

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
January 29, 2020**



Directors Present: Jessica Erickson, Mandi Folks, Shannon Kelly, Jason Livingston, Jolene Skordahl

Directors Absent: Claudia George

Administration/Advisors Present: Kathy Mortensen (Executive Director), Sean Smith (Wildamere) arrived 6:35 PM, Doug Feickert (Colliers Architecture)

Others in Attendance: WLA Parents & Staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:04 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Skordahl moved “to approve the agenda for the January 29, 2020 Board meeting.” Seconded by Ms Kelly. Motion passed unanimously.

3.2 Approval of December 18, 2019 and January 13, 2020 Board Minutes

Ms Kelly moved “to approve the meeting minutes from the December 18, 2019 Board meeting.” Ms Erickson seconded. Motion passed unanimously.

Ms Kelly moved “to approve the meeting minutes from January 13, 2020 Board meeting.” Ms Skordahl seconded. Ms Folks, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion. Ms Erickson abstained. Motion passed.

4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

Parent Pam van Mujen requested WLA implement a policy to ban food projects in classrooms due to allergies. She requested school wide training of staff and students on food allergies, purchasing of epi pens for emergencies and banning food from all classroom activities, parties and birthday treats. The request was delegated to the Governance Committee for follow up and response.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected on the Special Board Meeting held on January 13th. She summarized several recurring themes of concern noted from the listening session:

- Safety of students and staff
- Desire for improved communication
- Increased bullying prevention efforts
- Addressing concerns of parents and students effectively

Ms Folks and Ms Mortensen shared procedures in place and changes being made to address the concerns noted. There was discussion and the general consensus was that the meeting was helpful in pulling families together and obtaining input from parents. Administration and the Board will work to engage parents more proactively and explore other methods of communication to better meet parents' needs.

6.2 Executive Director Report

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

- 2019-20 enrollment update: 480 students as of today
- 2020-21 enrollment is ongoing. The Showcase was a success, despite the cold weather. 198 applications have been received for next year. If needed, a lottery will be held February 3rd.
- The VOA Conference was held in January, with the focus on mental health.
- A parent group met to discuss transportation funding, costs, and options for next year.
- An international school official, planning to open a Core Knowledge school in Cambodia, will be touring WLA.
- February 18th is a professional development day and teachers will be working on Domain writing, a requirement to become a Core Knowledge distinguished school.
- A Special Education MOE (Maintenance of Effort) funding issue was resolved with MDE.
- A MS Science Teacher has been hired, to start February 10th.

Andy Sharp, WLA Dean, shared an update on the Middle School D.C. trip. 4 students and 1 parent are registered. Scholarship requirements were discussed. Planning has started for the 2020-21 D.C. trip.

6.3 Financial Director Report

In Ms Darling's absence, Ms Skordahl reported that the December financial statements included in the Board packet were reviewed by the Finance Committee and Ms Darling had noted that spending is on track with the approved budget.

6.4 Finance Committee Report

Ms Skordahl reported the committee met and discussed applying for a line of credit (LOC). Even though it appears that the LOC will not be needed to maintain cash flow, the committee recommends applying for a LOC given the planned building expansion project. The building lease amendment was also reviewed by the committee, and is recommended for approval by the board.

6.4.1 Accept December Financials and January Minutes

Ms Skordahl moved "to accept the December 2019 Financial Statements and January 2020 Finance Committee minutes." Ms Erickson seconded. Motion passed unanimously.

6.5 Facilities Committee Report

Mr Livingston reported the Facilities Committee met and discussed two topics: the facilities improvement project and the lease amendment. He walked through the highlights of the lease amendment which adds the use of the third floor and allows for the flexibility for future expansion with the inclusion of a right of first refusal to lease any or all of the adjacent building. The amendment also includes a provision for planned leasehold improvements, increases the reserve fund and establishes purchase prices for set timeframes. Mr Livingston walked through the highlights of the planned

leasehold improvements that have been agreed upon by Globe and the facilities committee, noting that this will be further discussed in 7.2 Expansion Plans.

Tax exempt status is not yet established and may impact a future lease versus purchase decision.

Mr Livingston moved “to approve the First Amendment to Lease as presented.” Seconded by Ms Kelly. Motion passed unanimously.

6.5.1 Accept January Facilities Minutes

Item was deferred as minutes were not included in the Board packet.

6.6 Governance Committee Report

Ms Erickson reported that Governance Committee met and continued to work on policy 538 Enrollment. A revision is included in the Board packet, but the committee would like to table the second reading to give them time to ensure the policy is consistent with Minnesota Statute and to clarify the details of enrollment and long term leaves with MDE.

At the request of Ms Folks, Ms Bauman provided an overview of the enrollment process and timeline, the lottery procedure, offers and acceptances, and waitlists. Assumptions for attrition rates and over enrollment were shared. Ms Baumann informed the Board of changes to the enrollment process due to the policy clarification of when applicants are eligible for sibling preference. Ms Folks stated that the lottery will be conducted on the first business day of February by a Board member (Ms Folks), an Administrator (Ms Mortensen) and an Office Staff person (Ms Baumann), as per the policy. There was discussion.

6.6.1 Accept January Governance Minutes and Second Reading of Policy 538

Ms Erickson moved “to accept the January Governance Committee minutes.” Ms Skordahl seconded. Motion passed unanimously.

The Second Reading of Policy 538 Enrollment was tabled.

7. Board Training, Discussion and Business

7.1 Lease Amendment

Lease Amendment changes and approval was addressed in agenda item 6.5.

7.2 Expansion Plans

Doug Feichert from Colliers Architecture distributed copies of proposed architectural plans for the expansion and renovation project. The goal is to have the work completed on all 3 floors before the start of school next year. Mr Feichert shared the planned timeline for the project. Detailed plans are being prepared for submission to contractors for bid. Once a contractor is agreed upon by Globe and plans are finalized, building permit applications will be submitted to the City of Woodbury. Globe has agreed to be out of 3rd floor by April 1st and construction on 3rd floor is planned to begin April 2nd. Work on 1st and 2nd floor will begin in June, after the end of the current school year. Mr Feichert reviewed the major planned improvements for each of the 3 floors. There was discussion about the plans, the timeline and the impact on construction occurring while school is in session.

Sean Smith from Wildamere reiterated that the lease amendment allows for planned expansion in phases. It meets the immediate need of expanding to 3rd floor and making improvements to the 1st and 2nd floors, and also allows flexibility for future expansion.

7.3 Board Training: By-Laws, Open Meeting Law, Charter School Statute, VOA Expectations

Board training was tabled until the February board meeting.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Items suggested for the February board meeting include transportation for 2020-21, approval of employment agreements and the 2020-21 school calendar.

There was discussion regarding the start time of board meetings. Members agreed to move the start time to 5:30 for future meetings.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, February 26, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Ms Kelly moved “to adjourn.” Mr Livingston seconded. Motion passed unanimously. The meeting adjourned at 6:58 PM.

DRAFT