

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
August 26, 2020



Directors Onsite: Jessica Erickson, Mandi Folks

Directors Attending Virtually: Shannon Kelly, Jason Livingston, Natalie Sjoberg, Jolene Skordahl

Directors Absent: None

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

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 5:30 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 Skordahl moved “to approve the meeting agenda for August 26, 2020.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; Ms Kelly did not vote due to technical issues; there were no votes against. Motion passed.

3.2 Approval of meeting minutes for July 30, 2020, August 6, 2020 and August 21, 2020

Ms Erickson moved “to approve the meeting minutes for July 30, 2020, August 6, 2020 and August 21, 2020.” 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. 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

A new WLA parent and a new staff member introduced themselves and expressed interest in observing how the Board works and what topics are addressed.

6. Board and Administration Reports

6.1 Board Report

At the request of Ms Folks, new WLA teachers on the meeting introduced themselves.

Ms Folks reported she will be facilitating the first VOA Leadership meeting scheduled for August 27th and invited Board members to let her know if they ever want to attend a meeting.

She shared that MDH requires schools to establish an Incident Command Team (ICT) to deal with COVID challenges. The ICT meets weekly and continually monitors COVID rates. The ICT, working with the Grade 5 teachers, have decided to change the Grade 5 model from Hybrid to on site Monday thru Thursday, online Friday. Ms Mortensen shared that a weekly update will be communicated with stakeholders.

6.2 Executive Director Report

Ms Mortensen shared 2020-21 enrollment information, reviewing enrollment numbers and section sizes by grade. She highlighted the many ongoing activities this week in preparation for the start of school: work shop, building preparations, Open House, etc.

Amy Cahlander, Health Office Attendant and ICT member, provided an overview of health and safety equipment and procedures put in place to ensure a safe learning environment for students and staff. She also reviewed MDH recommendations for COVID situations where it is appropriate for students/staff remain at school, stay home, quarantine and when it is safe to return. Ms Mortensen shared staff PPE requests for air purifiers, humidifiers, desk partitions, safety goggles, etc. MDE/MDH will be supplying schools with staff and student face masks, face shields and access for staff to a saliva COVID test.

Ms Folks reported that the HAVAC system is now cycling in outside air on a more frequent basis, and the HVAC filters will be replaced with Merv13 filters, which filter out a higher percentage of particles. Ms Mortensen walked through staffing changes for the 2020-21 school year. She asked the Board to ratify 5 contracts for positions added to meet staffing needs: 3 classroom teachers, 1 Art teacher and a .2 FTE EL coordinator.

6.3 Financial Director Report

Ms Kes directed Board members to 2 sets of financials in the Board packet: preliminary June 30 (Fiscal 2020) and July 2020. The yearend audit starts next week. She stated that FY20 ADM of 477 is on budget, revenues are over budget and expenses under budget, resulting in a preliminary surplus of approximately \$159,000. Yearend fund balance is estimated at 18.6% for Fund 1 and 21% overall. These numbers are preliminary and may change due to the audit.

The lease aid application and Title grant applications are in process. Also working on budgeting \$150,000 of federal Cares Act corona relief funds: GEER, ESSER and CRF, to be used for purposes of opening and operating schools in a safe setting in response to COVID.

Ms Kes also reviewed the highlights of the July 2020 financials and the changes that have been made to the 2020 working budget.

6.4 Finance Committee Report

Ms Skordahl reported that the committee met in August and topics discussed included: review of the FY2020 and July 2020 financial statements, review of staff employment agreements, review of the Literacy Funding plan and the Lease aid application, discussion of the ABC Company, and review of the impact of updated enrollment numbers on the working budget.

6.4.1 Accept August Finance Committee Minutes and June and July Financials

Ms Skordahl moved “to accept the August 2020 Finance Committee minutes and June and July 2020 Financial Statements.” 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.

6.5 Governance Committee Report

Ms Erickson reported that the Committee did not meet in August. At the September meeting, they will be discussing the Covid-19 policy and will bring it to the September Board meeting for 2nd reading.

6.6 Facilities Committee Report

Mr Livingston reported that an HVAC audit done earlier this summer resulted in the decision to install Merv13 filters. He reported the 3rd floor renovation project is complete and signed off. An outdoor

learning area is in the works. Initial future building plans to add a full gym have been presented to the City Planning Committee.

6.6.1 Accept August Facilities Committee Minutes

August Facility Committee minutes will be presented at the next meeting.

7. Board Training, Discussion and Business

7.1 Ratify employment contracts

Ms Folks moved to “to ratify the 2020-2021 employment agreements listed in the Director’s Report pending Finance Committee review.” 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 Introduce New Staff Members to the Board

At the request of Ms Folks, new WLA teachers, not previously on the meeting, introduced themselves.

7.3 School Security Overview

School security was covered in the Director’s Report.

7.4 Discuss 2020 Annual Meeting Plan

Ms Folks reminded the Board the previous years’ annual meeting was held as an informational presentation to stakeholders. Board members shared that putting the presentations together was an informative experience in itself. Attendance was low, but those that attended were better informed. There was discussion and members agreed to continue with the same format this year.

7.5 Amend School Calendar

Ms Mortensen shared that historically, Kindergarten students start 2 days later than Grades 1-8, with the first 2 days used for Kindergarten assessments. The previously approved calendar delayed the Kindergarten start date by 4 days. Additionally, ACCESS testing needs to be added to the calendar to be in compliance with MDE requirements. Ms Mortensen requested the calendar be amended to change the Kindergarten start date to September 2nd and add the ACCESS test window in March. There was discussion. Mr Livingston moved to “to amend the 2020-2021 school calendar as presented.” 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.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Mr Livingston shared that he was encouraged to see attendees other than Board members at recent Board meetings. Ms Kelly questioned whether the ICT will be doing any future COVID related surveys of staff or families.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, September 23, 2020 at 5:30 PM. Virtual participation will be available through Zoom.

10. Adjournment

Ms Skordahl moved “to adjourn.” 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. The meeting adjourned at 7:44 PM.

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