

Meeting Minutes: July 11th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on July 11th, 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: None

Administration/Advisors Present: Mary Apuli (Interim Executive Director)

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:00 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, July 11, 2017 at 6:00 PM as presented." Ms. Erickson 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. Public Comment

There was no public comment.

6. Discussion & Board Action

6.1 Consultant Agreement and Interim Director

Discussion: Ms. Young introduced Mary Apuli, a retired charter school director. Ms. Apuli is an independent consultant that WLA has an ongoing agreement with from Summer 2016. Ms. Young requested the Board extend the agreement to have Ms. Apuli fill the role of Interim Director for two months to assist with the search of a permanent director, manage staff hiring, renew consulting and other service contracts, and fulfill other functions necessary to continue school operations over the summer. After that time, her role would return to a consultant with the purpose of mentoring the new director.

6.1.1 Action: Ms. Griffith moved "to approve the standing consultant agreement." Ms. Folks seconded. Motion passed unanimously.

6.1.2 Action: Ms. Griffith moved “to approve contracting with Ms. Apuli as Interim Director for a maximum of two months.” Ms. Erickson seconded. Motion passed unanimously.

6.2 Hiring Process of Director

Discussion: Ms. Apuli distributed a process and timeline that will be used for the search of a “Managing Director” with the intent of bringing a recommendation to the Board at the next regular Board meeting. The position has been posted on MACS and EdPost and approximately 15 applications have been received. A committee will be needed to select and interview candidates and make a recommendation to the Board. Ms. Young and Ms. Erickson volunteered for the committee. An additional teacher and parent will be asked to join the committee. Compensation and benefits were discussed. Ms. Apuli led a discussion with Board members on important characteristics/qualities to look for in a director.

6.3 IOwA Contact

Discussion: Ms. Apuli explained that MDE requires all schools have a designated IOwA, an “Identified Official with Authority” that oversees all MDE reporting and is the only person allowed to authorize access to MDE secure reporting sites. Ms. Young stated that the previous director had been the IOwA for WLA and recommended that it be changed to Ms. Apuli, Interim Director.

6.3.1 Action: Ms. Krejci “Resolved, that the Board appoint Ms. Apuli, Interim Director, as the Identified Official with Authority (IOwA) for Woodbury Leadership Academy.” Ms. Folks seconded. Motion passed unanimously.

6.4 Enrollment and Staff Update

Discussion: Ms. Apuli reported that she is reviewing staffing needs based on current enrollment numbers for 2017-18 SY. There is a possibility that WLA will need to offer one or more combined grade level classes based on enrollment numbers. WLA currently has a maximum class size of 20 for K and 22 for other grades, but no minimum class size. Board members discussed setting a minimum class size of 18, but requested to readdress this at a future meeting as enrollment numbers continue to change over the summer.

6.5 Policy Update 908

Discussion: Ms. Krejci reported this policy is needed for compliance.

6.5.1 Action: Ms. Krejci moved “to approve the first reading of Board Policy 908 Website Accessibility.” Ms. Yang seconded. Motion passed unanimously.

6.6 Recognition of Former Board Member

Discussion: Ms. Young reported that Ms. Swainey had resigned from her Community Member Board seat in June. She thanked her for her service to the school.

7. Board and Administration Reports

Board Report: Ms. Young reported that there will be changes to the format of the agenda to make meetings more efficient. Two applications have been received for the three vacant Community Member Board seats and will be reviewed prior to the next meeting.

8. Committee Reports

Governance: Ms. Krejci reported that the committee continues to work on reviewing policies. A large number of policies will be sent out prior to the next Board meeting. She requested Board members review the policies and e-mail all questions/comments directly to her.

9. 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.

Board members requested the following items be discussed at future meetings:

- Process to establish expectations for the new director and monitor accountability throughout the year
- Updated on 2017-18 SY lease
- Revised Finance Committee charge

10. Housekeeping Items

Ms. Krejci moved to “change the date of the next regular Board of Directors meeting from Tuesday, July 25th, 2017 to Wednesday, July 26th, 2017.” Ms. Erickson seconded. Motion passed unanimously.

The next Board meeting is scheduled for Wednesday, July 26th, 2017 at 6:00 P.M. in the 1st Grade pod area.

11. Adjournment

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

The meeting adjourned at 7:55 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	11 July	26 July	8 August
B. Young	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
K. Griffith	•	N	•	•	•	•	•	•	•	•	•	•	•	•	•		
C. MacDonald	•	•	N	•	N	•	N	•									
E. Jungmann	•	•	•	•	•	•	•	N									
R. Krejci	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
A. Yang				A	•	•	•	•	•	•	•	•	•	•	•		
J. Goveronski				A	•	•	•	•									
M. Folks								A	•	•	•	•	•	N	•		
K. Swainey								A	•	N	•	N	N				
J. Erickson									A	•	•	•	•	•	•		
Staff																	
B. Strassburg		•	•	•	N	•	•	•	•	•	•	•	•	N			
M. Apuli															•		

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

Minutes submitted by Kylie Griffith, Board Secretary.