

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 22, 2019  
Board Approved 6/26/2019**



**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Shannon Kelly, Ro Krejci, Jason Livingston, Jolene Skordahl

**Directors Absent:** None

**Administration/Advisors Present:** Kathy Mortensen (Executive Director)

**Others in Attendance:** WLA staff member

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

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:32 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission, Vision**

Ms Skordahl read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms Krejci moved “to amend the May 22, 2019 Board of Directors meeting agenda to add item 7.9 Discussion to Change the Annual Meeting from July to October.” Seconded by Ms Kelly. Motion passed unanimously.

**Approval of April 24, 2019 meeting minutes**

Ms Kelly moved “to approve the April 24, 2019 Board of Directors meeting minutes.” Ms George 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**

Board members discussed the placement of Delegation of Public Comment on the agenda. Members agreed to move it from the end of the agenda to immediately after public comment was delivered.

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

There was no public comment to delegate.

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

### **6.1 Board Report**

Ms Folks commented that this is the first year since the school has opened that families knew, prior to the end of the school year, where the school will be located and who the director will be for the following school year. This allows the school and the board to focus on the educational component and future direction of the school.

As Board chair, Ms Folks would like to meet with each board member individually over the summer to discuss whether their expectations as a board member are being met and what committee or leadership involvement they would like in the upcoming year.

### **6.2 Executive Director Report**

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

- Progress is being made on resolving the July 2018 lease payment issue with SPPS
- MDE current year transportation funding issue remains unresolved
- Summer School STEM program planned for June
- Staff training in Core Knowledge curriculum and Responsive Classroom this summer
- Update on changes and plans for the Middle School, including the implementation of an academic/behavioral assistance classroom
- Middle School enrollment status
- Plans to create a Middle School Steering Committee
- Plans to define WLA's Core Knowledge "lane"
- Ms Mortensen distributed a listing of staff hires for which she is requesting the board to ratify agreements. The list included new hire teachers with a summary for each of their credentials and backgrounds, and returning para professionals
- Plans to purchase the Raptor school security/visitor management system – used at Liberty Commons in Colorado

### **6.3 Finance Committee**

Ms Erickson stated the Finance Committee met and reviewed numerous contracts, discussed using the budgeted in-house sub dollars for other compensation purposes, discussed sharing a "Financial Snapshot" of the school with stakeholders and reviewed April financials. Ms Mortensen shared that she plans to form an HR committee to review compensation levels needed to be competitive. The next Finance meeting is scheduled for June 13<sup>th</sup>.

#### **6.3.1 Accept May meeting minutes and April 2019 Financial Statements**

Ms Erickson moved "to accept the May 2019 Finance Committee meeting minutes and the April 2019 Financial Statements." Seconded by Ms Krejci. Motion passed unanimously.

### **6.4 Governance Committee**

Ms Krejci reported the Governance Committee met twice in May and discussed multiple policies, with the goal to get through the 500 series by June. The committee recommends the second reading of policies 501, 505 and 525, and the Employee Handbook, as included in the Board packet. The Committee has not yet heard back from VOA for approval of the Bylaws

change in requirements for board seats. The next Governance Committee meeting is scheduled for May 29<sup>th</sup>.

There was discussion of Policy 505 Distribution of Non-School Sponsored Materials on School Property. This policy will return to the Committee for further review. Ms Krejci requested board members email their comments/concerns to the Governance Committee.

#### **6.4.1 Accept May 8 & May 15, 2019 meeting minutes, Approval of Second Reading of Policy 501, 505 and 525, and Employee Handbook**

Ms Krejci moved “to accept the May 8 and May 15, 2019 Governance Committee meeting minutes and approve the second reading of Board policies:

- 501 School Weapons Policy
- 525 Violence Prevention Policy,

and approval of the Employee Handbook.” Motion seconded by Ms Erickson. Motion passed unanimously. The second reading of Policy 505 was tabled.

#### **6.5 Facilities Update**

Mr Livingston stated that the Facilities Committee has not yet met. Ms Mortensen shared that planning for the facilities changes to be done this summer is in process. The architect recently toured the building with approx. 25 contractors that will be bidding on the construction project. Ms Mortensen shared facilities changes she would like completed, noting that only those changes that are permanent will be completed and spending will be capped at the \$125,000 approved by the board. There was discussion on the level and timing of involvement of the Facilities Committee in the construction planned for this summer and in long term facilities planning. The first Facilities Committee meeting will be held on May 29.

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

#### **7.1 Contracts**

##### **7.1.1 Transportation Contract**

The busing contract included in the Board packet is from Monarch Bus Service, WLA’s current busing provider. Ms Mortensen informed the board that WLA received a second proposal from a competitor and requested tabling the approval of a busing contract to allow time to gather more information to determine which proposal best services WLA’s needs.

##### **7.1.2 James Martin Law Firm**

Ms Mortensen noted that the contract has been revised to include hourly billing rates. Ms Krejci moved “to approve the James Martin Law Firm contract.” Seconded by Ms Erickson. Motion passed unanimously.

