

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
June 26, 2019**



**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George 5:48 arrival, Ro Krejci, Jason Livingston, Jolene Skordahl

**Directors Absent:** Shannon Kelly

**Administration/Advisors Present:** Kathy Mortensen (Executive Director), Judith Darling 6:15 departure (BerganKDV)

**Others in Attendance:** Tom DeGree 5:45 departure (MACS), Shawn Smith 6:35 arrival, 7:38 departure (Wildamere)

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

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:33 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission, Vision**

Ms Krejci read the WLA Mission and Vision Statements.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Meeting Agenda**

Ms Krejci moved “to approve the June 26, 2019 Board of Directors meeting agenda.” Seconded by Ms Erickson. Motion passed unanimously.

**Approval of May 22, 2019 meeting minutes**

Ms Skordahl moved “to approve the May 22, 2019 Board of Directors meeting minutes.” Ms Erickson seconded. Motion passed unanimously.

**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. Public Comment**

Mr Tom DeGree, Associate Director of the Minnesota Association of Charter Schools (MACS) spoke about the history of MACS, the purpose of MACS and the benefits received by member schools. He encouraged the Board to continue membership in the organization.

## **5.1 Delegation of Public Comment Items (if necessary)**

There was no public comment to delegate as discussion of MACS membership is on the agenda.

## **6. Board and Administration Reports**

### **6.1 Board Report**

Ms Folks showed a Simon Sinek video “Be a Infinite Player.” There was discussion as to how the video relates to the Board’s governance of WLA.

### **6.2 Executive Director Report**

Ms Mortensen highlighted several items in the Director’s Report included in the Board packet:

- Year-end enrollment update
- Summer School program started
- Grade level team meetings are in process
- Update on Middle school plans
- Reallocation of budgeted in-house sub monies to teacher salaries budget to keep salaries competitive
- Raptor school security/visitor management system
- Summer construction project hasn’t started yet
- Review of end of school year activities at WLA
- SY 2019-20 enrollment numbers were discussed. Kindergarten is overenrolled by 11, with a wait list of 38. Enrollment in the Middle School is low, but the Board had closed enrollment so offers cannot be made. Ms Mortensen asked the Board to consider adding another section of Kindergarten and reopening Middle School enrollment. There was discussion.

### **6.3 Finance Committee**

Ms Erickson reported that the Finance Committee met and reviewed May financials, stating that the school is on budget for the year, discussed status of the SPPS 2018 rent issue, reviewed busing contract options, discussed status of the prior year MDE transportation funding, discussed funding for the summer capital improvement project and the Wolf Ridge field trip scholarship offered to students. The next Finance meeting is scheduled for July 16<sup>th</sup>.

#### **6.3.1 Accept May and June 18<sup>th</sup> meeting minutes and April and May Financial Statements**

Ms Erickson moved “to accept the May and June 2019 Finance Committee meeting minutes and the April and May 2019 Financial Statements.” Seconded by Ms Skordahl. Motion passed unanimously.

### **6.4 Governance Committee**

Ms Krejci reported since the last Board meeting, the Governance Committee met again in May and twice in June to continue working on the 500 series policies. The committee recommends the second reading of policies 502, 505, and 514, and first reading of policy 540, as included in the Board packet. Several other 500 series policies are in final stages of review. The Committee heard from VOA with approval of the Bylaws change in board composition. VOA also provided comments on other parts of the bylaws, so the committee will review those comments before presenting the Bylaw change to the Board for a vote. The next Governance Committee meeting

is scheduled for July 10<sup>th</sup>. Ms Krejci requested Board members submit all comments on policies directly to the Governance committee email.

#### **6.4.1 Accept May 29<sup>th</sup>, June 10<sup>th</sup> and June 12, 2019 meeting minutes, first reading notice of 540 and approval on 502, 505 and 514**

Ms Krejci moved “to accept the May 29, June 10 and June 12, 2019 Governance Committee meeting minutes, first reading notice of policy 540 Student Dress, Appearance and Uniform, and approve the second reading of Board policies:

- 502 Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
- 505 Distribution of Non-School Sponsored Materials on School Property
- 514 Bullying Prohibition Policy.”

Seconded by Ms Erickson. Motion passed unanimously.

#### **6.5 Facilities Committee**

Mr Livingston reported the Facilities Committee met twice in June. Regular committee meetings will be held on the 2<sup>nd</sup> Wednesday each month. The committee discussed the planned summer construction project and recommends using Wexford as the construction company. Shawn Smith shared an overview of the construction project, costs, timeline, and method of funding the project cost, with the total cash outflow from WLA capped at \$125,000 as approved by the board. WLA’s landlord would contract with the construction company and then bill WLA monthly for construction costs. Additionally, the landlord would pay a portion of the costs using monies from a capital improvements allowance defined in our lease agreement.

