

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
April 22, 2020**



Directors Present: Mandi Folks

Directors Attending Virtually: Jessica Erickson, Claudia George, Shannon Kelly, Jason Livingston, Jolene Skordahl

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director)

Others in Attendance: None

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:48 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Kelly 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 April 22, 2020.” Ms George 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.

3.2 Approval of March 25, 2020 Board Minutes

Ms Erickson moved “to approve the March 25, 2020 Board minutes.” Ms Skordahl 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

There was no public comment.

6. Board and Administration Reports

6.1 Board Report

Ms Folks presented a video walk-thru of the construction on 3rd floor.

6.2 Executive Director Report

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

- There has been little enrollment activity. Administration is looking at marketing ideas. Expecting activity to increase in mid to late summer.
- Construction project is ahead of schedule. As soon as the governor announces students will not be returning to school this year, demolition will begin on 2nd floor.
- Ms Mortensen asked the Board to shorten the school year for students by 4 days, making May 29th the final day of school. 7 extra days are built in the calendar, but there were no snow days used this year. The last 4 days would be used to recover materials and technology that were distributed to homes, work on Spring Distance Learning (DL) assessments to measure effectiveness of DL, and to plan for fall assessments and remediation.
- WLA delivered a survey to families asking for feedback on DL. Approximately 50% of families responded, with overall feedback being positive. Teachers are making adjustments to address concerns identified in the responses.
- The Curriculum Committee is exploring three Math curriculums, taking into consideration the need to work in a DL environment, as well as have built in assessments.
- WLA is working with Monarch Transportation to resolve busing costs/fuel savings during DL.
- Some teachers have requested a change in policy to allow for PTO carryover. This was discussed at the Finance Committee meeting. Current policy is to pay out up to 5 unused PTO days for teachers and EA's. This payout is included in the current year's budget. Carryover would impact next year's budget and reduce dollars available for raises. There was discussion.
- Teachers have been hired for MS Social Studies, Grade 5, and Music. 2020-21 employment agreements for current staff will be sent after the Board approves next year's budget.
- The Crisis Plan is being revised to address pandemics and DL protocols.
- Mary Kelly, SpEd Director, is retiring at the end of the year. She is working on getting contracts in place for next year for all SpEd consultants, including a contracted director.

Ms Folks shared that she asked Judith Darling, WLA's previous Finance Manager, to join the WLA Board. Ms Darling, but agreed to continue on the Finance and Facilities Committees.

6.3 Financial Director Report

Ms Skordahl stated that overall finances look in line with budget. The current ADM is slightly below budget, which is offset by some expense items coming in under budget. WLA is in the process of applying for a Line of Credit. She shared that BerganKDV had completed the IRS Form 990 (informational tax return) and it was reviewed by the Finance Committee. Ms Folks will send the completed Form 990 to Board members to review.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and discussed the impact of Covid-19 and DL on the financial statements. They discussed the busing contract for next year, noting that Monarch is unable to provide a 9th bus. They discussed the pros and cons of purchasing the building versus leasing, the YMCA contract, and changing the PTO policy to allow carryover as mentioned in the Director's report.

6.4.1 Accept March Financials and April Minutes

Ms Skordahl moved "to accept the March 2020 Financial Statements and the April 2020 Finance Committee minutes." Ms Kelly seconded. Ms Folks shared that a budget for 2020-21 will be presented for approval at the next board meeting. She shared that it is difficult to determine what assumptions to use in drafting the budget, given the current unknown impact of the Covid-19 pandemic. Ms Mortensen shared that this is the 3rd year in the process of adjusting teacher salaries to be competitive with surrounding schools. She shared that equitable staff salaries and new math curriculum are priorities. A roll call vote was taken on the motion: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Mr Livingston moved “to appoint Judith Darling to WLA’s Finance and Facilities Committees.” Seconded by Ms Kelly. 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.