##### **7.1.3 Raptor Technologies**

Ms Morton noted that the Raptor contract is for a school security/visitor management system. Mr Livingston moved “to approve the Raptor Technologies contract pending a billing address change.” Seconded by Ms Erickson. Motion passed unanimously.

##### **7.1.4 Designs for Learning**

Ms Mortensen explained that the contract is for coordinating WLA’s English Language Learner program, which is covered by Title funds. Ms Erickson moved “to approve the Designs for Learning service contract.” Mr Livingston moved “to approve the Designs for Learning contract

pending the addition of a start.” Amended motion seconded by Ms Erickson. Motion passed unanimously.

#### **7.1.5 Gamino Cleaning**

Ms Mortensen noted that there had been concerns about the service provided by Gamino Cleaning and will be working with Gamino to resolve these issues. Ms Skordahl moved “to approve the Gamino Cleaning contract for the 2019-20 school year.” Seconded by Ms George. Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion. Ms Krejci voted against. Motion passed.

#### **7.1.6 JR Computer Associates**

Ms Mortensen discussed the lack of an end date in the contract with Justin Gehring. Mr Gehring prefers to not have an end date. Mr Livingston noted that there is a clause for termination in the agreement if needed. Ms Erickson moved “to approve the JR Computer Associates contract.” Seconded by Ms Skordahl. Motion passed unanimously.

#### **7.1.7 Hennepin Health Care (nursing services)**

Ms Mortensen noted that she met with Amy Block from Hennepin Health Care for a year-end review. With the increased enrollment numbers that WLA has experienced, Ms Block recommends going with a 5 hour a month service contract to better meet our needs.

A new contract will be brought to the next Board meeting for approval.

#### **7.2 Staff Employment Agreements for 2019-20**

Ms Mortensen directed Board members to the listing of staff hires distributed as part of the Director’s report. Ms Krejci moved “to ratify the staff employment agreements for the listed staff for the 2019-2020 school year.” Seconded by Ms Erickson. Motion passed unanimously.

#### **7.3 Election Results**

Ms Erickson reported that the Election Committee counted ballots on May 15<sup>th</sup>. Of the 566 total eligible voters, 92 eligible ballots or 16% were returned. An additional 30 ballots were invalid due to not being completed properly or being submitted after the deadline. Ms Krejci was elected to the Parent seat and Ms Skordahl was elected to the Teacher seat. Ms Kelly moved “to accept the 2019 election results.” Seconded by Ms Erickson. Motion passed unanimously.

#### **7.4 Move Annual Board Meeting to the October Meeting**

WLA’s annual meeting is currently set in July. At the previous meeting, Ms Folks had presented the idea of moving the annual meeting to October and invite parents and stakeholders of the school to a “state of the school” address. There was discussion. Ms Krejci motioned “to move the Annual Board of Directors’ meeting to the October meeting.” Seconded by Ms Erickson. Motion passed unanimously.

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

Discussion was tabled to a future meeting. Ms Folks asked members to bring their favorite quote from these chapters to share at the next board meeting.

#### **7.6 Follow-up on Middle School Plan that was presented last month**

Covered in item 6.4 Executive Director Report.

#### **7.7 Resolution Relating to Financing of Certain Proposed Projects to be Undertaken by WLA; Establishing Compliance with Reimbursement Bond Regulations under the Internal Revenue Code**

Ms Folks shared that this resolution allows WLA the opportunity to include prior capital improvement related costs in the bonded amount. Without the resolution, only costs incurred after the bond issue can be included in the bond amount. Ms Darling of BerganKDV recommends that the Board approve this resolution.

Mr Livingston moved “to approve the resolution relating to financing of certain proposed projects to be undertaken by Woodbury Leadership Academy; establishing compliance with reimbursement bond regulations under the Internal Revenue Code.” Seconded by Ms Krejci. Motion passed unanimously.

### **7.8 Board of Directors Fall visit to Liberty Commons Charter School in Colorado**

Ms Mortensen is sending a group of teachers to Liberty Commons September 25-27 and invited board members to join them. Ms Mortensen would like to see all board members tour the school this year, either as a group or individually. WLA’s strategic goal is to become a Distinguished Core Knowledge school and this is an opportunity to see what that looks like.

### **7.9 Discussion to Change the Annual Meeting from July to October**

Covered in item 7.4 Move Annual Board Meeting to the October Meeting.

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

### **8.1 Board Communication/Future Agenda Items – Reflection**

Mr Livingston congratulated the newly elected board members (both were previously appointed to open positions). Ms Folks expressed appreciation for the wisdom and stability they bring to the board. Agenda items for future meetings include approving transportation and HCMC contracts, solidify Colorado school visit plans and discuss PTO participation in Board meetings.

## **9. Housekeeping**

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

Ms Folks stated the next regular meeting and training is scheduled for Wednesday, June 26, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

## **10. Adjournment**

Ms Kelly moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:06 PM.

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