

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
June 24, 2020**



Directors Onsite: Jessica Erickson, Mandi Folks

Directors Attending Virtually: Claudia George, Shannon Kelly, Jolene Skordahl

Directors Absent: Jason Livingston

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Steve Wruck (BerganKDV), Brenda Kes (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 5:37 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Folks 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 Wednesday, June 24, 2020.” Ms Skordahl 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.

3.2 Approval of May 27, 2020 Board Minutes

Ms Skordahl moved “to approve the minutes from the May 27, 2020 Board meeting.” 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.

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

Mr Andy Sharp, WLA Dean and teacher, suggested WLA strategically engage in professional development for staff regarding Race and Equity issues. Given the recent George Floyd incident and Black Lives Matter movement, staff would benefit from knowing how to address student and parent concerns. He also suggested teaching students about differences between races and cultures, and being allies together. Ms Mortensen will work with Mr Sharp and report back with ideas to implement.

6. Board and Administration Reports

6.1 Board Report

Ms Folks stated that all items she would report on are otherwise addressed in the agenda.

6.2 Executive Director Report

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

- Governance Committee is discussing a blended learning policy and technology needs for the fall.
- VOA Leaders Meetings (SLT) are being held weekly. School leaders anticipate lots of struggles and there is a fair amount of leadership turnover.
- Miss E is taking a course on meeting the needs of traumatized students and ways to engage in meaningful discussions about difficult topics.
- 2020-21 Employee agreements listed in the packet are presented to be ratified by the Board.
- SLT is expanding, adding a Special Education tier and a 2-day summer institute for directors.
- Distance Learning Effectiveness: Ms Mortensen reviewed the year end assessment included in the packet. Items of note from the analysis:
 - The level of intrinsic motivation and parental support was a big variable impacting the success of Distance learning.
 - Teachers K-8 covered most all Core Knowledge and State Standards, but not to the level of depth that they wanted.
 - All grades except 1st grade stated students performed at levels consistent across all 3 trimesters.

Overall, Ms Mortensen believes WLA students performed better than most schools she has been in contact with, primarily due to a strong teacher staff and curriculum.

- Program Models and Logistics for the 2020-21 School Year: Ms Mortensen reviewed the document included in the packet, noting that this is an evolving document. Plans include several scenarios:
 - On Site - students return to the classroom
 - Hybrid model – students onsite A/B alternating day schedule
 - Distance Learning – all students offsite
 - Blended – families choose between Hybrid or Distance

Plans include quick transitions between models, if needed. Teacher and family input was considered when drafting these plans. The status of opening school in the fall will be announced by the Governor in late July.

6.3 Financial Director Report

Mr Wruck shared he enjoyed working with WLA as the interim Finance Director and introduced Brenda Kes from BerganKDV, who will serve as Finance Director for the school. He reviewed the May Financial statements, stating that revenues and expenses are tracking with budget.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met during June to review the May Financials and discuss enrollment numbers for bonding and purchasing the building. Numerous Special Ed service contacts, the custodial services contract and office employee agreements were also reviewed.

6.4.1 Accept May Financials and June Finance Committee Minutes

Ms Skordahl moved “to accept the May 2020 Financials and the June 11, 2020 Finance Committee meeting minutes.” 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.

6.5 Governance Committee Report

Ms Erickson reported that the Committee met twice in June with a focus on plans for the potential learning scenarios for the 2020-21 school year. They discussed ideas for distance and blended learning expectations and communications with families.

6.5.1 Accept June Governance Committee Minutes and First Reading of Policy 540

Ms Erickson moved “to accept the June Governance Committee minutes and first reading of Policy 540 Student Dress, Appearance and Uniform.” Ms Skordahl 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.

6.6 Facilities Committee Report

Ms Folks reported the focus of the Facilities Committee has been on the current remodel and renovation, making sure the project is within budget, is meeting the timeline and will meet the needs of the school. As of July 1, the school will have been in operation for 6 years and will be eligible to establish an Affiliated Building Company (ABC). An email was sent to WLA staff for volunteers to serve on the ABC Board: teachers Monica Purinton and Ashley Barthel, and parent Diane Thiels have agreed to serve. The ABC Board will be working with the Facilities and Finance Committees to move forward with bonding and purchasing the Globe building.

6.6.1 Accept May and June Facilities Committee Minutes

Minutes will be included in the July board packet.

7. Board Training, Discussion and Business

7.1 Ratify employment contracts

Ms Mortensen referred to the list of Paras, Deans, office staff and a Special Ed teacher listed in the Director’s report. Ms Folks moved to “to ratify the 2020-2021 employment agreements for Administrative and Special Ed staff listed in the Director’s report.” Seconded by Ms Erickson. 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.

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

7.2 Ratify special education contracts for the following independent contractors

Ms Mortensen reviewed the list of Special Education service providers recommended for approval: Keys for Communication, Reno Mothes, Strategic Staffing, Integrative Therapy, Sheila Merzer, DHH Consulting, Sentient Healthcare and Designs for Learning. Ms Folks moved to “to ratify the 2020-21 Special Ed service contracts listed.” Seconded by Ms Skordahl. 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.

7.3 Ratify Gamino’s for custodial services

Ms Folks moved “to ratify the 2020-21 Gamino custodial services agreement.” Seconded by Ms Skordahl. 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.

7.4 Blended Learning Plan

Item was previously discussed.

7.5 2020 Board Election Results

Ms Skordahl reported that the online board election went well, with the use of ElectionRunner.com and support by office staff Jen Owens. Results were as follows:

- Teacher opening – Ms Sjoberg was elected.
- Parent opening – Ms Folks was reelected.
- Community Member opening – Ms Kelly was reelected.

At Ms Folks request, Ms Sjoberg introduced herself and shared information about her background. Ms Folks thanked Ms Erickson for her hard work and commitment to the board, sharing that she had a lot of responsibilities as the Board secretary and Governance committee chair.

Ms George announced that she has been in conversation with Ms Folks and has decided to resign from the Board. She shared that she was not ready to take on Ms Erickson’s responsibilities and her resigning

would allow the opportunity for Ms Erickson to be appointed to the Board and continue her service. Ms Folks thanked Ms George for her service and encouraged her to remain on the Governance Committee. Ms Folks moved “to accept the resignation of Ms George from the Board.” Seconded by Ms Skordahl. 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 George left the meeting.

Ms Folks moved “to appoint Ms Erickson to the now vacant teacher seat effective July 1, 2020.” Ms Kelly seconded. Ms Folks noted that there were no other teachers ran for the recent election, so she felt it unnecessary to ask if other teachers were interested. Also, appointing Ms Erickson to the vacant seat provides continuity in important roles on the board. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.6 Conduct the board performance evaluation

Ms Folks shared that each year, board members are asked to evaluate themselves as a board to ensure the board is improving. She will be sending an evaluation form to members and asked them to complete it and be ready for discussion at the next board meeting.

7.7 Approve the Board Calendar for the next fiscal year

Ms Folks shared that the board meets on the fourth Wednesday of the month, unless there is a calendar conflict. She suggested the July meeting be scheduled for the fifth Wednesday, so that it would be after the Governor’s planned announcement on schools reopening in the fall. Ms Folks moved “to approve the 2020-2021 Board calendar with the addition of a meeting on July 29, 2020.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Kelly commented that she appreciated the public comment and was glad the board and staff will be discussing race and equity issues.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, July 29, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

12. Adjournment

Ms Kelly moved “to adjourn.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:30 PM.