6.5 Governance Report

Ms Erickson reported that the Governance Committee meet to review the Transportation and the Access to Public Data policies, which are presented for 2nd reading. They will review policies 102 Equal Educational Opportunity and 103 Complaints next month.

6.5.1 Accept April Governance Committee Minutes and Second Reading of Policies 100 and 709

Ms Erickson moved “to accept the April 2020 Governance Committee minutes and second reading of Policy 100 Access to Public Data and 709 Student Transportation Safety Policy.” Ms Skordahl 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.

6.6 Facilities Committee Report

Ms Folks reported that Facilities Committee met and discussed an update of the status of the construction project. 3rd floor is ahead of schedule and 2nd floor will likely start soon. Mr Livingston reported that the committee discussed potential bonding and sending a letter of intent to the landlord.

6.6.1 Accept April Facilities Committee Minutes

Ms Skordahl moved “to accept the April 2020 Facilities Committee 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.

7. Board Training, Discussion and Business

7.1 Purchase our current building

Mr Livingston reported that our landlord will likely not obtain tax exempt status for the building. Globe has asked for a letter of intent to purchase the building, if we are interested in doing so. Globe is in bankruptcy court and the letter would give them time to work with WLA and not be forced to sell to another party. Issuing this letter would be the first step in the process of potentially purchasing the building. Ms Folks shared that WLA would need to research options of financing a purchase. Globe has been good to work with and if we do not purchase the building, there is a possibility that the building be sold to new owners during the term of our current lease.

Ms Mortensen stated WLA currently pays about \$250,000 a year in taxes and that any action would be at least six months out. WLA would need to establish a building company and the purchase would require MDE review.

Ms Folks stated that the Board does not need to vote on anything at this time, but she was looking whether the Board had a consensus to move forward with looking at purchasing the building. Board members expressed interest in pursuing the option of purchasing the building. This topic will continue to be discussed at future meetings.

7.2 2019-2020 School Calendar Changes

Ms Mortensen referred to her discussion on calendar changes during the Director’s report and asked for Board feedback. Overall, board members felt that families would appreciate the shortened school year and teachers could utilize the extra days for assessments and planning time.

Ms Folks reminded the Board 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.

Ms Erickson moved “to the revise 2019-2020 school calendar to change March 17 from a student contact day to a Professional Development day and to end the school year end on May 29, 2020 which would then make June 1-4 Professional Development days.” Ms Skordahl 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.

7.3 Executive Directors Performance Evaluation

Ms Folks shared that Ms Mortensen, Ms Erickson and herself discussed the process for the current year Executive Director performance evaluation. They plan to send out a survey to staff, to the board and select parents and other individuals Ms Mortensen interacts with to gather input for the review. The survey results will be summarized and used along with an evaluation based on her job description, which is required by VOA. Ms Mortensen shared that at the last meeting, the board had discussed using a different model for the review, but with everything going on, now is not a good time to change the model, so the process will be the same as last year.

Ms Folks asked Ms Mortensen if she would like the review in open or closed session at the next meeting and Ms Mortensen requested a closed session.

7.4 Upcoming Board Elections

Ms Mortensen shared that the board election requires a 30-day notice and must be held while school is in session. There are 2 options for the upcoming board election:

- Hold this Spring as is in the bylaws. The down side is that onboarding a new board member at this time using technology may be challenging.
- Defer the election until school resumes in the Fall, which would require a change in the bylaws to extend terms and change the timing of the election. It would also require a second change to revert back to a Spring election. If a parent new to the school is elected, this could also present challenges.

Mr Livingston left the meeting at 6:18 PM.

Ms Folks moved “to hold WLA Board elections the last week of school, May 26-29.” Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Ms Skordahl has investigated Election Runner, an online software which allows parents to vote remotely. Ms George, and Ms Skordahl will work with office staff to coordinate the online election.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Items suggested for the May board meeting include approving the 2020-21 budget, closed session for the Director review, contracts to approve

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, May 27, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

10. Adjournment

Ms Skordahl moved “to adjourn.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:32 PM.

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