

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

Directors Present: Julie Ohs, Shelbi Pool (arrived at 5:31), Jolene Skordahl, Nicole Stevens, Joe Valentine Patrick Vollmuth

Directors Absent: Mike Balint and Ryan Sheak

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 5:30 PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Dr. Mortensen 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 April 24, 2024 meeting agenda.” Ms. Skordahl seconded. Motion passed unanimously.

3.2 Approval of March 28, 2024 Meeting Minutes

Ms. Pool moved “to approve the March 28, 2024 meeting minutes.” Mr. Valentine 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

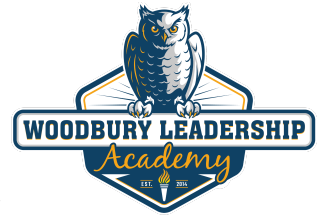
5.1 Delegation of Public Comment Items

No comments.

6. Board and Administration Reports

6.1 Board Report

- Nothing to report.



6.2 Director Report

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

- The new WLA Executive Director, Jonas Beugen, will be on-site on May 15th to tour the building and meet with staff members
- During the Professional Development day on April 5, Paula Krippner (Special Education Director) provided special education training for all staff
- Dustin Reeves from BergenKDV will present the 2024-2025 school year budget at the May Board Meeting
- The Administrative Team is preparing to renew employee agreements with current WLA employees and plan to give these out soon
- WLA has begun interviewing for positions for the coming school year for various positions
- Remodel of the 1st floor in building A is in the works and will start in May and conclude by late June
- Mr. Broderick & Mr. Rice presented a sample schedule for the fall of 24-25 of specialist and middle school schedules.
- Board Members completed Board training on the Civil Rights and Context of Workplace Setting

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the March 2024 Executive Summary in the Board packet, noting the actual ADM is 738. The school currently has 98 days' cash on hand which is well above the requirement. The year is 75% complete, revenues are at 73.4% and expenditures disbursed are at 71.8% of the reporting period.
- Ms. Skordahl reviewed the March 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 April 10. During this meeting, the committee reviewed financial statements for March, discussed PTO balances for next year and the MN Earned Sick and Safe Time Act. The committee also discussed the playground, soccer field, and Building A remodel along with the school bus contract update. The committee discussed the credit card use and purchasing process and reviewed a potential new product.

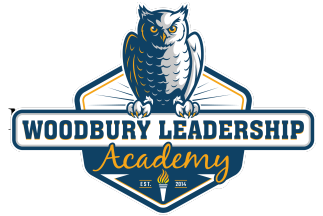
- **6.4.1. Approve March Financials and April Finance Committee Minutes**
Ms. Skordahl motioned “to approve March Financial Statements and April Finance Committee Minutes.” Mr. Valentine seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

Mr. Valentine reported that the Governance Committee met on April 11. During this meeting, there was discussion regarding the 700 series. There were some revisions for a few policies that were sent to the Board for first review. Mr. Balint is working to get more details regarding a new vendor for uniforms.

- **6.5.1. Accept April Governance Committee Minutes.**
Mr. Valentine motioned to, “accept April Governance Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.
- **6.5.2 Enter policies 701, 704, and 709 into first reading.**

Ms. Pool motioned to, “Enter policies 701, 704, and 709 into first reading.” seconded the motion. Motion passed unanimously.



6.6 Facilities Committee Report

- Ms. Ohs reported that the facilities committee met on April 9. There was discussion during the meeting regarding the soccer field and the irrigation system. HGA is working on the gazebo, playground, pickle ball and parking area.
- Mr. Broderick reported that there still needs to be improvement made on the field and the committee is trying to decide which route to go with the field.

7. Board Discussion and Business

7.1 Elections - Call for Board Candidate Nominations

Dr. Mortensen & Ms. Pool encouraged stakeholders to join the Board and the Board went over the dates of the election and the process.

7.2 Approval of Monarch Bus Company Contract

Mrs. Pool motioned to, “approve the Monarch Bus Company Contract.” Ms. Skordahl seconded the motion. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

The next Board meeting location may be somewhere else due to the remodel.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, May 23, 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. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 6:58 PM.

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