

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
February 22, 2024**

Directors Present: Mike Balint (took place for Board Chair from 5:30-5:36pm), Julie Ohs, Shelbi Pool (arrived at 5:36pm), Ryan Sheak, Nicole Stevens, Joe Valentine, Patrick Vollmuth

Directors Absent: Jolene Skodahl

Administration Present: Dr Kathleen Mortensen (Executive Director)

Advisors Virtual: Jolene Skordahl (arrived virtually at 5:38pm, did not partake in voting)

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

Mr. Balint called the meeting to order at 5:30 PM.

1.2 Roll Call

Ms. Schrandt 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. Ohs moved “to approve the February 22, 2024 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

3.2 Approval of January 27, 2023 Meeting Minutes

Ms. Ohs moved “to approve the January 25, 2024 meeting minutes.” Mr. Valentine seconded. Ms. Pool abstained. 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.

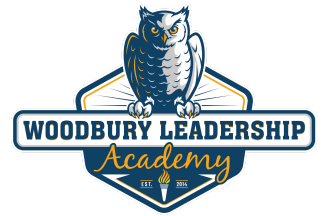
5. Public Comment

5.1 Delegation of Public Comment Items

No comments.

6. Board and Administration Reports

6.1 Board Report



Mr. Balint reported that there are a few Board Training items that we will need to cover in the next few months.

6.2 Director Report

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

- Parent/teacher conferences are coming up!
- High school overview of enrollment and facilities. The Board discussed the growth of WLA in the next few years.
- Upcoming events

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the January 2024 Executive Summary in the Board packet, noting the actual ADM is 742. The school currently has 95 days' cash on hand which is well above the requirement. The year is 58.33% complete, revenues are at 59.0% and expenditures disbursed are at 55.2% of the reporting period.
- Ms. Skordahl reviewed the January 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 February 14. During this meeting, the committee reviewed financial statements. They also reviewed many contracts to renew which are in the packet.

- **6.4.1. Approve January Financials and February Finance Committee Minutes**

Ms. Skordahl motioned “to approve January Financial Statements and February Finance Committee Minutes.” Ms. Ohs seconded the motion. Ms. Skordahl abstained. Motion passed unanimously.

6.5 Governance Committee Report

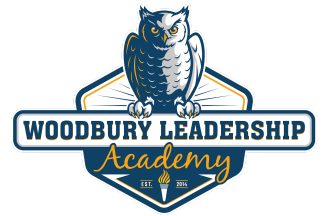
Mr. Valentine reported that the Governance Committee met on February 8. During this meeting, there was discussion regarding annual policy reviews, second readings of 412 and 418, and an update on student dress code updates.

- **6.5.1. Accept February Governance Committee Minutes and enter policies 418 and 412 into second reading.**

Mr. Valentine motioned to, “accept February Governance Committee Minutes and enter policies 418 and 412 into second reading.” Mr. Balint seconded the motion. Motion passed unanimously.

6.6 Facilities Committee Report

- Mr. Sheak reported that the facilities committee met on February 13. The sound panels are officially installed in the gym and making a huge difference! The committee chose HGA to engineer the playground contract which looks like it will be a summer project. Remodeling on the first floor in building A is in the beginning stages of preparations - more to come! The committee is thinking of using APEX money to fix and create a soccer field.



7. Board Discussion and Business

7.1 School Calendar (24-25)

Ms. Pool moved “to approve the 2024-2025 School Calendar.” Mr. Balint seconded. Motion passed.

7.2 Navigate Nurse Services Contract (24-25)

Ms. Ohs moved “to approve the Navigate Nurse Services Contract.” Mr. Sheak seconded. Motion passed.

7.3 Design for Learning Special Education Contract

Ms. Pool moved “to approve the Design for Learning Special Education Contract.” Mr. Valentine seconded. Motion passed.

7.4 HGA Survey Contract

Ms. Pool moved “to approve the HGA Survey Contract.” Mr. Sheak seconded. Motion passed.

7.5 APEX Contract

Ms. Pool moved “to approve the APEX Contract.” Mr. Valentine seconded. Motion passed.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

- This is the first time WLA will have employees retire, therefore the Board plans to honor Dr. Mortensen and Ms. Baumann.

- Ms. Pool met with Jonas Beugan and Dr. Mortensen about the timeline. Mr. Beugan will be coming to WLA to visit with staff in May.
- Elections are coming up - will need to assemble a committee at the next meeting.
- Next meeting, we will get a first look at the budget for next year.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, March 28, 2024

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. Pool seconded the motion. Motion passed unanimously. The meeting adjourned at 6:17 PM.

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