

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
September 23, 2020



Directors Onsite: Jessica Erickson

Directors Attending Virtually: Mandi Folks, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Shannon Kelly, Jason Livingston

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

Others in Attendance: WLA parents

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 Folks 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 September 23, 2020.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of meeting minutes for August 26, 2020

Ms Erickson moved “to approve the meeting minutes for August 26, 2020.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, 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

There was no public comment.

6. Board and Administration Reports

6.1 Board Report

Ms Folks shared that it has been a busy start to the school year, with lots of meetings to prepare for the safe reopening of school. She reflected that it is rewarding to see kids in the building and learning happening, both online and in person.

6.2 Executive Director Report

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

- Enrollment is at 568 students and we continue to make offers to fill vacant seats.
- The VOA annual conference has been moved from January to June.
- iReady Math assessments are completed and will be shared with parents; MAP assessments are in progress and will be shared with parents in mid-October.
- The PTO will be putting on a virtual book fair this year.
- Planning is underway for Trimester II. Parent requests to change learning models at the change in trimesters will be honored, within space constraints.
- Numerous grants have been submitted and/or approved: Title funds, Covid funds, ESSA, Geer, and Literacy.
- A parent satisfaction survey will be sent out this week.

At Ms Mortensen's request, Ms Folks shared that the Incident Command Team (ICT) meets weekly to monitor COVID rates and deal with related challenges. There has been one positive case in the school and that class was quarantined for 14 days, to return to school next week. There have been no further positive cases, however other students/staff have been asked to quarantine based on symptoms. County case rates are reviewed weekly and have been slowly increasing. An update of the Covid status at WLA is communicated with stakeholders each week.

6.3 Financial Director Report

Ms Kes directed Board members to the August Financial statements in the Board packet. She reviewed highlights of the August 2020 financials and noted that the working budget is set at 575 ADM.

The FY 2020 audit is near completion and will be presented at a future Board meeting.

Grant applications have been submitted and approved: Title grants, federal Cares Act corona relief funds: GEER, ESSER and CRF, and Literacy grants. She and Ms Mortensen shared plans for use of the Covid relief funds.

6.4 Finance Committee Report

Ms Skordahl reported that the Finance committee met in September and topics discussed included: review of the August 2020 financial statements, review of the EL coordinator employment agreement which had previously been approved by the Board, reviewed Literacy Aid, discussed the bonding process, and the potential for revenue from gym rental. Ms Kes will provide a training on the bonding process at a future Board meeting.

6.4.1 Accept September Finance Committee Minutes and August Financials

Ms Skordahl moved "to accept the September 2020 Finance Committee minutes and August 2020 Financial Statements." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, 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 and finalized the Covid-19 policy. She reported that in reviewing policies, the committee noted that some policies in the 500 series were reviewed by Governance, but were never submitted to the Board for second reading. There was discussion.

Ms Erickson moved "to accept the August Governance Committee minutes and second reading of:

- Policy 503 Student Attendance
- Policy 506 Student Discipline
- Policy 515 Protection and Privacy of Pupil Records
- Policy 526 Hazing Prohibition
- Policy 533 Wellness, and
- The Covid-19 Policy."

Ms Sjoberg seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.6 Facilities Committee Report

Ms Folks provided a summary of topics covered in the August Facilities committee meeting: Andy Sharp has joined the committee, summer construction update, HVAC filter update, and an update on the formation of an ABC for the purpose of purchasing the building.

She also summarized topics covered at the two September committee meetings. WLA has been working with the owner of the building to come to agreement on terms of a sale and WLA is close to issuing a Letter of Intent which is nonbinding, but expresses interest in the purchase. Our Real Estate Advisor and Architect have been working with the city for approval to build a gym.

6.6.1 Accept August and September Facilities Committee Minutes

Ms Folks moved “to add Andy Sharp to the Facilities Committee.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Skordahl and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks moved “to accept the August and September 2020 Facilities Committee minutes.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Sjoberg, Ms Skordahl and Ms Folks voted for the motion; there were no votes against. Motion passed.

Minutes for the second meeting in September will be presented at the next meeting

7. Board Training, Discussion and Business

7.1 Approval of Dr Mortensen to be the WLA IOwA

Ms Mortensen explained the role of the IOwA and that this approval is needed annually.

Ms Erickson moved “for the designation of the IOwA EDIAM Designation of Identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all users access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Kathleen Mortensen to act as the Identified Official with Authority (IOwA) for Woodbury Leadership Academy 4228-07.”

Seconded by Ms Sjoberg. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.2 Annual Meeting Update

Ms Folks reminded the Board that the previous year’s annual meeting was held as an informational presentation to stakeholders. Various ideas were discussed and members agreed to continue with the same format this year, but done virtually.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that holding meetings virtually has worked out well and there has been more attendance than when meetings were in person. She requested members share thoughts on continuing in this format. There was discussion of the pros and cons of virtual versus in person. It was suggested that a combined format may be possible in the future.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the Annual meeting is scheduled for Wednesday, October 7, 2020 at 5:30 PM, and the next regular meeting is scheduled for October 28, 2020 at 5:30 PM. Virtual participation will be available through Zoom for both meetings.

10. Adjournment

Ms Skordahl moved “to adjourn.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 6:57 PM.

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