

Meeting Minutes: December 13th, 2016



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on December 13th, 2016 at 6:00 P.M. at the 1st Grade Pod Area

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

Directors Absent: Cliff MacDonald

Administration/Advisors Present: Bert Strassburg (Executive Director), Judith Darling (BKDA, financial)

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

Ms. Yang read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Krejci moved to approve the agenda as presented. Ms. Griffith 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 meeting minutes from the November 15th, 2016 meeting. Mr. Jungmann seconded. Motion passed unanimously.

6. WLA Spirit Recognition

Mr. Strassburg presented WLA Spirit Recognition certificates to outgoing Board members, Ms. Goveronski and Mr. Jungmann. Mr. MacDonald also received a certificate.

7. Public Comment

Ms. Pais shared her thoughts about the Student Council and leadership roles and activities of students at WLA.

8. Presentations

Facilities: Mr. Strassburg and Ms. Young updated the Board on the status of the current lease and the search for a new building. Various options are being looked at including renewing the existing lease, looking for other available sites to lease for next

year, looking for potential investors for construction and leasing portables during construction.

Board Member Job Description: Ms. Young presented a Board Member Job Description, Performance Expectations, Code of Ethics and Board Member Agreement. All members will be asked to sign the Agreement in January.

Board of Directors Election Results: Ms. Yang presented the results from the election: Ms. Folks was elected to fill the Parent seat; Ms. Erickson to fill the Teacher seat and Ms. Swainey to fill the Community Member seat.

9. Committee Reports

Governance Committee: The December meeting was cancelled. Next meeting will be January 9, 2017 at 5:00 p.m.

10. Board and Administration Reports

Finance Report: Ms. Darling, from BKDA, presented the November Finance report. A revised budget will be presented next month for approval.

Board Report: Ms. Young reported that she and Mr. Strassburg had met with the Minnesota Association of Charter Schools (MACS) and discussed the role of the authorizer, the role of Board members and the role of staff in day-to-day operations. They also discussed current and upcoming legislation that affects charter schools.

The Board is currently seeking parents for membership to the Governance and Finance committees.

Executive Director Report: Mr. Strassburg presented current enrollment numbers and described steps being taken to increase enrollment. Open enrollment for the 2017-18 school year began December 1 and will run through January 31, 2017 at 4:00 pm. A committee has been formed to market WLA to the community and they need help from current families to help promote WLA. There was Special Ed training during December for all faculty as required by the VOA PIP and there will be Special Ed training for Board Members at the January board meeting.

Mr. Jungmann left the meeting at 6:54 P.M.

11. Development and Discussion

Friends of Woodbury Leadership Academy: Mr. Strassburg reported that the PTA recently underwent an audit by the Minnesota PTA. The PTA leadership has agreed to cease operations as this time. Mr. Strassburg stressed the need for WLA to be more inclusive of parents and is proposing a school run parent group, "Friends of Woodbury Leadership Academy," to replace the PTA for events and fundraising. The operation of the parent group will be more defined as WLA looks to other charter schools to see how they run their parent groups.

12. Consent Agenda

Motion by Ms. Goveronski to approve the Consent Agenda as presented. Seconded by Ms Yang.

1. Financial Statements

a. Approve the November 2016 Financial Statements and Transactions as presented

2. Personnel Transactions

- a. Approve hiring Beth Hill for lunchroom supervisor effective 11/28/16

3. Service Contracts

- a. None

Ms. Krejci and Ms. Griffith abstained from the vote. Motion passed.

13. Business/Board Action

1. Accept the Board of Directors Election results from the December Election

Ms. Griffith motioned “the Woodbury Leadership Academy Board of Directors accept the results from the Board election held in December 2016 for 1 parent, 1 teacher and 1 community member seat.” Ms. Krejci seconded. Motion passed unanimously.

2. Approve the Establishment of Friends of Woodbury Leadership Academy

Ms. Griffith moved “for the Woodbury Leadership Academy Board of Directors to approve the establishment of “Friends of Woodbury Leadership Academy as presented.” Ms. Goveronski 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. If action is needed to keep the facilities search process moving, a special meeting may be called prior to the next meeting. Ms. Krejci requested guidance on which policies the Governance Committee should be reviewing or proposing in the next few months.

15. Housekeeping Items

The next Board meeting is scheduled for Tuesday, January 24th, 2017 at 6:00 pm in the 1st Grade pod area.

Mr. Strassburg will meet with Ms. Pais to further discuss the public comment items presented.

XIII. Adjournment

Ms. Krejci moved to adjourn. Ms. Griffith seconded. Motion passed unanimously. The meeting adjourned at 7:12 PM.

Attendance 2016-2017 School Year

Trustee	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	•	N							
E. Jungmann	•	•	•	•	•	•	•							
R. Krejci	•	•	•	•	•	•	•							
A. Yang				•	•	•	•							
J. Goveronski				•	•	•	•							
Staff														
B. Strassburg		•	•	•	N	•	•							

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

Meeting Minutes submitted by Kylie Griffith, Board Secretary