

Meeting Minutes: August 22, 2017

A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on August 22nd, 2017 at 6:01 P.M. at the 1st Grade Pod Area.



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

Directors Absent: None

Administration/Advisors Present: Dr. Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV)

Others in Attendance: WLA staff and parents

1. Call to Order

Ms. Young called the meeting to order at 6:01 P.M.

2. Roll Call

Ms. Griffith took roll call of members.

3. Mission and Vision

Ms. Folks read the WLA Mission and Vision Statements.

4. Approval of Agenda

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

5. Conflict of Interest

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

6. Public Comment

A parent commented on the importance of volunteering and the desire for WLA parents to volunteer. She also spoke about Board communication.

7. Board and Administration Reports

Board Report: Ms. Young spoke about the importance of a strong fund balance and said she would like to see a GenEd fund (Fund I) balance of 25% by year-end. She continues to work with Kou Vang independently on facility options, but with director turnover and a drop in MCA scores, the options under review include both building and leasing. Ms. Young reported on Board training. Ms. Young noted that Board complaints in June were given to Ms. Erickson to follow-up on and report back to the Board.

Executive Director Report: Dr. Mortensen reported on organizational leadership, instructional leadership, financial management, human resources management, provision for a safe and effective learning environment and communication management. Dr. Mortensen has been busy hiring staff, curriculum planning, preparing for teacher workshops and working with a parent on marketing efforts for the school. She suggested that the Board undergo a strategic planning process during the year, focusing on a two-year plan. Student enrollment is currently estimated at 278, but will fluctuate during the first weeks of school.

8. Committee Report and Action

Finance Report: Ms. Erickson presented the July 2017 financial statement and transactions. Ms. Darling reported that the budget will be revised based on actual enrollment numbers, which are less than the original budget assumption of 318.

Approve Nancy Baumann to join Finance Committee: Mr. Rimkus moved “to approve Ms Baumann joining the Finance Committee.” Ms. Griffith seconded. There was discussion. Mr. Rimkus withdrew his motion. Ms. Folks moved “to table the motion.” Ms. Erickson seconded. Motion passed unanimously.

Governance Report: Ms. Krejci reported that the committee has been working on several Board policies, WLA Bylaws, and the WLA Student/Family Handbook. There was no comment received from the Board on policies up for second (final) reading. WLA Bylaws have been sent to our authorizer VOA for review and comment.

Approve 2nd (Final) Reading of Policy 610: Ms. Krejci moved “to approve the 2nd (Final) reading of Policy 610 Field Trips.” Ms. Griffith seconded. Motion passed unanimously.

Mr. Rimkus suggested combining the motion for approval for the next three items on the agenda:

Approve 2nd (Final) Reading of Policy 201.1, Approve 2nd (Semifinal) Reading of WLA Bylaws and Approve Website Compliance Contract:

WLA’s attorney recommends WLA contract for a “software as a service subscription to fulfill the terms of the OCR website compliance agreement.”

Mr. Rimkus moved “to approve the 2nd (Final) reading of Policy 201.1 Board of Directors Election, to approve the 2nd (Semifinal) Reading of the WLA Bylaws, and to approve the software as a service subscription agreement.” Ms. Griffith seconded. Motion passed unanimously.

9. Consent Agenda

Meeting Minutes from June 27, 2017, July 11, 2017, July 26, 2017 and August 8, 2017 Financial Statement and Transactions for July 1-July 31, 2017

Ms. Krejci moved “to approve the Consent Agenda as presented.” Ms. Folks seconded. Motion passed unanimously.

10. Board Discussion and Action

Board Calendar for 2017-2018 SY: Ms. Griffith moved “to approve the Board calendar for the 2017-18 school year as presented.” Mr. Rimkus seconded. Motion passed unanimously.

Employee Agreements for 2017-18 SY: Dr. Mortensen presented a list of employee agreements for the upcoming school year, including a teacher on special assignment for approx. two months. The list was amended to add Ms. Cahlander as school receptionist/secretary. Mr. Rimkus moved

“to approve the Employee agreements for the 2017-2018 school year as amended.” Ms. Griffith seconded. Motion passed unanimously.

Approve Edward Jones Financial Co for financial/retirement planning for employees: Mr. Rimkus moved “to approve Michelle Johnson Advisor at Edward Jones Financial Co for financial/retirement planning for individual employees.” Ms. Griffith seconded. There was discussion. Mr. Rimkus moved “to table the motion.” Ms. Krejci seconded. Motion passed unanimously.

11. Board Communication and Future Items

Board Communication: Ms. Young informed the Board that an Ice Cream Social and Uniform Swap were scheduled for Wednesday, August 23rd and the Open House was scheduled for August 30th and August 31st.

Future Items: Items requested by Board members to be discussed at future meetings include Board meeting location, Finance Committee Chair, appointment to fill the vacant Teacher seat and Strategic Planning.

12. Housekeeping

Next regular scheduled meeting: The next Board meeting is scheduled for Tuesday, September 26th, 2017 at 6:00 P.M. at WLA, 600 Weir Drive, Woodbury MN 55125 in the 1st Grade pod area (Room 1500)

Delegation of Public Comment:

Follow up on public comments regarding Board communication and volunteer opportunities were delegated to Dr. Mortensen and Ms. Krejci.

13. Adjournment

Ms. Griffith moved “to adjourn the meeting.” Ms. Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:15 P.M.

Attendance 2017-2018 School Year

Trustee	23 August	26 Sept	24 Oct	28 Nov	19 Dec	23 Jan	27 Feb	20 March	24 April	22 May	26 June	24 July	28 August
B. Young	•												
K. Griffith	•												
R. Krejci	•												
M. Folks	•												
J. Erickson	•												
E. Rimkus	•												
Staff													
K. Mortensen	•												

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

Minutes submitted by Kylie Griffith, Board Secretary.