

Meeting Minutes: July 26th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on July 26th, 2017 at 6:00 P.M. at the 1st Grade Pod Area.

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

Directors Absent: Kylie Griffith

Administration/Advisors Present: Mary Apuli (Interim Executive Director), Rochelle Manders (VOA)

Others in Attendance: WLA staff and parents, community member

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:00 P.M. Ms Yang took roll call of members.

2. WLA Mission and Vision

Ms. Krejci read the WLA Mission and Vision Statements.

3. Conflict of Interest Declaration

Ms. Young asked if there were any conflicts of interest of members for items on the agenda. None were noted.

4. Consent Agenda

Ms. Apuli reported that the headings for items 4.1 and 4.2 were reversed. Ms. Krejci moved to remove the renumbered item 4.2.2 from the consent agenda." Ms. Yang seconded. Motion passed unanimously.

Ms. Folks moved "to approve the consent agenda as amended." Ms. Krejci seconded. Motion passed unanimously.

5. Public Comment

There was public comment from a community member thanking the Board for the opportunity to interview for a vacant board seat.

6. Financial Report

Recommended Financial Statements and Transactions

Ms. Yang reported that the budget will be revised in September based on more accurate enrollment numbers. Ms. Yang moved "to approve the June 2017 financial statements and transactions as presented." Ms. Folks seconded. Motion passed unanimously.

Finance Committee Meeting Minutes

Ms. Yang presented reported that the Board Finance Committee had its initial meeting, minutes of which are included in the Board packet. The committee would like to add an additional board member to represent the parent sector of the Board.

Committee Charge

Ms. Yang presented the Finance Committee charge developed by the committee. Board members made suggestions to add the initial adoption date and add the updated date. Ms Yang moved to “approve the amended Finance Committee Charge.” Ms. Erickson seconded. Motion passed unanimously.

Committee Recommendations

Title Grant Representative: Ms. Yang moved “that the Board of Directors designate the School Director as the Title Grant Authorized Representative for Woodbury Leadership Academy.” Ms. Krejci seconded. Motion passed unanimously.

Ms. Yang moved “that the Board approves the following Finance Committee Recommendations for Annual Delegations:

Designation of Depositories: 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 School Director are authorized to accept and release collateral as required
- b) The School Director and the 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.”

Delegation of Authority to Make Electronic Funds Transfers: that the Board delegates the authority to make electronic funds transfers to:

- Board Chair or School Director
- Manager at BerganKDV or his or her designee

Electronic Funds Transfers can be made for:

- Transfer of funds between school’s accounts
- Payment of employee payroll direct deposits
- Payment of federal, state, and unemployment taxes (deductions and/or benefits)
- Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
- Payment of other payroll related deductions and benefits (when appropriate)
- Vendor payments (when appropriate)

Debit Card Authorization: that the Board authorizes the following employees to have Woodbury Leadership Academy issued debit cards with a daily transaction limit of \$3,000:

- School Director
- Nancy Baumann, Office Manager

Designation of Official Newspaper: that the Board designate the Woodbury Bulletin as the official newspaper of Woodbury Leadership Academy for the posting of public notices.”

Ms. Krejci seconded. Motion passed unanimously.

Contracts

Ms. Yang presented a listing of contracts for services up for renewal for the 2017-18 SY and “moved to approve the contracts as presented.” Ms. Krejci seconded. Motion passed unanimously.

7. Committee Reports

Governance Committee Report: Ms. Krejci introduced Board Policy 304 Director Evaluation for a first reading.

Community member self-nomination forms were received. Interested parties followed the process entitled, "Board Procedures for the Filling of Board Vacancies." A recommendation was made to the Board. Ms. Krejci moved "to approve the appointment of Mr. Ed Rimkus to a three year term Community Member Board seat." Ms. Erickson seconded. Motion passed unanimously.

8. Board and Administration Reports

Board Report: Ms. Young acknowledged the important work of the Director Search Committee. She reported that she continues to work with the State on finalizing the lease for the entire Crosswinds building for the 2017-2018 school year.

Executive Director Report: Ms. Apuli presented current enrollment numbers and requested direction from the Board on a minimum class size for planning and staffing purposes. Board members agreed that a minimum of 17-18 students should be used as a guideline.

9. Board and Development & Discussion

Ms. Apuli led a discussion on the importance of confidentiality in the role of the Board of Directors.

10. Personnel

Ms. Apuli reported that the jobs have been posted for open teaching positions. School Secretary, Ms. David, has submitted her resignation and that position will be posted.

Ms. Apuli reported that the Director search committee was comprised of 2 parents, 2 teachers, the Board Chair and the Interim Director. Fifteen (15) applications were received, of which 5 candidates were offered interviews and 3 were interviewed. The committee recommends WLA offer the position to Dr Kathleen Mortensen.

Ms. Folks moved "to offer the Managing Director position to Dr. Kathleen Mortensen and for the Board Chair to negotiate the terms of the agreement." Seconded by Ms. Krejci. Motion passed unanimously.

A benefits overview for the 2017-2018 will be presented at the next Board meeting.

Ms. Baumann, Office Manager, presented results from the 2016-2017 Employee Satisfaction Survey. Overall employees are passionate about their work and happy in their jobs. The greatest level of dissatisfaction was in the areas of compensation and benefits.

11. 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:

- School Calendar for 2017-2018
- Benefit offerings for 2017-2018
- Discussion on innovation in charter schools

12. Housekeeping Items

The next Board meeting is scheduled for Tuesday, August 8th, 2017 at 6:00 PM in the 1st Grade pod area.

Public comment did not require follow-up.

13. Adjournment

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

The meeting adjourned at 7:05 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	•	•	•	•	•	•	•	•	•	•	•	•	•	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