2023 as an early release day.” Ms. Ohs seconded the motion. Motion passed unanimously.

### **7.6 Motion to ratify employment agreements**

- Ms. Pool motioned to, “ratify the employment agreements for Logan Dotter and Alyson Gustave.” Ms. Skordahl seconded the motion. Motion passed unanimously.

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

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

Dr. Mortensen would like to give a food service update and present the benchmarks for the high school expansion at the next Board meeting.

## **9. Housekeeping**

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

Date: Thursday, February 22, 2024

Time: 5:30pm

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

## **11. Adjournment**

Ms. Pool motioned “to adjourn tonight’s meeting.” Mr. Valentine seconded the motion. Motion passed unanimously. The meeting adjourned at 7:04 PM.

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

