

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Special Meeting
July 30, 2020



Directors Onsite: Mandi Folks, Jolene Skordahl

Directors Attending Virtually: Jessica Erickson, Shannon Kelly, Jason Livingston, Natalie Sjoberg

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BerganKDV), Shawn Smith (Wildamere)

Others in Attendance: WLA parents and staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:35 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 Skordahl moved “to approve the meeting agenda for Thursday, July 30, 2020.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of June 24, 2020 Board Minutes

Ms Kelly moved “to approve the June 24, 2020 Board minutes.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

4. Seating of New Board Members

4.1 Seat new Board members (Folks, Sjoberg, Kelly)

Ms Folks welcomed newly elected Board member Ms Sjoberg, and acknowledged Ms Kelly and herself as reelected Board members. Each introduced themselves and their relationship to WLA.

4.2 Elect Officers 2020-2021 (Board Chair, Secretary, Treasurer)

Ms Folks explained stakeholders elect the Board, while Board members choose officers for the year.

Chair: Mr Livingston moved “to appoint Ms Folks as Board Chair for the 2020-2021 year.” Seconded by Ms Erickson. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Secretary: Ms Folks motioned “to appoint Ms Erickson as Secretary for the 2020-21 year.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Treasurer: Ms Folks moved “to appoint Ms Skordahl as Treasurer for the 2020-21 year.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

4.3 Committee Member Appointments (Finance, Facilities, Governance)

Committee chairs described the role and purpose of their respective committees:

- Finance Committee: Ms Skordahl, Treasurer & Chair
- Facilities Committee: Mr Livingston, Chair
- Governance Committee: Ms Erickson, Chair

Ms Sjoberg expressed interest in joining the Governance Committee. Ms Erickson motioned “to appoint Ms Sjoberg to the Governance Committee.” Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, 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, encouraged the Board to take into account all voices (teachers, staff, Board members, parents) when deciding on the model for opening the 2020-2021 school year.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reported that Volunteers of America (WLA’s authorizer) is starting a Board members monthly call to enable members to share challenges, ideas and support each other. At VOA’s request, Ms Folks will facilitate the monthly calls: other WLA Board members are welcome to participate. Ms Mortensen facilitates a similar monthly call with school leaders.

Ms Folks reminded members of Board training requirements.

6.2 Executive Director Report

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

- 2020-21 enrollment looks strong.
- August staff workshops and Back to School night planning is in progress and will change based on the educational model adopted.
- Building preparations for safe Covid-19 practices student return is in process.

Ms Mortensen shared Governor Walz’s recommendation for schools opening, which provides for local school boards to decide based on the MN Safe Learning Plan for 2020-21. The plan provides for three learning models:

- In Person Learning for all students when minimal to moderate community spread is occurring.
- Hybrid Learning with strict social distancing and capacity limits when moderate community spread is occurring.
- Distance Learning only when substantial community spread is occurring.

Ms Folks shared that the Safe Learning Plan provides five recommended school scenarios based on 14-day Covid-19 County case rates, stating that Washington County is currently at 14.84 per 10,000 people. The recommended opening scenario based on this rate is Elementary students: In Person Learning, and Middle School students: Hybrid Learning. The recommended scenario is to be a starting point for discussion on how to open school in the fall, but other things must be considered, such as classroom size and building occupancy rates. Schools are allowed to open at a more restrictive model and are required to offer Distance Learning to families that request it.

There was Board discussion of the different options, things to consider in the decision, moving between models and the need for more parent and staff input prior to making a decision. Ms Mortensen shared a quick overview of what the Onsite, Hybrid and Distance models would look like at WLA. Administration will gather requested information and present at a Board meeting to be scheduled on August 6, 2020. A decision for the scenario at which school will reopen for 2020-2021 will be determined at that time.

6.3 Financial Director Report

Ms Kes shared that she is finalizing the June 30, 2020 year-end financial statements. Preliminary revenues and expenditures both appear to be slightly better than budget. Audit fieldwork is scheduled for August 31 to September 1. She is also working on the Lease Aid application and Title grant applications. She reported that WLA has received approx. \$38,000 of Cares Act funds.

6.4 Finance Committee Report

Ms Skordahl reported that the committee met and reviewed several contracts and employment agreements. There were no financial statements to review this month.

6.4.1 Accept July Finance Committee Minutes

Ms Skordahl moved “to accept the July 2020 Finance Committee minutes.” Ms Folks seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg 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 with the focus on reviewing the Covid-19 and Blended Learning plans.

6.5.1 Accept June 23, 2020 and July 8, 2020 Governance Committee Minutes

Ms Erickson moved “to accept the June 23 and July 8 Governance Committee minutes.” Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.6 Facilities Committee Report

Mr Livingston reported the Committee has been focusing on the building improvements, playground enhancements and future planning. Shawn Smith, real estate adviser, described the major improvements made as part of the current project. The March Covid school closure allowed for an early start and an empty building, allowing the project to finish a month ahead of schedule. He expects the Certificate of Occupancy to be issued within a week. Ms Folks and Ms Skordahl provided a virtual tour of the 2nd and 3rd floor with their phones, while the discussion took place.

The Committee is beginning planning for a future buildout to add a gym. The Facilities and Finance Committees are working together to determine future building improvements and bonding capability.

6.6.1 Accept May, June and July Facilities Committee Minutes

Ms Folks moved “to accept the May, June and July Facilities Committee minutes.” Mr Livingston seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7. Board Training, Discussion and Business

7.1 Ratify employment contracts

Ms Mortensen reported that contracts had been offered to Deans, Office staff and Educational Assistants: Ms Griffith, Ms Cahlander, Ms Christoff, and Mr Martenson. She reported Ms Ohs, a previously contracted substitute teacher, has been hired as a SpEd teacher. All contracts are signed, but only Ms Cahlander’s has been reviewed by the Finance Committee. Ms Folks moved to “to ratify the 2020-2021 employment agreements presented pending Finance Committee review for those not yet reviewed.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly,

Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.2 Board Orientation

Ms Folks reviewed the following documents as a reminder of Board members' role and purpose:

- Code of Ethics – defines the role, functions and relationships of Board members.
- Job Description – which defines the responsibilities of the position
- Performance Expectations – which defines the individual expectations of Board members.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Kelly shared that she appreciated the school was offering professional development to teachers on topics related to the previous meeting's public comment regarding race and equity issues. Ms Folks shared her appreciation for the respect Board members give each other working through difficult decisions.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Thursday, August 6, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

12. Adjournment

Ms Livingston moved "to adjourn." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:45 PM.