

Meeting Minutes: May 23rd, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on May 23rd, 2017 at 6:00 P.M. at the 1st Grade Pod Area.

Directors Present: Jessica Erickson, Mandi Folks, Kylie Griffith, Ro Krejci, Anna Yang, Barbara Young

Directors Absent: Karin Swainey

Administration/Advisors Present: Bert Strassburg (ED), Judith Darling (BKDA)

Others in Attendance: WLA staff

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:02 P.M. Ms. Griffith took roll call of members.

2. WLA Mission and Vision

Ms. Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Griffith moved “to approve the agenda of the WLA Board of Directors regular meeting for Tuesday, May 23, 2017 at 6 PM as presented.” Ms. Folks 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. Folks moved “to approve the minutes from the WLA Board of Directors regular meeting held on Tuesday, April 25th, 2017 at 6 P.M.” Ms. Griffith seconded. Motion passed unanimously.

6. Public Comment

There was no public comment.

7. Presentations

WLA Mission & Vision Teacher Projects: Mr. Strassburg reported that the teachers prepared multimedia presentations of what the WLA Mission and Vision meant to them. These will be shared with the Board at a later meeting.

Strategic Planning: Mr. Strassburg stated that the current WLA Strategic Plan is on the policy page of the WLA website. He explained that the Mission Statement says who we are, the Vision Statement says who we want to become and the Strategic Plan sets the direction of how to reach

those goals. He would like the Board to involve stakeholders to review and update all three of these items.

Ms. Krejci reported that she, Ms. Yang and Ms. Erickson met and looked at the role of an authorizer and how our current authorizer, Volunteers of America, and various other authorizers aligned with WLA's mission and vision.

FY 2018 Budget Model/Summary: Ms. Darling presented the budget for the 2017-2018 school year based on an ADM of 318, resulting in a surplus of \$42,000. Board members requested additional information on the budget, to be provided at the next BOD meeting.

Certified Staff Salary Increases for FY 2018: Mr. Strassburg shared a recommended pay scale for the teaching staff for the 2017-2018 school year. The scale represents a 2% increase for all teachers for next year.

8. Committee Reports

Governance Committee: Ms. Krejci reported the committee met and continued working on the Parent Handbook, Faculty Handbook, Bylaw changes and Board policies. She requested that all comments on the policies out for 1st reading be submitted to her before the next Governance meeting, which is scheduled for June 5th at 4:00 P.M.

9. Board and Administration Reports

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

Board Report: Ms. Young stated that she had nothing significant outside of items on the agenda and would pass on reporting due to this being a long meeting.

Executive Director Report: Mr. Strassburg reported that MCA testing is complete with 100% participation, except for one student that opted out of taking it. MAP testing will finish this week.

The Finance/Facilities Committee is working with Kou Vang to secure a site and Ms. Darling is working with banks to obtain necessary financing to build a facility for the 2018-19 school year. All are invited to attend the Coffee with the Director scheduled for June 2nd at 9:45 A.M. June 9th is the last day of school for students and June 12th is the last work day for teachers.

10. Development & Discussion

Summer Board Calendar: Ms. Young reviewed meeting times for the summer BOD meetings to ensure that a quorum of directors will be present.

11. Consent Agenda

Motion was made by Ms. Griffith "to approve the Consent Agenda as presented.

1. Financial Statements

- a. Approve the WLA Financial Statements and Transactions for April 1-April 30th, 2017, as presented."

Motion was seconded by Ms. Folks. Motion passed unanimously.

12. Business/Board Action

1. Approve the 1st Reading of Policy 425:

Ms. Griffith moved to "Approve the 1st reading/review of the following policy:
Policy 425 Nepotism/Anti-Nepotism"

Ms. Krejci seconded. Motion passed unanimously.

2. Approve the proposed budget for Fiscal 2018

Ms. Folks moved to “approve the proposed budget for Fiscal Year 2018 as presented.” Motion was seconded by Ms. Yang. Motion passed unanimously.

3. Approve the Salary Increase for Certified Staff Positions

Ms. Yang moved to “approve the certified staff salary increase for 2017-2018 as presented.” Ms. Erickson seconded. Motion passed unanimously.

4. Approve the Closure of the WLA Accounts with Premier Bank

Ms. Griffith moved to “approve the closure of all WLA accounts with Premier Bank.” Motion was seconded by Ms. Folks. Motion passed unanimously.

5. Approve the WLA Board of Directors Meeting Schedule for June-August 2017

Ms. Griffith moved to “approve the WLA Board of Directors Meeting Schedule for June 1st – August 31st, 2017 as follows:

June 8th, 2017 at 4:30 P.M.,

June 27th, 2017 at 6:00 P.M.,

July 25th, 2017 at 6:00 P.M., and

August 22nd, 2017 at 6:00 P.M.”

Seconded by Ms. Krejci. Motion passed unanimously.

13. Convene into Closed Session

Motion was made by Ms. Griffith “Resolved, that we close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(c) for the purpose of discussing the Executive Director’s performance evaluation.”

Seconded by Ms. Krejci. The motion passed unanimously. Meeting closed at 8:26 P.M.

14. Convene into Open Session

The Board convened into open session at 10:17 P.M. Ms. Griffith moved “that the closed session be summarized as the Board discussed the Executive Director performance evaluation. Ms. Erickson seconded. The motion passed unanimously.

Ms. Griffith moved “to negotiate a contract for the 2017-2018 fiscal year with the task force, which include Ms. Yang, Ms. Young and Ms. Griffith.” Ms. Erickson moved to amend the motion to replace the word “contract” with the word “agreement.” Ms. Folks seconded the amended motion. Motion passed unanimously.

15. Board Communication and Future Items

Ms. Young opened up the opportunity for Board members to discuss any other items not on the agenda and to request items to be added to future board agendas.

16. Housekeeping Items

The next Board meeting is scheduled for Thursday, June 8th, 2017 at 4:30 P.M. in the 1st Grade pod area/Food Lab.

17. Adjournment

Ms. Krejci moved to adjourn. Ms. Erickson 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	1 March	28 March	25 April	23 May	8 June	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								•	•	N	•	N			
J. Erickson									•	•	•	•			
Staff															
B. Strassburg		•	•	•	N	•	•	•	•	•	•	•			

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

Minutes submitted by Kylie Griffith, Board Secretary.