

**Woodbury Leadership Academy  
Board of Directors Regular Meeting Minutes  
June 27, 2024**

**Directors Present:** Shelbi Pool, Jolene Skordahl, Nicole Stevens, Joe Valentine, Patrick Vollmuth

**Directors Absent:** 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**

Ms. Stevens read the WLA Mission and Vision Statements.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Meeting Agenda**

3.1 Ms. Pool made a motion to “amend the Board agenda to add 7.13 to add Carlye Sherrill to the Parent seat and also agenda item 6.2.1 to add two days to the 24-25 school calendar for teacher inservice for LETRS training.” Ms. Skordahl second. Motion passed unanimously.

Ms. Pool moved “to approve the June 27, 2024 meeting agenda.” Ms. Skordahl seconded. Motion passed unanimously.

**3.2 Approval of May 23, 2024 Meeting Minutes**

Ms. Pool moved “to approve the May 23, 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**

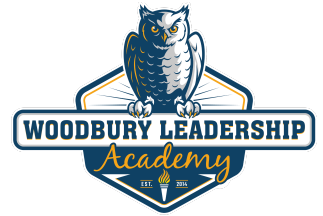
**5.1 Delegation of Public Comment Items**

No comments.

**6. Board and Administration Reports**

**6.1 Board Report**

- Ms. Pool addressed losing a Board Member who passed away and our thoughts are with her family and friends.
- Many changes to Board - seating members, charter school Board members must have training done prior to seating on the Board starting August 1.



## 6.2 Director Report

Dr. Mortensen discussed the Director Report.

- Projected 875 to 2024-2025 school year
- Jonas Beugen discussed the last couple weeks he spent at WLA getting the chance to talk with several staff members and transitioning leadership
- Summer Camp concluded today, Ms. Lautenbach spoke about the success of this camp
- HR Management - filled all except a few still open
- Construction coming along great
- A lot of fun end of the year events!

### 6.2.1. Revise 2024-2025 School Calendar

Mrs. Pool motioned to, “amend the 24-25 school calendar to reflect December 13 as an inservice day for K-6 teachers, school day for grades 7-9 and February 3 as an inservice day for K-6 teachers, school day for grades 7-9.” Mr. Valentine seconded the motion. Motion passed unanimously.

## 6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the May 2024 Executive Summary in the Board packet, noting the actual ADM is 735. The school currently has 98 days’ cash on hand which is well above the requirement. The year is 91.67% complete, revenues are at 90.1% and expenditures disbursed are at 90.8% of the reporting period.
- Ms. Skordahl reviewed the May 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 June 17. During this meeting, the committee reviewed financial statements for May and various contracts for the Board’s approval.

### 6.4.1. Approve May Financials and June Finance Committee Minutes

Ms. Skordahl motioned “to approve May Financial Statements and June Finance Committee Minutes.” Mr. Vollmuth seconded the motion. Motion passed unanimously.

## 6.5 Governance Committee Report

- Mr. Valentine reported that the Governance Committee meeting was canceled and will meet on July 11, 2024.

## 6.6 Facilities Committee Report

- Dr. Mortensen gave an update on trees that will need replacing in August and some updates with the soccer field and playground area.

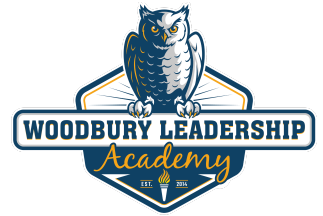
## 7. Board Discussion and Business

### 7.1 Ratify Employee Agreements

Ms. Pool motioned to, “ratify the listed employee agreements in the packet including the 9 additional staff members that were added in the amended motion.” Ms. Skordahl seconded the motion. Motion passed unanimously.

### 7.2 Food Service Contract (CKC Good Food)

Ms. Pool motioned to, “approve the Food Service contract with CKC Good Food.” Ms. Skordahl seconded the motion. Motion passed unanimously.



