

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
March 25, 2020**



Directors Present: Jessica Erickson

Directors Attending Virtually: Mandi Folks, Claudia George, Shannon Kelly, Jason Livingston, Jolene Skordahl

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV), Steve Wruck (BerganKDV)

Others in Attendance: WLA staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:30 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Erickson read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Erickson moved “to approve the meeting agenda for March 25, 2020.” Ms George seconded. There was discussion. Ms Erickson revised her motion “to amend the agenda to change item 6.4.1 to read ‘Accept February Financials and March Finance Committee minutes.’” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of February 26 and March 16, 2020 Board Minutes

Ms Skordahl moved “to approve the February 26, 2020 and March 16, 2020 Board meeting minutes.” Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. 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

Andy Sharp, WLA Dean of Students, informed the Board that the DC trip with World Strides planned for June 2020 has been cancelled. Families are allowed to roll over deposits to a 2021 summer DC trip,

which will be planned in the fall. Ms Folks will follow up with the family of the scholarship applicant that presented at the March Board meeting.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reported changes are happening very quickly in response to the Covid-19 pandemic:

- All Board and Committee meetings will be held virtually utilizing Zoom. Information has been posted on the WLA website.
- The interview of the applicant for the open parent Board seat has been put on hold. Providing necessary training for a new member to effectively join the Board would be difficult given the current situation.
- Ms Folks shared a succession plan in case Board or Committee Chairs became ill:
 - If Ms Folks, Board Chair became ill: Ms Erickson, Secretary would be first in line to fill in, followed by Ms Skordahl, Treasurer.
 - If a Committee chair became ill, a Committee member would be asked to fill in.
- Board members were asked to consider if the Board should communicate information to parents, in addition to information sent by Administration. This will be discussed after the ED's report.

6.2 Executive Director Report

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

- Transportation costs for 2019-20 are unresolved. The busing company is stating we need to pay full contract cost, but a school closure payment of 50% is written in the agreement. There will be no additional expense for running the "Magic Bus."
- Construction plans are moving forward during the shelter in place. Mr Livingston reported that Globe is not confident that they will get the building's tax status changed, which potentially means WLA may want to purchase the building sooner than originally planned.
- Administration has no intent to lay off any employees. Administration is working through the details of work, extended FMLA leave, sick leave and payment requirements.
- A succession plan has been developed for Ms Mortenson. Claud Allaire, Director at FIT Academy, has agreed to support the three Deans at WLA in providing updated information and answering questions in the event Ms Mortensen is unable to work. The Board suggested that Ms Mortensen designate one Dean as the primary backup.
- Staff are requesting the Board consider allowing carry-over of unused PTO to the next school year. Current policy is to pay out up to 5 days of unused PTO at year end and anything more is forfeited. This will be addressed at the Finance Committee.
- There was high turnout at recent parent teacher conferences, which reflects the high level of parent engagement at WLA.
- Overall, staff morale is pretty good considering the situation. Teacher Board members agreed.
- Dr Mortensen shared that WLA is ahead of others in developing a strong distance learning program, in comparison with other schools she is in contact with. She outlined a typical schedule of a distance learning day that will be followed by teachers. Ms George, Ms Erickson and Ms Skordahl shared some details of how their grade level/specialist curriculum is being implemented and delivered for distance learning.
- Ms Mortensen shared that the current plan will continue to develop as parents provide feedback on distance learning. There was discussion. Board members agreed that surveying parents for feedback on work load and time management approximately two weeks after distance learning begins would provide beneficial insight.

- Ms Mortensen shared information from the Commissioner of Education:
 - Schools are told to be flexible and gentle with tracking attendance
 - MCA's and EL testing have been cancelled
 - Special Education services are to continue through distance learning
- Planning for reopening schools will start in approximately one week. May 1st & 4th are planned for teachers to return back to school, with students returning to the classroom on May 5th. Ms Mortensen anticipates some families will want to continue with distance learning. Updated information will be provided at the next Board meeting.

Ms Folks led a discussion of members' thoughts about sending a Board communication to families. It was agreed that the monthly newsletter to families would continue to be the channel for the Board to communicate to families; no separate memo is needed.

