

Meeting Minutes: June 8th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on June 8th, 2017 at 4:30 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)

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 4:38 P.M. Ms. Griffith took roll call of members.

2. WLA Mission and Vision

Ms. Erickson read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Krejci moved “to amend the agenda to add item 11.6 to approve the 1st reading/review of Policy 303 Background Checks.” Ms. Folks seconded. Motion passed unanimously.

Ms. Yang moved “to amend the agenda to move item 9.1 FY 2018 Budget Revision to 6.2, before the meeting goes into closed session to respect Ms. Darling’s time.” Ms. Erickson seconded. Motion passed unanimously.

Ms. Krejci moved “to approve the amended agenda of the WLA Board of Directors regular meeting for Thursday, June 8th, 2017 at 4:30 P.M. 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. Krejci moved “to approve the previous minutes from the WLA Board of Directors regular meeting held on Tuesday, May 23, 2017 at 6 P.M. as presented.” Ms. Folks seconded. Motion passed unanimously.

6. Public Comment

There was no public comment.

6.2 Development & Discussion

FY 2018 Budget Revision: Ms. Darling explained that the budget previously approved by the BOD included a hidden line item for transportation, which is not needed as WLA will continue to use the transportation services of ISD 833 in FY 2018. A revised budget was presented which

reflected the removal of this line and a few minor changes to spending, resulting in a net surplus of \$262,000 for the year.

7. Convene into Closed Session

Motion was made by Ms. Folks “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 5:12 P.M.

The Board convened into open session at 7:22 P.M. per the request of Mr. Strassburg. Motion was made by Ms. Griffith “For the WLA Board of Directors to convene into open session.” Seconded by Ms. Krejci. The motion passed unanimously. Board members continued their review of Mr. Strassburg by asking him questions about his performance during the year. Mr. Strassburg responded to all questions asked.

The Board convened back into closed session to continue their discussion. 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. Erickson. The motion passed unanimously.

Motion was made by Ms. Griffith “For the WLA Board of Directors to convene into open session.” Seconded by Ms. Folks. The motion passed unanimously. Meeting opened at 8:16 P.M.

8. Convene into Open Session

Motion was made by Ms. Griffith “For the WLA Board of Directors to convene into open session.” Seconded by Ms. Folks. The motion passed unanimously. Meeting opened at 8:16 P.M. Ms. Griffith took roll call of members. All members in attendance stayed present through the meeting.

9. Development & Discussion

Executive Director Position Description: Ms. Young distributed copies of a “Director/Administration Job Description” and copies were made for the public. The description was not included in the Board packet as it was undergoing attorney review, but Board members had the draft of the job description beforehand. The Board did not have the final version from attorney until minutes before the meeting.

Support Staff Salary Increases for FY 2018: Mr. Strassburg shared a recommended pay scale for support staff for the 2017-2018 school year. The scale represents a 2% increase, consistent with the % increase previously approved by the Board for certified staff. Ms. Young noted that the recommended pay scale was not included in the packet. Ms. Krejci questioned why the Office Manager position was not listed on the recommended pay scale. Ms. Young requested it be added to the pay scale and reflect a 2% increase.

Employment Postings/Staffing: Mr. Strassburg reviewed staffing needs for next year. Jobs will need to be posted to fill vacancies created by resignations, the addition of another section of grade 2, and a licensing issue that will require a variance.

10. Consent Agenda

Motion by Ms. Krejci “to approve the Consent Agenda as presented.” Seconded by Ms. Folks.

1. Personnel Transactions

- a. Approve the Personnel Transactions, as presented:

Resignations effective June 13th, 2017:

Hanna Levine, Gr 3 Classroom teacher

Spencer Yackley, Gr 4 Classroom teacher

Timothy Sheehan, Gr K-7 Physical Education/Health Teacher

Diana Gulenchyn, Classroom Assistant-Special Education

Motion passed unanimously.

11. Business/Board Action

1. Approve the Addition of a 1.0 FTE Grade 2 Teaching Position:

Ms. Krejci moved to “Approve the addition of a 1.0 FTE Grade 2 Classroom teacher for the 2017-2018 School Year as presented.” Ms. Yang seconded. Motion passed unanimously.

2. Approve the Executive Director Position Description

Ms. Griffith moved to “approve the WLA Executive Director position description as presented.” Motion was seconded by Ms. Erickson. Motion passed unanimously.

3. Approve the Revised FY 2018 Budget

Ms. Folks moved to “approve the corrected (revised) Fiscal Year 2018 WLA budget as presented.” Motion was seconded by Ms. Yang. Motion did not pass unanimously. Ms. Griffith opposed.

4. Approve the Salary Increase for Support Staff Positions

Ms. Folks moved to “approve the support staff salary increase for 2017-2018 as presented.” Motion was seconded by Ms. Krejci. Motion passed unanimously.

5. Approve the '17-'18 Executive Director Employment Agreement-Tabled

Ms. Krejci moved to “table the approval of the 2017-2018 WLA Executive Director Employment Agreement for Bert Strassburg until the June 27th Board meeting.” Motion was seconded by Ms. Griffith. Motion passed unanimously.

6. 1st Reading of Board Policy 303 Background Checks

Ms. Krejci moved to “approve the first reading of Board Policy 303 Background Checks.” Motion was seconded by Ms. Folks. Motion passed unanimously.

12. 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.

Ms. Griffith requested two items for future Board discussion:

Discuss the offering of Grade 6 due to low enrollment projections, and

Discuss the lease situation with Crosswinds/State of Minnesota.

13. Housekeeping Items

The next Board meeting is scheduled for Tuesday, June 27th, 2017 at 6:00 P.M. in the 1st Grade pod area.

14. Adjournment

Ms. Krejci moved to adjourn the meeting. Ms. Erickson seconded. Motion passed unanimously. The meeting adjourned at 9:55 P.M.

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				A	•	•	•	•	•	•	•	•	•		
J. Goveronski				A	•	•	•	•							
M. Folks								A	•	•	•	•	•		
K. Swainey								A	•	N	•	N	N		
J. Erickson									A	•	•	•	•		
Staff															
B. Strassburg		•	•	•	N	•	•	•	•	•	•	•	•		

Key	
•	Present
N	Notified Absence
U	Un-Notified Absence
A	Administered Oath of Office
	Not Applicable

Minutes submitted by Kylie Griffith, Board Secretary.