

Willamette Leadership Academy Board Meeting Agenda-Minutes

March 2026 Board of Directors Meeting 3-16-2026
34020 B Street, Eugene
Zoom
At 5:30 PM
Type of Meeting Regular

Meeting called to order by Board Chair

Chairman Roberts

Flag Salute

Consent Agenda

- Minutes*
- Corps Commander Report

Ms. Arellano
GEN Nunes

November/December Financials

- Profit and Loss*
- Credit Card and Draft*

Ms. Moss

Old Business

- Budget Committee Report
- CEO Job Description

Committee Members
Committee Members

New Business

No New Business

Call To Audience

Executive Session

ORS 192.660 (2)(b)

Next Regular WLA Board Meeting

May 21,2026

**Denotes possible action item or WLA Board Vote*

Willamette Leadership Academy Board

Meeting Agenda-Minutes

Members Present in Person

John Roberts, Mindy Vincent, Sarah Slay, Kyle Scholl

Members Present via ZOOM

None

Members Absent

Public/Staff Present

Lisa Arellano, Sheryl Moss, Katie Nunes

Public/Staff Present via ZOOM

Meeting called to order

5:35PM

Consent Agenda

WLA's Board Members reviewed the consent agenda.

Mr. Roberts– Asked if there is a motion to approve the consent agenda. Ms. Vincent moved to approve. Ms. Slay second

Consent Agenda – Approved 5:0

Corps Report

Current Enrollment and Student Services

GEN Nunes reported current enrollment number 217 with 19 waiting for follow up.

Evergreen Staffing

No staffing updates to report this month.

Seniors of Track

Staff are currently monitoring and supporting 5 seniors that are not currently on track. Some of the students will need to return for a 5th year in order to graduate.

OBOB

School battles were really successful. Participation and excitement was excellent.

- Total participation
 - High School 9
 - Middle School 23

Jr. League of Eugene raised over \$1200 for the OBOB program. Some of these funds are being used this year to provide our winning teams with new WLA t-shirts or sweatshirts that have “OBOB 2026” and their team names added to them. The remaining funds will go toward next year’s book purchases and other needs for OBOB meetings.

Summer Learning Grant

The application opened on March 2nd, and applications are due March 20th. This year, the grant is a competitive grant instead of an allocation grant. Grants will be awarded based on a combination of priority points for specified categories and overall application score/strength. If awarded, the grant is for 3 years.

Student Activities Committee

Winter Formal - This event was really successful. About 60 students attended and we heard positive feedback. Next year, we will time our high school formal dance to be more in line with neighboring school’s Homecoming dances so our students can feel like they are having a similar experience.

Spring Volleyball Competition - This group is still working out the planning details.

Promotional Video - students are continuing to draft scripts, recruit students to record personal growth stories on how WLA has helped them achieve their goals. We are still working on how to record because we lack actual recording equipment.

Art Competition - This team is working to plan a school-wide art competition. We will have entries displayed at the Spring Carnival for community viewing and will display again at the campus for students to view as well.

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PSA Monthly Updates and Upcoming Events

Spring Carnival planning for this event is underway and will be held at the Masonic Lodge on 3/9.

College and Career Fair - Was very successful. We had 19 local businesses, organizations, and community members participate.

Areas for growth:

- Police/Fire/First Responder
- Military Branches
- More trades
- More college

February Financials

Ms. Moss presented the February Financials - Profit & Loss and Credit Card & Drafts

Motion: To approve the February Financials as presented - Chairman Mr. Roberts

Made By: Vice Chair Ms. Vincent

Second by: Board Member Ms. Scholl

Vote Yes: Chairman Robert, Vice Chair Mindy Vincent, Board Member Ms. Slay, Board Member, Kyle Scholl, Board Member, Wendy Merydith, Board Member

Voted No:

Abstain:

Motion Carried: 5-0-0

Willamette Leadership Academy Board

Meeting Agenda-Minutes

Old Business

WLA Budget Committee

WLA Board Chair, John Roberts mentioned that the budget committee had another budget meeting. Members present: John Roberts, Mindy Vincent, Lisa Arellano, Katie Nunes & Sheryl Moss. The budget committee spent most of their time talking about various cost saving ideas and where potential reductions could be made. The budget committee walked away with some homework in hopes that our next meeting we will spend prioritizing what is feasible and what preferred cost saving method over others based on what our projected budget is going to be and what our projected enrollment is going to look like into next year. What the committee walked away with is that we are going to be watching our numbers very closely next year and watch our pre-enrollment to try and make the best and also reasonably conservative estimate for what enrollment is going to be next year and build a budget on that potential reality. This was not an easy conversation to have, but everyone came to it with the right attitude. The committee also talked a bit also about some of the hopes for raising enrollment, but that wasn't a huge focus. Chairman Roberts mentioned that this meeting is really about focusing on cost savings ideas because while it's easy to hope for these budget enhancers, that's sort of a different meeting than what's planned through the worst case, which is what the committee thinks our charge really needs to be. Another meeting is scheduled for April 10th.

CEO Job Description/Evaluation Committee

Ms. Slay mentioned that the CEO Job Description met a couple of weeks ago to create the CEO job description. Ms. Slay noted she intentionally said the word create because the job description as it was written previously, not sure how, who, what , or how it was written because it's not based on market standard when approaching the job description, there has to be an intentional comparison to local market as well as federal market for the job for which is being developed. So with that being said, we at least had a foundation of that job description. We built and brainstormed together based on not only what Ms. Arellano is currently doing, but then also compared it to the Bureau of Labor Fair Standards Act. The Budget Committee also looked at whether we are overstepping into what PSKV does. In a couple different places where we talk about contract and service management, coordinates and instruction. We defined in the job description Ms. Arellano is managing, overseeing a contract. The chairman asked if we talked to PSKV about what they would like to see out of the CEO from our side? Ms. Slay stated no but that is on the table though. We wanted to at least present the job description tonight. Ms. Arellano will work on her self evaluation to present at the next board meeting.

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New Business

No New Business

Call to Audience

No Audience

Executive Session

No Executive Session

Motion to adjourn - Ms. Vincent, Ms. Slay second.

Meeting Adjourned - 6:34pm

Next Board Meeting, May 21, 2026 @5:30pm