

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
March 28, 2024**

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

Directors Absent: Patrick Vollmuth

Administration Present: Dr Kathleen Mortensen (Executive Director)

Advisors Virtual: N/A

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

Ms. Pool called the meeting to order at 5:35 PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms. Ohs 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 March 28, 2024 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

3.2 Approval of February , 2023 Meeting Minutes

Ms. Pool moved “to approve the February 22, 2024 meeting minutes.” Mr. Sheak seconded. Motion passed.

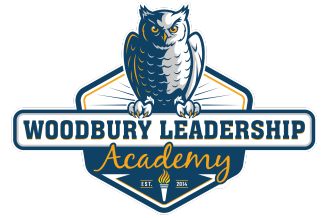
4. Conflict of Interest Declaration

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

Ms. Pool read a parent email regarding the busing contract.



6. Board and Administration Reports

6.1 Board Report

- Ms. Pool is going to check in with Jonas and he is planning to visit WLA in May
- There is continuation of planning for a retirement party for Dr. Mortensen and Ms. Baumann

6.2 Director Report

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

- We will need to revise the 23-24 calendar for a snow day 3/25, an early release day on 3/26 and late start on 3/22
- 9th grade planning has continued
- Discussed the need of adding a curriculum committee starting July 1
- We have begun interviewing for candidates of various positions for next year!

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the February 2024 Executive Summary in the Board packet, noting the actual ADM is 738. The school currently has 97 days' cash on hand which is well above the requirement. The year is 66.67% complete, revenues are at 66.3% and expenditures disbursed are at 63.8% of the reporting period.
- Ms. Skordahl reviewed the February Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

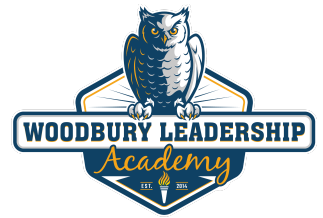
Ms Skordahl reported that the Finance Committee met on March 19. During this meeting, the committee reviewed the financial reports and special education contracts. Discussion also ensued regarding retirements of Dr. Mortensen and Ms. Baumann and for the takeover of Jonas Beugan.

- **6.4.1. Approve February Financials and March Finance Committee Minutes**
Ms. Skordahl motioned “to approve February Financial Statements and March 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 March 14. During this meeting, there was discussion reviewing the 600 series.

- **6.5.1 Accept March Governance Committee Minutes.**
Mr. Valentine motioned to, “accept March Governance Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.



6.6 Facilities Committee Report

- Mr. Sheak reported that the facilities committee met on March 12. The committee met and discussed steps for the playground timeline. Mr. Broderick is working on finding companies to help fix the fields. There were updates regarding routine maintenance, roof leak, and noise from the gym.

7. Board Discussion and Business

7.1 Board Training: “WLA Special Education” (Paula Krippner, Special Education Director)

Mrs. Krippner presented an overview of our Special Education department and answered questions from the Board.

7.2 Motion to Approve Special Education Contracts

Ms. Pool moved “to approve the Special Education Contracts as follows: Sheila Merzer as our ASD Consultant, Integrative Therapy as our Occupational Therapist, Keys to Communication as our Speech Language Pathologist, Reno Mothes for Developmental Adaptive Physical Education teacher, Strategic Staffing Services for ASD licensed consultant, EBD licensed consultant, early childhood special education licensed consultant and DCD licensed consultant, our DHH Consulting LLC Jenny Smith which is our teacher of the deaf and hard of hearing, John Coverstone for our Audiologist” Ms. Skordahl seconded. Motion passed.

7.3 Uniform Vendor Presentation

This has been tabled.

7.4 Motion to approve sharing the WLA logo with vendor

Ms. Pool moved “to approve sharing the WLA logo with the vendors.” Ms. Skordahl seconded. Motion passed.

7.5 Motion to revise school calendar to represent snow day

Ms. Pool moved “to revise the school calendar March 22 - 2 hour delay, March 25 - snow day, March 26 - early release at 12:15.” Ms. Ohs seconded. Motion passed.

7.6 Motion to establish a WLA Curriculum Committee

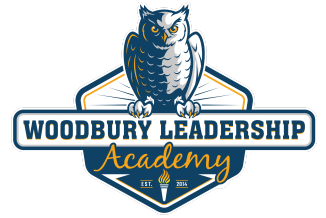
Ms. Pool moved “to establish a WLA Curriculum Committee effective 8/1/24.” Mr. Valentine seconded. Motion passed.

7.7 Motion to ratify HR, Accounts Payable, and Communications position (starts April 1)

Ms. Pool moved “to ratify HR, Accounts Payable, and Communications position (starts April 1).” Ms. Ohs seconded. Motion passed.

7.8 Specify election committee members and timeline for nominations and elections

Ms. Stevens, Ms. Schrandt, and Dr. Mortensen will form the election committee. Call for Election will be April 25 and more details to come at the April meeting.



8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

Election - Call for Board Candidate Nominations and WLA budget for the next meeting.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, April 25, 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.” Ms. Ohs seconded the motion. Motion passed unanimously. The meeting adjourned at 6:37PM.

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