

**Meeting Minutes: August 8<sup>th</sup>, 2017**



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on August 8<sup>th</sup>, 2017 at 6:00 P.M. at the 1st Grade Pod Area.

**Directors Present:** Jessica Erickson, Kylie Griffith, Ro Krejci, Ed Rimkus, Barbara Young

**Directors Absent:** Mandi Folks, Anna Yang

**Administration/Advisors Present:** Dr. Kathleen Mortensen (Executive Director), Mary Apuli (Board Consultant), Mr. Greg Sailer (Benefits Broker)

**Others in Attendance:** WLA staff and parents, community member

**1. Call to Order and Roll Call**

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

**2. Administration of Oath to New Board Member**

Ms. Young administered the oath of office to Mr. Edward G Rimkus. Mr. Rimkus was appointed to fill the vacant three-year term community member seat.

**3. WLA Mission and Vision**

Ms. Erickson read the WLA Mission and Vision Statements.

**4. Approval of Agenda**

Ms. Griffith moved "to approve the agenda as presented." Ms. Krejci seconded. Motion passed unanimously.

**5. Consent Agenda**

Ms. Krejci moved to table the consent agenda to the next meeting. Ms. Griffith seconded. Motion passed unanimously.

**6. Conflict of Interest Declaration**

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

**7. Public Comment**

There was no public comment.

**8. Board and Administration Reports**

**Board Report:** Ms. Young introduced the new Executive Director, Dr Kathleen Mortensen to the Board and others in attendance.

**Executive Director Report:** Ms. Mortensen gave an update to the Board on her activities during her first week at WLA. She spoke of staffing plans, a service learning plan, establishing a

curriculum team, meeting contractor service providers, holding a staff meeting, working on a floor plan with room assignments and the possibility of a Grade 5/6 overnight fieldtrip.

### **9. Committee Report and Presentation**

**Facility Committee Presentation:** Deferred to next meeting as Mr. Vang was unable to attend.

**Health Insurance Presentation:** Mr. Greg Sailer of Sailer Benefit Services presented proposed changes to benefit offerings for 2017-2018 benefit year. Changes that would impact cost to WLA include increasing the health insurance plan options from one to three and adding long-term disability insurance coverage. Additional life insurance coverage and a 403b plan could be added at no cost to WLA.

**Governance Committee Report:** Ms. Krejci reported that the committee has been working on the following Board policies:

- Policy 304 Charter School Director Agreement, Duties and Evaluation
  - Ms. Krejci moved “to approve the final reading of Board Policy 304.” Mr. Rimkus seconded. Motion passed unanimously.
- Policy 610 – Fieldtrips
  - Ms. Krejci gave notice that Policy 610 is in first reading status and any comments or concerns should be emailed to her.
- WLA Bylaws
  - Ms. Krejci gave notice that the Woodbury Leadership Academy Bylaws are in first reading status and any comments or concerns should be emailed to her. The WLA Bylaws will also be forwarded to our authorizer, VOA-MN, for review and comment. The WLA Bylaws will need to be approved twice by the Board.

### **10. Development & Discussion**

**Lease Agreement for 2017-18 School Year:** Ms. Apuli reported that a lease has been negotiated. Ms. Apuli provided an overview of the lease, and answered all questions posed by the Board. She requested the Board grant her authority to sign the lease.

**Calendar Revision:** Ms. Young presented a revised calendar. The number of school days for students remains the same and the calendar aligns with South Washington County Schools busing service.

### **11. Business/Board Action**

**Lease Agreement for 2017-18 School Year:** Ms. Erickson moved “to grant authority to Mary Apuli to sign the lease retroactively to the date signed on August 3, 2017 and to ratify the lease as signed.” Ms. Griffith seconded. Roll call vote was taken. All five (5) present members voted, “yeas.”

**IoWA Designation:** Ms. Young stated that Ms. Apuli had been designated as the IoWA for WLA, but with the hiring of an Executive Director, the designation should be changed to Dr. Mortensen.

Ms. Griffith moved “the Minnesota Department of Education (MDE) requires that school districts annually designate and Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local

education agency (LEA). The Director recommends the Board authorize Kathleen Mortensen to act as the primary Identified Official with Authority (IoWA) and Nancy Baumann as the IoWA to preapprove names only for Woodbury Leadership Academy 4228-07." Mr. Rimkus seconded. Motion passed unanimously.

**Calendar Revision:** Mr. Rimkus moved "to approve the calendar revisions as reported." Ms. Krejci seconded. Motion passed unanimously.

**Insurance Changes:** Ms. Erickson moved "to approve the addition of the recommended health insurance options and long term disability coverage to WLA's benefit offerings." Ms. Krejci seconded. 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 or to request items to be added to future board agendas.

Board members requested that Board Committee Assignments be discussed. Ms. Young had requested Board members let her know their preferences for assignments.

**Governance Committee:** Mr. Rimkus requested to be on the governance committee. Ms. Krejci moved "to assign Mr. Rimkus to the Governance Committee." Ms. Griffith seconded. Motion passed unanimously.

**Finance Committee:** Ms. Young stated that Ms. Erickson and Ms. Folks expressed interest in joining the Finance Committee. Ms. Krejci moved "to assign Ms. Erickson and Ms. Folks to the Finance Committee." Mr. Rimkus seconded. Motion passed unanimously.

### **13. Housekeeping Items**

The next Board meeting is scheduled for Tuesday, August 22<sup>nd</sup>, 2017 at 6:00 P.M. in the 1<sup>st</sup> Grade pod area.

There was no public comment requiring follow up.

### **13. Adjournment**

Ms. Krejci moved "to adjourn." Ms. Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:17 P.M.

**Attendance 2016-2017 School Year**

<b>Trustee</b>	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	•	•	•	•	•	•	•	•	•	•	•	•	N
J. Goveronski				A	•	•	•	•									
M. Folks								A	•	•	•	•	•	N	•	•	N
K. Swainey								A	•	N	•	N	N				
J. Erickson									A	•	•	•	•	•	•	•	•
E. Rimkus																	A
<b>Staff</b>																	
B. Strassburg		•	•	•	N	•	•	•	•	•	•	•	•	N			
M. Apuli															•	•	•
K. Mortensen																	•

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

Minutes submitted by Kylie Griffith, Board Secretary.