Mr Smith walked board members through two exhibits to the building lease agreement:

- “Memorandum of Annual Rent” which addresses the annual rent amount
- “Memorandum of Understanding #3” which addresses the Reserve Fund,

and explained the underlying calculation of these amounts. There was discussion.

Mr Livingston moved “to approve Kathy Mortensen to sign the Memorandum of Understanding, finalized with the revisions discussed.” Seconded by Ms Erickson. Motion passed unanimously.

Mr Livingston reported the Facilities Committee has also been discussing a playground cleanup day to be organized by the PTO, Peaceful Playground implementation, landscaping and other possible changes to the outside area.

The next Facilities Committee meeting is scheduled for July 16<sup>th</sup>.

#### **6.5.1 Accept June 4<sup>th</sup> and June 11<sup>th</sup>, 2019 meeting minutes**

Mr Livingston moved “to accept the June 4 and June 11, 2019 Facilities Committee meeting minutes.” Seconded by Ms Skordahl. Motion passed unanimously.

### **7. Board Training, Discussion and Business**

#### **7.1 “Why Knowledge Matters” Book Discussion – Chapters 5 & 6**

Due to time constraints, the book discussion was deferred to a future meeting.

#### **7.2 Wolf Ridge overnight field trip for the 2019-2020 SY**

Ms Mortensen stated that overnight fieldtrips require Board approval. Ms Erickson shared information on the 5<sup>th</sup> grade 3-day 2-night fieldtrip to Wolf Ridge planned for October. This is the 3<sup>rd</sup> year for this fieldtrip. Students may apply for \$50 scholarships to assist with cost.

Ms Krejci moved “to approve the extended overnight fieldtrip to Wolf Ridge for the 2019-20 school year.” Seconded by Ms Skordahl. Motion passed unanimously.

### **7.3 Monarch busing contract**

Ms Mortensen shared that the only busing option currently available is with Monarch Transportation for 8 buses, which is the cost included in the budget. Ms Krejci moved “to approve the Monarch busing contract.” Seconded by Ms Erickson. Motion passed unanimously.

### **7.4 MN Association of Charter Schools (MACS)**

Board members discussed the benefit of MACS membership, and whether the cost of approx. \$7,000 per year (based on enrollment) was justified and provided value to the school. Ms Folks shared that MACS provides legislative representation of charter schools (advocacy) and Board training. The school also pays our authorizer, VOA, and they provide advocacy services. Ms Mortensen clarified that the Board holds the membership to MACS and therefore, the Board would need to take action to terminate. Ms Erickson moved “to not renew the 2019-20 membership with MACS.” Seconded by Ms Krejci. Ms Erickson, Ms Folks, Ms George, Ms Krejci and Mr Livingston voted for the motion. Ms Skordahl opposed. Motion passed.

### **7.5 Re-open enrollment for grades 6-8 (for a set time, or until caps are reached)**

Ms Mortensen requested opening Grade 6 and cap enrollment at 44, opening Grade 7 and cap enrollment at 22, and opening Grade 8 and cap enrollment at 16 and consider setting a deadline for accepting new students. There was discussion.

Ms Erickson moved “to open enrollment and set the cap for grade 6 to 44, the cap for grade 7 to 24 and the cap for grade 8 to 17.” Seconded by Mr Livingston. Ms Erickson, Ms Folks, Ms George, Ms Krejci and Mr Livingston voted for the motion. Ms Skordahl opposed. Motion passed.

### **7.6 Employment Agreements for 2019-20**

Ms Mortensen directed Board members to the listing of staff employment agreements circulated after the Director’s report, all of which were for returning employees. There was discussion. Ms Krejci moved “to ratify the staff employment agreements as recommended by Ms Mortensen for the 2019-2020 school year.” Seconded by Ms Erickson. Motion passed unanimously.

## **8. Board Communication & Future Items**

Agenda items for future meetings include an update on enrollment numbers, and additional employment agreements.

There was discussion on whether to take action on Kindergarten enrollment now or wait until July. Ms Erickson moved “to give Kathy Mortensen the discretion to open a 4<sup>th</sup> section of Kindergarten for the 2019-20 school year, to be added by July 24, 2019.” Seconded by Ms Skordahl. Motion passed unanimously.

## **9. Housekeeping**

### **Next regularly scheduled WLA Board of Directors Meeting and Training**

Ms Folks stated the next regular meeting is scheduled for Wednesday, July 24, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

## **10. Adjournment**

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 9:22 PM.

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