

## Meeting Minutes: October 25<sup>th</sup>, 2016



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on October 25, 2016 at 6:00 P.M. at the 1<sup>st</sup> Grade Pod Area.

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

**Directors Absent:** Cliff MacDonald

**Advisors Present:** Judith Darling (BKDA), Brad Falteysek (Abdo, Eick & Meyers, LLP)

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

### I. Call to Order

Ms. Young called the meeting to order at 6:04 PM.

### II. Roll Call of Members

Ms. Griffith took a roll call of members.

### III. Approval of Agenda

Ms. Krejci moved to approve the agenda. Ms. Griffith seconded. The motion passed unanimously.

### IV. Conflict of Interest Declaration

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

### V. Public Comment

There was no public comment.

### VI. Meeting Minutes

Ms. Krejci "Moved to approve the minutes from the October 11, 2016 meeting." Ms. Griffith seconded. The motion passed unanimously.

### VII. Reports received by the Board

- A. **Board Chair Report:** Ms. Young welcomed Ms. Yang and Ms. Goveronski to the board and thanked them for joining.
- B. **Executive Director Report:** In Mr. Strassburg's absence, Ms Young read an e-mail from him. Items of note include:
  - a. Kris David began employment at WLA as Receptionist/Front Office Clerical support.
  - b. SEAC (Special Ed Advisory Committee) recently met to discuss current year planning.
  - c. A staff Recruitment and Enrollment Committee was formed and met to discuss ideas to promote student enrollment at WLA.
  - d. School furniture purchased with CSP Grant funds has started to arrive. A big thank you to those that helped receiving and assembling furniture.

## **VIII. Consent Agenda**

### **A. Personnel Transactions**

- a. Approve to hire Kris David as Receptionist/Front Office Clerical support.

### **B. Service Contracts**

- a. Approve revised agreement with Beltz, Kes Darling to provide Financial Management Services for the 2016-2017 school year. Agreement was revised to reflect actual enrollment numbers.

Ms. Krejci “Moved to approve the consent agenda.” Mr. Jungman seconded. The motion passed unanimously.

## **IX. Committee Reports**

### **A. Finance-September Financial Statements**

Ms. Darling from BKDA presented the September financial statements. She reported that the CSP Grant has been completed and final reporting is due in October to MDE. Ms. Darling stated that an informational working budget is included in the financials, which is a revision of the original budget to reflect a reduction in enrollment from 350 to 250 students. The working budget will be modified as needed and presented to the Board for approval at a future meeting.

### **B. Finance-Audit Report**

Brad Falteysek from Abdo, Eick & Meyers, LLP presented the audited final report and management letter for the year ended June 30, 2016. The auditors issued a clean opinion and there were no control findings or compliance issues noted.

Ms. Krejci, “Moved to accept the audit report as presented.” Ms. Griffith seconded. The motion passed unanimously.

### **C. Governance-Policy Update**

Ms. Krejci presented an updated Policy 201, The Election Process. There was discussion.

Ms. Griffith, “Moved to accept the audit report as presented.” Mr. Jungman seconded. The motion passed unanimously.

## **X. Board Action Items/Resolutions**

### **A. Name Mr. Strassburg as IOwA**

Ms. Griffith, “Resolved, that the Board appoint Bert Strassburg, Executive Director, as the Identified Official with Authority (IOwA) for Woodbury Leadership Academy.” Ms. Krejci seconded. The motion passed unanimously.

## **XI. Development/Discussion**

### **A. Professional Development: Discussion of “A Reflection on the Challenges for Minnesota’s Charter School Movement” and “Starting Strong” articles**

Topics discussed included Mission and Vision, External Relations and Enrollment. The Mission Statement was read, noting that Leadership was an important part of the school’s mission and was important to current and prospective parents.

### **B. 2017-2018 Enrollment Planning**

There was discussion regarding this year’s decline in enrollment. Ms. Krejci suggested that the Board needs to make decisions impacting enrollment early in the year in order to provide families information on which to plan, specifically as to whether or not WLA offers Grade 8 next

year. Ms Young indicated that this discussion would be more valuable with Mr. Strassburg present at a future meeting.

**C. PIP Program Update**

Mr. Jungman reported that there has been no communication regarding the PIP program. There are two items due by the 14<sup>th</sup>: SpEd Director training and Improvement of tracking and recordkeeping. WLA is on-track to complete both.

**XII. Housekeeping Items**

**A. Next Meeting Date**

There was discussion as to the date of the next regular Board meeting. The Board had previously voted to hold meetings on the fourth Tuesday of the month, however, this date in November would conflict with conferences.

Ms. Griffith “Moved, that the next regular Board meeting be rescheduled to the third Tuesday of the month, November 15, 2016.” Ms. Goveronski seconded. The motion passed unanimously.

The next regular Board meeting will be on Tuesday, November 15, 2016 beginning at 6:00 PM.

**B. Delegation of Public Comment Items**

There were no public comment items to delegate.

**XIII. Adjournment**

Mr. Jungman “Moved to adjourn.” Ms. Krejci seconded. The motion passed unanimously. The meeting adjourned at 7:32 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

Minutes submitted by Kylie Griffith, Board Secretary.