

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
November 14, 2017**



Directors Present: Jessica Erickson, Mandi Folks, Ro Krejci, Jolene Skordahl

Directors Absent: None

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director)

Others in Attendance: Rochel Manders (VOA), WLA staff and parents

1. Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 6:00 PM.

1.2 Roll Call

Ms Krejci took roll call.

2. WLA Mission and Vision

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Meeting Agenda

Ms Krejci moved “to amend the agenda to add item 3.2 Open Board Seat Recommendations, renumber 11.3 New Member: Board of Directors Oath of Office to 3.3, and change item 9.1 to remove the words Teacher and Community Member.” Motion was seconded by Ms Erickson. Motion passed unanimously.

3.2 Open Board Seat Recommendations

Ms Krejci reported that two self-nomination applications were received to join the board: one for a teacher seat and one for a community member seat. Ms Krejci and Ms Skordahl interviewed both applicants and feel that both individuals would add knowledge and experience to the board. Ms Krejci “moved to approve Ms Claudia George as a Teacher Member and Ms Mary Hitzemann as a Community Member to the WLA Board of Directors.” Ms Erickson seconded the motion. Motion passed unanimously.

3.3 New Member Oath of Office

Ms Folks administered the oath of office to Ms George. Ms George then joined the Board at the table. Ms Hitzemann was absent so the oath will be administered at a future meeting.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

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

5. Approval of Previous Minutes

5.1 Approval of Previous Minutes

Ms Krejci moved “to approve the meeting minutes for the September 26, 2017 and October 24, 2017 Board of Directors meetings.” Motion was seconded by Ms Erickson. Motion passed unanimously.

6. Public Comment

6.1 There was no public comment.

7. Board and Administration Reports

7.1 Board Report

Ms Folks shared that her family has been with WLA since inception and that being on the Board is rewarding. She recognized several individuals in the audience:

- Paul and Bryan are in attendance as potential applicants for open board seats
- Rochelle Manders from VOA, WLA’s authorizer
- Dave Peterson from The Nest, a consulting firm

Ms Folks reported VOA’s annual visit resulted in several suggestions, one of which is to add a Board Reflection time at the end of each Board meeting. Beginning with this meeting, a Reflection time will be added to the Board communication item of the agenda.

Ms Folks has been working with Dr Mortensen on a Marketing Plan and obtaining a building lease. Dr Mortensen interjected that Board members will be asked at a future meeting to join a Board Committee: Finance, Governance or Facilities.

Ms Folks reported that a Professional Development component will be included in each Board meeting. Board members were asked to review WLA’s Bylaws before the next meeting and be ready for discussion.

Ms Folks thanked George Wei and Amanda Gu for a generous donation to the school.

8. Development and Discussion

8.1 Winter Retreat

Ms Folks introduced Dave Peterson from The Nest. WLA is considering using The Nest to assist with Board development and other needs of the school. Mr Peterson provided an overview of The Nest consulting group, his experience working with Charter Schools and the services that The Nest can provide.

Ms Folks asked members about their availability for a Board retreat. Members agreed on Saturday, January 20, 2018 from 9:00 AM to 1:30 PM. An alternative date would be February 3, 2018. The retreat will be open to the public.

8.2 Upcoming Board Training Opportunities

Ms Krejci provided an overview of required Board training. She directed Board members to a catalog of MACS trainings and MSBA Board trainings which were included in the Board packet. Depending on the agenda for the Board retreat, some of the trainings may be covered there.

9. Business/Board Action

9.1 Open Board of Director seats

Ms Folks reminded the Board that the Bylaws call for a 9 member Board of Directors. She reported that Ms Young had resigned from her parent member board seat on November 11, 2017 and thanked Ms Young for her service to the school.

There are currently 3 open seats: 1 parent and 2 community member. She also reviewed the process for self-nomination and appointment to the board for open seats.

9.2 Board Consultant Contract

Ms Folks provided information on a contract WLA has with a Board consultant, Mary Apuli. Administration is looking at other consulting options to meet the school's needs. Ms Erickson moved "to end the contract with Ms Apuli." Seconded by Ms Krejci. Motion passed unanimously.

10. Board Communication and Future Items

10.1 Board Communication

Ms Folks requested Board members read the Bylaws before the next meeting. She also asked Board members to reflect on the meeting. There was input from all members. Ms Folks reminded members that Give to the Max Day will be on Thursday, November 16 and is an opportunity for families to support the school financially.

10.2 Future Items

Ms Krejci expressed a need for additional members for the Governance Committee, and clarified that Committee members do not have to be Board members.

11. Housekeeping Items

11.1 Next Regularly Scheduled Meeting

Ms Folks reminded members that the next regular Board meeting is scheduled for Tuesday, November 28, 2017 at 6:00 PM in the 1st Grade pod area.

11.2 Delegation of Public Comment

There were no Public Comment items for which to delegate follow-up.

11. Adjournment

11.1 Adjournment

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:50 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member); submitted by Ro Krejci, Board Secretary.