

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
May 27, 2020**



Directors Present: Mandi Folks

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

Directors Absent: Shannon Kelly

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

Others in Attendance: WLA staff, Graham Gunther (Civic Intelligence LLC)

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 George 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 May 27, 2020.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of April 22, 2020 Board Minutes

Ms Erickson moved “to approve the Board minutes from April 22, 2020.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, 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

Graham Gunther of Civic Intelligence LLC introduced himself and his company, stating that they do school policy work for MN charter schools. He is attending several Board meetings to understand how schools are handling the current situation and identify relevant issues.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reported that May has been a busy month with extra Finance, Facilities meetings, and ad hoc committee meetings working on the Board election and the Director’s evaluation.

6.2 Executive Director Report

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

- Staff are creating contingency plans for three possible scenarios for school this fall: in-person learning, distance learning and hybrid learning (alternating days). The Governor and Commissioner of Education will be issuing further guidance on school opening in the fall.
- Current families were surveyed to determine their educational preference for the fall. Results were fairly evenly split: 1/3 classroom learning, 1/3 distance learning and 1/3 preferred a blended scenario.
- The Curriculum Committee is recommending "Ready Math" for Board approval. Ready Math allows for transitioning between onsite and virtual learning. Teachers at all grade levels were involved in the decision.
- There is a busy agenda for staff's final 4 work days: final grades and report cards, data analysis, recovering materials and technology that were distributed to homes, and planning for 2020-21.
- Monarch Transportation has agreed to a \$5,579 credit for gas savings during distance learning.
- Ms Mortenson has been working with the Finance Committee to develop a salary model to better align teacher pay with that of surrounding schools, with an additional incentive for teachers with Masters degrees or in hard to fill positions (SpEd, Math & Science). Names and credentials of newly hired teachers were reviewed.
- Covid-19 safeguards and protocols have been drafted and will be shared with staff next week, along with safety protocols and general operations for what school will look like in the fall. Both of these documents are included in the Board packet and are subject to revision as further information develops.
- Yearend activities include a virtual Band concert, Kindergarten Graduation, and an all school reverse parade.

6.3 Financial Director Report

Mr Wruck reviewed several key indicators of the financial health of the school: WLA has a good cash balance, enrollment is holding steady and overall revenues and expenses are in line with the budget. He stated that at April month end, approx. 83% of the year is complete, and WLA's revenues and expenditures at April month end are in line with the 83%. He has been working with Finance to align teacher salaries as discussed above, which have been incorporated in the 20-21 budget.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met twice during May. Topics discussed included the April Financials, submitting the Line of Credit application to Propel, and applying for small business loan funds under the Payroll Protection Program. The pros and cons of applying were discussed. The Board directed Ms Mortensen to apply and if WLA qualifies for funding, bring back to the Board for approval. Other topics discussed include the YMCA contact, IRS Form 990, 2020-21 insurance benefit changes to Preferred One and MetLife, teacher salary model changes and the 2020-21 budget. They also continued the discussion on purchasing the school building.

6.4.1 Accept April Financials and May Finance Committee Minutes

Ms Skordahl moved "to accept the minutes from the May 14 and May 21, 2020 Finance Committee meetings and the April 2020 Financials." Ms Erickson seconded. A roll call vote was taken on the motion: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.4.2 Discussion of Small Business Loan Funds

Item was discussed during the Finance Committee Report.

6.5 Governance Committee Report

Ms Erickson reported that the Governance Committee met and reviewed policies 102 Equal Educational Opportunity and 103 Complaints which are presented to the Board for 2nd reading. They also brainstormed ideas for a Blended Learning policy, which will be further discussed at the June meeting.

6.5.1 Accept May Governance Committee Minutes and Second Reading of Policies 102 and 103

Ms Erickson moved “to accept the May 13, 2020 Governance Committee minutes and second reading of Policy 102 Equal Educational Opportunity and Policy 103 Complaints –Students, Employees, Parents, Other Persons.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.6 Facilities Committee Report

Mr Livingston reported the Facilities Committee met to review the status of the construction project: 3rd floor is ahead of schedule and should be completed mid-June, construction on 1st and 2nd floor is underway with a targeted completion in mid-July. He reported the project is currently running under budget. Ms Mortensen provided details of the project status. She clarified that Globe is funding the project and is approx. \$2,000 under budget, but WLA’s expected to cover approx. \$12,000 of the project costs. The committee further discussed purchase of the building, which will be discussed with the Board in closed session. Minutes will be presented at the next meeting.

