

**Woodbury Leadership Academy  
Board of Directors Minutes  
Special Meeting  
March 16, 2020**



**Directors Present:** Jessica Erickson, Claudia George, Jolene Skordahl

**Directors Attending Virtually:** Mandi Folks, Jason Livingston

**Directors Absent:** Shannon Kelly

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

**Others in Attendance:** None

**Meeting Call to Order**

Ms Folks called the meeting to order at 11:00 AM.

**Roll Call**

Ms Baumann took roll call.

**Approving the plan for offsite learning in the event that WLA decides to close**

Ms Folks stated that the meeting was called to approve a plan for offsite learning, stating that the Board was there to support school administration, however needed. Ms Mortensen distributed copies of a "Mandatory Covid-19 School Closure Plan." She explained that the Governor had closed schools March 18-27 to allow schools 8 days to plan and prepare a distance learning program. Although not yet formally announced, the expectation is that distance learning will launch on March 30 and that students will not return to the classroom at that time. She requested the Board review and approve the proposed closure plan.

There was discussion as to the purpose of the current school closure, the need to clarify with parents when to anticipate distance learning, and to share expectations of parents during the closure and distance learning timeframes.

Ms Mortensen reviewed the main topics covered in the plan:

- Communications
- Curriculum and Instruction
- General Operations

There was discussion on all topics, with Board members providing input and comments. Board members discussed running a pilot program to test distance learning prior to launch on March 30.

Ms Erickson moved "to accept WLA's Mandatory Covid-19 School Closure Distance Learning Plan, with allowing Ms Mortensen authority to make minor modifications, as needed." Ms Skordahl seconded. A roll call vote was taken. Ms Erickson, Ms Folks,

Ms George, Mr Livingston and Ms Skordahl voted for the plan. Motion passed unanimously.

### **Protocol for upcoming Board committee meetings**

Ms Mortensen suggested that March committee meetings be rescheduled, given the current situation. Members discussed and decided committees would meet as follows:

- Facilities Committee – postpone until March 24
- Governance Committee – postpone until second week in April
- Finance Committee – hold the meeting as scheduled on Thursday, March 19

### **Housekeeping**

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

The next regular meeting is scheduled for Wednesday, March 25, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

### **Adjournment**

Ms Skordahl moved “to adjourn.” Ms George seconded. Motion passed unanimously. The meeting adjourned at 11:55 AM.

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