

## Meeting Minutes: November 15<sup>th</sup>, 2016



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on October 11<sup>th</sup>, 2016 at 6:00 P.M. at the 1<sup>st</sup> Grade Pod Area.

**Directors Present:** Jennifer Goveronski, Kylie Griffith, Eric Jungmann, Ro Krejci, Cliff MacDonald, Anna Yang, Barbara Young

**Directors Absent:** None

**Administration/Advisors Present:** Bert Strassburg (Executive Director), Kou Vang (Consultant)

**Others in Attendance:** WLA staff and parents

### **1. Call to Order and Roll Call**

Ms. Young called the meeting to order at 6:04 PM. Ms. Griffith took roll call of members.

### **2. WLA Mission and Vision**

Mr. MacDonald read the WLA Mission and Vision Statements.

### **3. Approval of Agenda**

Ms. Griffith moved to approve the agenda as presented. Ms. Krejci seconded. Motion passed unanimously.

### **4. Conflict of Interest Declaration**

Ms. Young asked if there were any conflicts of interest of members for items on the agenda. None were noted.

### **5. Approval of Previous Minutes**

Ms. Griffith moved to approve the minutes from the Oct 25, 2016 meeting, with the correction of the spelling of Ms. Krejci's name. Ms. Krejci seconded. Motion passed. Mr. Jungmann abstained.

### **6. WLA Spirit Recognition**

Mr. Strassburg described the newly implemented WLA Spirit Recognition program to the Board. He then presented WLA Spirit Recognition certificates to the Kindergarten teacher team (Ms. Barthel, Ms. Purinton, Ms. Engelsgerd).

### **7. Public Comment**

There was no public comment

### **8. Presentations**

**Facilities:** Mr. Strassburg and Mr. Vang updated the Board on the status of our current lease and the search for a new building.

**VOA site visit:** Mr. Strassburg shared the results of the formal annual site visit by Volunteers of America, WLA's authorizer.

**Executive Director SY16-17 Goals:** Mr. Strassburg proposed goals for SY 16-17 and asked Board members for feedback in order to refine the goals.

## **9. Committee Reports**

**Governance Committee:** The Nov meeting was cancelled. Next meeting will be Dec 5 at 5:00 pm.

## **10. Board and Administration Reports**

**Finance Report:** Mr. Strassburg presented the Oct Finance report prepared by BKDA.

**Board Report:** Ms. Young reported that the VOA site visit went well. New Board members have signed up for required trainings. The Board is currently seeking parents for membership to the Governance and Finance committees. A Board member is needed to chair the Finance Committee. If no one steps forward, a Board member will be appointed after elections in December.

**Executive Director Report:** Mr. Strassburg presented current enrollment numbers and described steps being taken to increase enrollment. Enrollment for the SY 2017-18 opens Dec 1. Mr. Strassburg will put together a team to address public comment from the Oct 11 board meeting as to whether to offer Grade 8 in SY 17-18 and bring various enrollment scenarios to the Dec meeting. Give to the Max day is Nov 17.

## **11. Development and Discussion**

**Board Member/Administration roles:** Mr. Strassburg shared the MSBA "Guide for Newly Elected School Board Members" which outlines the role and responsibilities of the Board vs the role of Administration.

**Board of Director's Election Procedure:** The process for the upcoming election was discussed.

**2017-18 Enrollment Planning:** Mr. Strassburg recommended that a team be organized to analyze Middle School enrollment options and present at the next meeting the impact of enrollment numbers on the budget.

**MN School Board Association membership:** Ms. Krejci discussed the option of joining MSBA to obtain assistance for the Governance Committee to write and review policies. MSBA will be asked to present to the Board at a spring meeting with the possibility of joining next year.

## **12. Consent Agenda**

Motion by Mr. Jungmann to approve the Consent Agenda as presented. Second by Ms Griffith. Motion passed unanimously.

### **1. Financial Statements**

- a. Approve October 2016 Financial Statements and Transactions as presented

### **2. Personnel Transactions**

- a. Transfer Bharathi Balamurugan from a General Education Educational Assistant position to a Special Education Educational Assistant position effective 10/24/16

- b. Terminate Pauline Wambui, General Education Educational Assistant effective 11/16/16 (position eliminated)
- 3. Service Contracts**
  - a. Approve Mary Kelly, Director of Special Education Services consultant agreement for the period 11/3/16-6/30/17 at a rate of \$80/hr to a maximum of \$7,000.

### **13. Business/Board Action**

#### **1. Accept VOA site visit report**

Mr. MacDonald motioned “to accept the VOA fall site visit summary as presented.” Mr. Jungmann seconded. Motion passed unanimously.

#### **2. Appoint Election Officials**

Ms. Krejci moved “to approve the following individuals to serve as election officials as outlined in Board Policy 201: Nancy Baumann, Office Manager; Kris David, Office Support; Diana Gulenchyn, EA, and to appoint Anna Yang, Board Director to serve to oversee the election process. Ms Griffith seconded. Motion passed unanimously.

#### **3. Approve Consultant to move forward on new facility search**

Mr. Jungmann moved to approve Kou Vang, Board Consultant, to proceed with working with investors so WLA can lease property as presented and to share site locations and facility needs assessments for the purpose of obtaining proposals from potential investors.” Ms. Krejci seconded. Motion passed unanimously.

### **14. Board Communication and Future Items**

Ms. Young opened up the opportunity for Board members to discuss any other items not on the agenda or to request items to be added to future board agendas. None were offered.

### **15. Housekeeping Items**

Next Board meeting is scheduled for Tuesday, December 13, 2016 at 6:00 pm in the 1<sup>st</sup> Grade pod area.

There were no public comment items for which to delegate follow-up.

### **16. Adjournment**

Mr. Jungmann moved to adjourn. Ms. Krejci seconded. Motion passed unanimously. The meeting adjourned at 9:05 PM.

**Attendance 2016-2017 School Year**

| <b>Trustee</b> | 16 August | 23 August | 27 Sept | 11 Oct | 25 Oct | 15 Nov | 13 Dec | 24 Jan | 28 Feb | 29 March | 25 April | 23 May | 27 June | 25 July |
|----------------|-----------|-----------|---------|--------|--------|--------|--------|--------|--------|----------|----------|--------|---------|---------|
| B. Young       | •         | •         | •       | •      | •      | •      |        |        |        |          |          |        |         |         |
| K. Griffith    | •         | N         | •       | •      | •      | •      |        |        |        |          |          |        |         |         |
| C. MacDonald   | •         | •         | N       | •      | N      | •      |        |        |        |          |          |        |         |         |
| E. Jungman     | •         | •         | •       | •      | •      | •      |        |        |        |          |          |        |         |         |
| R. Krejci      | •         | •         | •       | •      | •      | •      |        |        |        |          |          |        |         |         |
| A. Yang        |           |           |         | •      | •      | •      |        |        |        |          |          |        |         |         |
| J. Goveronski  |           |           |         | •      | •      | •      |        |        |        |          |          |        |         |         |
|                |           |           |         |        |        |        |        |        |        |          |          |        |         |         |
| <b>Staff</b>   |           |           |         |        |        |        |        |        |        |          |          |        |         |         |
| B. Strassburg  |           | •         | •       | •      | N      | •      |        |        |        |          |          |        |         |         |

• Present   N Notified Absence   U Un-notified Absence    Not Applicable

Meeting Minutes submitted by Kylie Griffith, Board Secretary