

Meeting Minutes: March 1st, 2017



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

Directors Present: Mandi Folks, Kylie Griffith, Ro Krejci, Karin Swainey, Anna Yang, Barbara Young

Directors Absent: None

Administration/Advisors Present: Bert Strassburg (ED), Judith Darling (BKDA), Eugene Piccolo (MACS), Kou Vang

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:03 PM. Ms. Griffith took roll call of members.

2. WLA Mission and Vision

Ms. Swainey read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Griffith moved to approve the agenda as presented. Ms. Yang 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. Yang moved “to approve the minutes from the WLA Board of Directors regular meeting held on January 24, 2017 at 6 PM as presented.” Ms. Griffith seconded. Motion passed unanimously.

6. Oath of Office

Ms. Young administered the Oath to new board member Jessica Erickson (teacher).

7. Reorganization of the Board of Directors

Board Officer Responsibilities: Mr. Strassburg presented information on Board Governance, addressing the roles of the Board and the Executive Director in achieving WLA’s mission and in the running of Board meetings. He also reviewed the section of the WLA Bylaws addressing the Board composition and officers. A chart listing required Board trainings and the training status of current board members was presented.

Election of WLA Board Officers:

Board Chair: Ms. Griffith nominated Ms. Young for Board chair; Ms. Yang seconded. Motion passed unanimously.

Board Secretary: Ms. Yang nominated Ms. Griffith for Board Secretary; Ms. Folks seconded. Motion passed unanimously.

Board Treasurer: Ms. Young nominated Ms. Yang for Board Treasurer; Ms. Griffith seconded. Motion passed unanimously.

Vice Chair: Ms. Young moved to discuss the removal of the Vice Chair position for the bylaws; Ms. Yang seconded. Ms. Krejci questioned whether the position was necessary and if the bylaws should be amended. Ms. Krejci nominated herself for the position of Vice Chair; Ms. Folks seconded. Ms. Young nominated Ms. Griffith for the position of Vice Chair; Ms. Yang seconded. The Board discussed whether there was a conflict of interest for Ms. Krejci if she were voted Vice Chair and chaired the Governance Committee, which would propose changes to the Bylaws. Ms. Krejci withdrew her nomination. Vote was taken on nomination of Ms. Griffith; motion passed unanimously.

8. Public Comment

There was no public comment.

9. Committee Reports

Governance Committee: Ms. Krejci reported the committee discussed changes to the Background Check policy. A systematic approach to policy writing and review was discussed and the Committee charge was reviewed. Next meeting will be March 6, 2017 at 5:30 PM.

10. Board and Administration Reports

Finance Report: Ms. Darling presented the January 2017 Financial Statements and Disbursement listing.

Board Report: Ms. Young reported that WLA has met all of the requirements of the PIP and is out of intervention status with Volunteers of America (VOA), WLA's authorizer.

Executive Director Report: Mr. Strassburg presented current enrollment numbers.

11. Development and Discussion

Minnesota Association of Charter Schools (MACS): Mr. Piccolo, Executive Director of MACS, discussed the function of a Board of Directors, including the need for trust and teamwork among directors, the importance of communication and the purpose of Board meetings. He emphasized that Board members individually do not have power, but rather governance is a group responsibility. The Board is responsible for 1) Policy, 2) Strategic planning and 3) Oversight. Board members were given a book about fiduciary responsibilities as a Board.

Board of Directors Community Member Seats: Ms. Krejci reported that the Bylaws require 3 community Board members, but WLA currently only has one. Board members are asked to consider areas of expertise needed by the Board and try to identify and recruit to fill the two vacant seats.

Governance Committee Charge Document Updates: Ms. Krejci reviewed changes to the Governance Committee charge.

2017-2018 Academic Year Calendar: Mr. Strassburg presented a draft calendar for next

school year which is patterned off of ISD 833 since they provide busing for WLA.

Perpich Meetings – Debriefing: Mr. Strassburg reported on the Perpich Board Listening Session held in February 2017. Perpich is proposing to end their oversight of Crosswinds and is seeking input from those affected. St Paul Public Schools (SPPS) has proposed to oversee Crosswinds. Any change requires legislative approval. Mr. Strassburg stated that WLA has engaged an attorney to assist us if needed in working through our lease options as the Perpich/Crosswinds situation progresses. The SPPS proposal would allow WLA to stay at the current location for the 2017-18 school year. Perpich also plans to include this in their recommendation to the Legislature. Meanwhile, Mr. Vang is working with the Facilities Committee to look at leasing/buying/building options for the following year. Mr. Vang discussed various options, which are being looked at.

Executive Director Mid-Year Review Summary: Ms. Young stated Mr. Strassburg is making ongoing progress towards meeting his current year goals. The Board intends to negotiate a contract renewal with Mr. Strassburg for next year. Along with continuation of the Executive Director’s goals for the year, a focus will be strengthening the working relationship between the Board and the Executive Director.

12. Consent Agenda

Motion by Ms. Krejci to approve the Consent Agenda as presented. Seconded by Ms. Young.

1. Financial Statements

- a. Approve the January 2017 Financial Statements and Transactions as presented.

2. Personnel Transactions

- a. Approve the resignation of Viji Bharathi, Special Education Educational Assistant, effective 2/10/2017.
- b. Approve a change in position and pay rate for Steven Lock to Special Education Educational Assistant effective 2/13/17.

3. Contracts

- a. Approve the contract dated 2/22/2017 for real estate legal services with Ferdinand F Peters Law Firm.
- b. Approve the extension/adjustment of the Special Education Director contract with Mary Kelly to increase service dollars to not to exceed \$15,000 thru June 30th, 2017.

Motion passed unanimously.

13. Business/Board Action

1. Approve WLA 990

Ms. Krejci moved to “Approve the submission of the IRS 990 Tax Form (prepared by BKDA) as presented.” Ms. Swainey seconded. Motion passed unanimously.

2. Approve the Governance Committee Charge Document

Ms. Folks moved to “Approve the Governance Committee Charge Document as presented.” Ms. Griffith seconded. Motion passed unanimously.

3. Assign Nancy Baumann, to the Governance Committee

Ms. Krejci moved to “Approve the assignment of Nancy Baumann, WLA Office Manager, to the Governance Committee.” Ms. Swainey seconded. Motion passed unanimously.

4. Approve Entering into Contract Negotiations with Bert Strassburg

Ms. Swainey moved to “Approve the WLA Board of Directors to enter into contract negotiations with Bert Strassburg as WLA Executive Director for the 2017-2018 school year.” Ms. Yang 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.

Ms. Griffith requested that the Board discuss changing the election date and Board member terms. Ms. Folks requested an update on Friends of WLA.

15. Housekeeping Items

The next Board meeting is scheduled for Tuesday, March 28th, 2017 at 5:00 PM in the 1st Grade pod area.

XIII. Adjournment

Ms. Krejci moved to adjourn. Ms. Swainey seconded. Motion passed unanimously. The meeting adjourned at 9:10 PM.

Attendance 2016-2017 School Year

Trustee	16 August	23 August	27 Sept	11 Oct	25 Oct	15 Nov	13 Dec	24 Jan	1 March	28 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				•	•	•	•	•						
M. Folks								•	•					
K. Swainey								•	•					
J. Erickson									•					
Staff														
B. Strassburg		•	•	•	N	•	•	•	•					

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

Minutes submitted by Kylie Griffith, Board Secretary.