

Meeting Minutes: January 24th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on January 24th, 2017 at 6:00 P.M. at the 1st Grade Pod Area

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

Directors Absent: Eric Jungmann

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

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:06 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. Krejci moved “to approve the minutes from the WLA Board of Directors regular meeting held on December 13, 2016 at 6 PM as presented.” Ms. Yang seconded. Motion passed. Mr. MacDonald abstained.

6. WLA Spirit Recognition

Mr. Strassburg presented a WLA Spirit Recognition certificate to outgoing Board member Mr. MacDonald to recognize his dedication and service to WLA.

7. Public Comment

There was no public comment.

8. Presentations

Revised 2016-17 Budget: Ms. Darling presented a revised current year budget for Board

approval, highlighting assumptions used and material changes in revenues and expenses.

Facilities Update: Mr. Strassburg updated the Board on the change in leadership at Perpich Center for Arts Education. He met with a Perpich task force, which is requesting information on next year's grade offerings and enrollment plans before moving forward with lease negotiations. The task force requested that WLA not offer grades 7 and 8 as they feel WLA offering these grades is competing with Crosswinds School enrollment.

Grade Configuration for 2017-2018: Mr. Strassburg recommended a grade configuration for the 2017-18 school year of Kindergarten through Grade 6. Grade 6 would operate with a single teacher, similar to the other grades. The plan would be to achieve stability in the lower grades and grow the school as students' progress to higher grades. Enrollment in next year's grades 7 and 8 (current year grades 6 and 7) is projected to be low and resources would be better used to grow the lower grades. This recommendation also takes into account the Perpich task force request for grade offerings, removing this obstacle in the lease negotiation process.

9. Committee Reports

Governance Committee: Ms. Krejci requested feedback on the Background Check Policy, the first reading which is on the consent agenda. The committee will put together a list of mandatory policies and a policy review schedule. The committee is seeking additional members. Next meeting will be March 6th, 2017 at 5:30 P.M.

10. Board and Administration Reports

Finance Report: Ms. Darling presented the December Financial Statements and Disbursement listing. The proposed budget is included in the report.

Board Report: Ms. Young reported that she and Bert had met with incoming and returning board members to discuss the Board's role, the governance model, the Board Code of Ethics and Board member agreement. Ms. Young reinforced the importance of stability in enrollment numbers for investors as WLA moves forward with the plan to own a facility.

Executive Director Report: Mr. Strassburg presented current enrollment numbers. Open enrollment for next school year ends on January 31st.

Mr. Strassburg and Ms. Young attended the Volunteers of America Winter Conference. Topics covered were marketing and communications.

Grade level meetings with faculty are being held to focus on teaching and learning in the classrooms.

Lisa Nordstrom is the acting chair of the SEAC (Special Ed Advisory Council). A Special Ed informational meeting is being planned to educate and provide resources for WLA families.

The first "Coffee with the Director" will be held on Friday, January 27 at 9:45. All are welcome to attend.

11. Development and Discussion

Special Education Presentation: Ms. Kelly presented a Special Education training for the Board as required by the VOA PIP.

1st Reading of Board Policy 303: Background Checks: Ms. Krejci requested Board members read the draft policy and provide feedback.

12. Consent Agenda

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

1. Financial Statements

- a. Approve the December 2016 Financial Statements and Transactions as presented

2. Personnel Transactions

- a. Approve hiring Steven Lock as Reception and Security Monitor effective 1/03/17

3. Acceptance of Gifts

- a. Approve the acceptance of gifts to WLA as presented

Motion passed unanimously.

13. Business/Board Action

1. Approve the Designation of Depositories

Ms. Yang moved “Resolved, that the Board designates Anchor Bank as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S.118A.03 and:

- a) The Board Chair or Executive Director are authorized to accept and release collateral as required
- b) The Board Chair, Executive Director and Office Manager are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and
- c) This resolution shall be valid until superseded.”

Ms. Krejci seconded. Motion passed unanimously.

2. Approve the 1st Reading of Policy 303: Background Checks

Ms. Young noted that no motion was needed for the first reading of a policy.

3. Approve the Revised 2016-2017 Budget

Ms. Krejci moved to “Approve the revised 2016-2017 Budget as presented.” Seconded by Ms. Griffith. Motion passed unanimously.

4. Approve the WLA Grade Configuration for 2017-2018

Ms. Yang moved to “Approve the WLA Grade Configuration for grades K-6 for the 2017-2018 School Year as presented.” Seconded by Mr. MacDonald. Motion passed. Ms. Krejci voted opposed. Ms. Young noted that Ms. Krejci was personally impacted by this motion.

5. Administer Oath of Office to New Board Members

Ms. Young noted that no motion was needed to administer the Oath of Office to incoming board members. Ms. Young administered the Oath to new board members: Mandi Folks (parent), and Karin Swainey (community member). Jessica Erickson (teacher) was absent, and will be installed at the next Board meeting.

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. Ms. Krejci requested that a discussion on Board configuration and the annual Board survey be included in a future meeting agenda.

15. Housekeeping Items

The next Board meeting is scheduled for Tuesday, February 28th, 2017 at 6:00 pm in the 1st Grade pod area (Room 1500).

16. Adjournment

Ms. Krejci moved to adjourn. Ms. Swainey seconded. Motion passed unanimously.

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

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

Minutes submitted by Kylie Griffith, Board Secretary