6.3 Financial Director Report

Ms Darling informed the Board that she is leaving BerganKDV and introduced Steve Wruck, who will be taking over the role of Business Manager for WLA. Mr Wruck provided a brief overview of himself and his work experience. Ms Darling reported that overall, the school will make its budget. There are several items in flux: ADM is slightly below budget, some expense items are coming in under budget, and transportation costs are uncertain. She is applying for a Line of Credit for WLA and is updating staffing costs in a draft budget for next school year.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met twice in March, on the 19th to discuss the Busing contract, the financial impact of the school closure and the YMCA contract for next year. The February financials were not available for that meeting, so they met again on March 23rd to review the Financial Statements. Ms Folks directed members to the Annual VOA Financial Report included in the Board packet, noting that the Finance award was not received last year due to WLA missing the timely reporting of financials for one month. Thus the second meeting was held this month.

6.4.1 Accept February Financials and March Minutes

Ms Skordahl moved "to accept the February 2020 Financial Statements and the March 2020 Finance Committee minutes." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7. Board Training, Discussion and Business

7.1 Executive Directors Performance Committee

Ms Folks reminded members that the Board is responsible for hiring and reviewing one employee, the Director. The Director is responsible for all other school employees. Each year, the Board is responsible for a review of the Director's performance, to provide both positive and constructive feedback. Ms Erickson suggested reviewing the process to ensure it was up to date. Ms Mortensen reported that discussion at the Superintendent's conference she attended indicated boards were moving from a detailed job description model to a broader evaluation model based on the school reaching strategic goals. Ms Folks asked for volunteers for a committee to outline the process and bring to the next Board meeting. In the prior year, the committee was comprised of the Board Chair, Secretary and Treasurer. There was discussion. It was agreed the same committee composition will continue this year, and will use a survey to collect feedback from staff.

7.2 Elections Committee

Ms Folks reminded members that Board elections will be held in May. Six seats are up for election: Ms Kelly's, Ms Erickson's and Ms Folks' terms are up, as well as one parent and two community member seats are open. There was discussion as to who would comprise the WLA Elections committee. It was

decided that the committee would consist of two Board members, Ms Skordahl and Ms George, with support by one office staff, Ms Owens.

7.3 2019-2020 School Calendar Changes

Ms Erickson reported that Tuesday, March 17, 2020, the day before the mandatory school closure, was scheduled as a school day, but was changed to a Professional Development day. Formally changing the school calendar was deferred to a future meeting.

7.4 Data Practices Training

Ms Mortensen reminded Board members to be sensitive in protecting the privacy of confidential information. Names of students and families are not to be discussed or shared. The office keeps both current and past student cumulative files and health files locked, as well as all Special Education files are stored in a locked office.

7.5 Provide the WBWF Report for Board Review

Ms Mortensen shared that last year's report was reviewed at the November meeting. The current year report will be due on December 1, 2020. She expects the current year report to be unusual because it will lack standardized MCA and EL testing data. The Commissioner of Education hasn't yet determined how schools will measure the effectiveness of school programming in meeting the WBWF (World's Best Work Force) goals. The WBWF report is combined with the Annual report. The report will also impact our agreement with VOA which is tied to test scores. This item will be added to the September meeting agenda.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

At Ms Folks request, Ms Kelly shared that her career is in safety and risk management and she has been involved in disaster planning. Most disasters can be planned around a beginning and an end. The uniqueness of the current pandemic/school closure situation is the end of the pandemic is not defined and there are a large number of changing variables and unknowns. Long term implications on society's thought processes and behavior are expected, but unknown. She suggested the need for contingency planning in case distance learning would continue into next school year.

Items suggested for the April Board meeting include a facilities update, an update on distance learning and addressing how WLA will self-assess whether distance learning is working.

Ms Mortensen requested members to review the Distance Learning Plan in the Board packet and send her any questions or corrections. The plan will be submitted to MDE on Friday.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, April 22, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

10. Adjournment

Ms Kelly moved "to adjourn." Mr Livingston seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:23 PM.

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