7. Board Training, Discussion and Business

7.1 WLA Budget model for 2020-2021

Mr Wruck reviewed the proposed 2020-21 budget and underlying assumptions. He also reviewed a long range budget projection model. There was discussion. Ms Skordahl moved “to approve the 2020-2021 budget with General Fund revenues of \$5,513,753 and General Fund expenditures of \$5,396,851 and Fund 4 Community Service revenues of \$0 and Fund 4 transfers out of \$20,000. Seconded by Ms Erickson. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.2 WLA employment agreements approval

Ms Mortensen shared a list of new and returning teachers and their positions. Salaries were not listed, but amounts are based on the updated teacher salary model and are within budget - detail is available for viewing in the office or by submitting a data request.

Ms Erickson moved to “to ratify the 2020-2021 teacher employment agreements.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Employment agreements for remaining staff positions will be presented at the June meeting.

7.3 Ratify contracted services agreement(s)

Item tabled until June meeting.

7.4 Update from Board of Directors Election Taskforce

Ms Skordahl shared that online voting was in process, ending on Friday, May 29 at 4:30 PM. Results will be shared at the June meeting and elected members will be seated at the July meeting.

7.5 Update on desire/need for Academic Committee

Ms Folks reminded Board members that the idea of a Board Academic Committee was brought up at a previous meeting. There was discussion. Members decided there was not a need at this time.

7.6 YMCA contract approval

Ms Folks shared that the contract is for the school year only due to construction. Also, by limiting to the school year, it is for before and after school care of WLA students only. Ms Erickson moved “to approve the YMCA contract for the 2020-2021 school year.” Mr Livingston seconded. A roll call vote

was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.7 Engage Legal Counsel for Affiliated Building Company

Ms Folks shared that charter schools are able to create an affiliated building company after 6 years of existence. WLA will be eligible after June 30th. She spoke with a real estate lawyer about drafting documents to file with the state. Ms Folks moved “to engage legal counsel to begin preliminary steps for the creation of an affiliated building company to be finalized after June 30, 2020.” Mr Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

8. Closed Meeting to Develop or Consider Offers or Counter Offers for the purchase or sale of real or personal property

Ms Folks invited Ms Mortensen and Mr Wruck to join Board members for the closed session. Motion was made by Ms Folks “to close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(c3) for the purpose of developing or considering offers or counter offers for the purchase or sale of real or personal property.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Ms Folks moved “to allow Ms Mortensen, ex officio Board member and Financial Manager, Mr Wruck, to attend the closed session to discuss the purchase or sale of real or personal property.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Meeting closed at 7:42 PM.

Convene into Open Session

The Board convened into open session at 8:19 PM. Ms Folks moved “to reopen the meeting.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms George, Mr Livingston, Ms Skordahl, and Ms Folks voted for the motion; there were no votes against. Motion passed.

9. Closed Meeting to Discuss Executive Director Annual Evaluation

Ms Folks asked Ms Mortensen if she would like the meeting open or closed. Ms Mortensen stated she prefer the meeting be closed. Motion was made by Ms Folks “to close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(a) for the purpose of discussing the Executive Director’s annual evaluation.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Meeting closed at 8:21 PM.

Convene into Open Session

The Board convened into open session at 9:40 PM. Ms Folks moved “to reopen the meeting.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Ms Folks summarized the closed session as a discussion of the Executive Director’s performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Ms Mortensen.

10. Board Communication & Future Items

10.1 Board Communication/Future Agenda Items – Reflection

Ms Folks noted it was a busy, productive meeting.

11. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, June 24, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

12. Adjournment

Ms Skordahl moved “to adjourn.” Ms George seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston, and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 9:43 PM.

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