

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
May 23, 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)

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

Mr. Sheak 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 May 23, 2024 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

3.2 Approval of April 25, 2024 Meeting Minutes

Ms. Pool moved “to approve the April 25, 2024 meeting minutes.” Ms. Stevens 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

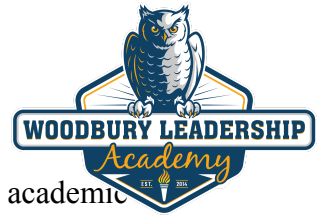
5.1 Delegation of Public Comment Items

No comments.

6. Board and Administration Reports

6.1 Board Report

- Dr. Mortensen and Ms. Baumann’s retirement party just took place and it was nice to be able to reflect on memories throughout the years. There will be a booth set up at the carnival to take pictures and talk to these two.



6.2 Director Report

Dr. Mortensen discussed the Director Report.

- MCA's first look shows that WLA students are continuing to improve upon academic performance measures. Teachers believe that the increased minutes in reading and math along with fidelity with the iReady curriculum have contributed to this.
- 75% employee contracts are done and ready to be ratified, WLA is still looking to hire for 3-4 more positions.
- Many fun field trips and events happening to end the school year!

6.3 Financial Director Report (BKDV)

- Mr. Reeves reviewed the FY24 Revised Budget Highlights and FY25 Original Budget Highlights. The 2024-2025 Budget was presented with details regarding revenues, expenditures, and increases in certain areas.
- Ms. Pool motioned to "Propose to adopt the 2023-2024 revised budget as presented: General Fund Revenues of \$9,082,938 and Expenditures of \$8,875,293, Food Service Fund Revenues of \$600,000 and Expenditures of \$600,00, and Community Service Fund Revenues of \$0 and expenditures of \$5,000." Skordahl seconded the motion. Motion passed unanimously."
- Ms. Skordahl reviewed the April 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 83.33% complete, revenues are at 81.6% and expenditures disbursed are at 81.5% of the reporting period.
- Ms. Skordahl reviewed the April 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 May 8. During this meeting, the committee reviewed financial statements for April and discussed PTO, employee agreements, various contracts that are included, and a fund request for furniture and technology.

- **6.4.1. Approve April Financials and May Finance Committee Minutes**

Ms. Skordahl motioned "to approve April Financial Statements and May Finance Committee Minutes." Mr. Balint seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

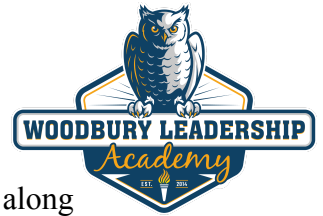
Mr. Valentine reported that the Governance Committee met on May 9. During this meeting, there was discussion regarding a review of the 700 and 800 series.

- **6.5.1. Accept April Governance Committee Minutes and enter policies 701, 704, and 709 into second reading.**

Mr. Valentine motioned to, "accept May Governance Committee Minutes and enter policies 701, 704, and 709 into second reading." Mr. Sheak seconded the motion. Motion passed unanimously.

6.6 Facilities Committee Report

- Dr. Mortensen gave an update on the construction and remodeling of the first floor in Building A. First grade will be moving to the first floor with kindergarten. With an addition of classrooms, there will also be added offices and storage rooms. This summer, grades will be moving and shifting to adjust as well. These should all be done by June 30, 2024.



7. Board Discussion and Business

7.1 Elections Update

Elections start on May 28, 2024 at 8am. Stakeholders will receive an email to vote along with another reminder throughout the week. Elections close on May 31, 2024 at 5:00pm and the winners of the election will be seated at the June Board meeting.

7.2 Parent Square Contract

Mrs. Pool motioned to, “approve the Parent Square Contract.” Ms. Stevens seconded the motion. Motion passed unanimously.

7.3 Dirt Monkey Contract

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

7.4 JR Computer Associates Contract

Mrs. Pool motioned to, “approve the JR Computer Associates Contract.” Ms. Ohs seconded the motion. Motion passed unanimously.

7.5 Teachers on Call Contract

Mrs. Pool motioned to, “approve the Teachers on Call Contract.” Ms. Skordahl seconded the motion. Motion passed unanimously.

7.6 Approve 2024-2025 Budget

Mrs. Pool motioned to, “Propose to adopt the 2024-2025 original budget as presented: General Fund Revenues of \$9,951,147 and Expenditures of \$9,712,685, Food Service Fund Revenues of \$650,000 and Expenditures of \$650,000, and Community Service Fund Revenues of \$0 and Expenditures of \$5,000.”

Ms. Skordahl seconded the motion. Roll call vote - Motion passed unanimously.

7.7 Ratify Employee Agreements

Mrs. Pool motioned to, “ratify the employee agreements listed this evening.” Ms. Ohs seconded the motion. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

- Patrick Vollmuth is stepping down from the Community Seat
- Mike Balint (Parent seat) has a student leaving WLA at the end of the school year, so he is stepping down as a parent on the Board, but would like to stay as a community member. He may be appointed at the June Board meeting.
- There will be calendar changes in June as well as more contracts to approve.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, June 27, 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 6:29 PM.

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