### **7.3 Archery Coaching Salary Proposal**

Ms. Pool motioned to, “approve the Archery Coaching Salary Proposal.” Mr. Valentine seconded the motion. Shelbi Pool, Nicole Stevens, Joe Valentine, and Patrick Vollmuth voted yes. Jolene Skordahl abstained. Motion passed.

### **7.4 PaySchools Contract**

Ms. Pool motioned to, “approve the PaySchools Contract.” Ms. Skordahl seconded the motion. Motion passed unanimously.

### **7.5 Topographical Bid with Stantec**

Ms. Pool motioned to, “approve the Topographical Bid with Stantec.” Ms. Stevens seconded the motion. Shelbi Pool, Nicole Stevens, Jolene Skordahl, and Patrick Vollmuth voted yes. Joe Valentine abstained due to potential conflict of interest. Motion passed.

### **7.6 Change Old National Bank account from Dr. Mortensen to Mr. Beugen**

Ms. Pool motioned to, “change of the Old National Bank account from Dr. Mortensen to Mr. Beugen.” Mr. Valentine seconded the motion. Motion passed unanimously.

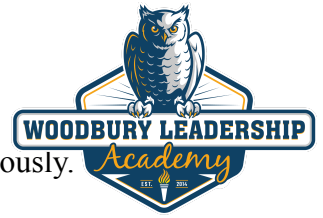
Ms. Stevens made a motion to “add 9 employees (Alyssa Meyer, Jeremy Hein, Ashlee Koerner, Alex Iwasko, Roberto Martinez, Norma Martinez, Ryan Zamzow, Donna Nightingale, and Angela Jacobs). Ms. Pool seconded the motion to add those 9 employees to our ratified employee agreements. Ms. Skordahl seconded the motion. Motion passed unanimously.

### **7.7 Change DIVY (school charge card) account from Dr. Mortensen to Mr. Beugen**

Ms. Pool motioned to, “approve the change of the DIVY account from Dr. Mortensen to Mr. Beugen.” Ms. Stevens seconded the motion. Motion passed unanimously.

### **7.8 IoWa Resolution (to change MDE access point from Dr. Mortensen to Mr. Beugen)**

Ms. Pool made a motion to, “The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties. Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant



the IOwA Proxy role(s). Woodbury Leadership Academy hereby designates Mr. Jonas Beugen as their IOwA.“ Mr. Valentine seconded. Motion passed unanimously.

#### **7.9 Board Meeting/Training Calendar 24-25**

Mrs. Pool motioned to, “approve Board Meeting/Training Calendar for the 24-25 school year.” Ms. Skordahl seconded the motion. Motion passed unanimously.

#### **7.10 Accept Board Election Results**

Mrs. Pool motioned to, “accept the Board Election Results.” Ms. Skordahl seconded the motion. Motion passed unanimously.

#### **7.11 Seat New Board Member**

Mrs. Pool motioned to, “accept Colleen Lautenbach as our new member for the teacher seat.” Ms. Stevens seconded the motion. Motion passed unanimously.

#### **7.12 Appoint Mike Balint as Community Member**

Mrs. Pool motioned to, “appoint Mike Balint as our Community Member vacant seat.” Mr. Valentine seconded the motion. Motion passed unanimously.

#### **7.13 Appoint Carlye Sherrill as Parent Member**

Mrs. Pool motioned to, “appoint Carlye Sherrill as our Parent Member.” Ms. Stevens seconded the motion. Motion passed unanimously.

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

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

- Mr. Vollmuth is resigning from the WLA Board as the community seat.
- Julie Oh’s obituary - July 18th is visitation and July 19th is celebration of life at Eagle brook church in woodbury. The Board and WLA will send flowers and show support.

### **9. Housekeeping**

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

Date: Thursday, July 25, 2024

Time: 5:30pm

Location: WLA, Building B - Room 361 – 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 6:19 PM.

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