

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Annual Meeting
October 7, 2020**



Directors Onsite: Jessica Erickson, Mandi Folks

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

Directors Absent: None

Administration/Advisors (Speakers) Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (Business Manager, BerganKDV), Shawn Smith (Real Estate Advisor, Wildamere), Diane Thiigs (President, WLA PTO)

Others in Attendance: WLA parents and staff

I. Welcome

Ms Folks, Board chair, welcomed everyone to the WLA Annual Board meeting.

II. Call to Order & Approval of Agenda

Ms Folks called to order the Annual Meeting for Woodbury Leadership Academy at 5:30 PM.

Ms Baumann took roll call.

Mr Livingston moved “to approve the agenda.” 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.

III. Introduction of Board Members and Speakers

Ms Folks explained the process for a typical Board meeting. She shared that the goal for tonight’s annual meeting is for those attending:

- To leave more informed about what is going on at WLA,
- To be excited for the future of WLA and be glad you are a part of it, and
- To develop an appreciation and respect for the people behind the organization.

Ms Folks outlined the composition of the board and the election process. She described board member roles and responsibilities, shared current open seats on the Board and encouraged anyone interested in joining the Board to contact a board member or check on the WLA website for more information.

Ms Folks introduced herself and shared why she chose to volunteer on the WLA Board. At her request, each Board member and speaker introduced themselves and shared why they chose to serve WLA in their current capacity.

IV. WLA’s Vision and Mission

Ms Folks read the WLA Mission Statement and Vision Statement. She shared that the Statements are read at each Board and Committee meeting to guide members in decision making. Ms Folks also shared an unofficial version of the WLA mission and vision that was developed by Board members:

WLA, where our students are:

- Known,
- Loved,
- Educationally Accomplished,
- Leaders!

V. Current Progress

A. Strategic Goals

Dr Mortensen shared the 4 Strategic goals identified by the Board several years ago:

1. Become a distinguished Core Knowledge school (are only 12 in the nation).
2. Develop a Leadership Program (consistent with the WLA mission).
3. Create and maintain a healthy fund balance (goal is 20% or more).
4. Develop both a short- and long-term facilities plan.

She shared that WLA has made significant progress towards meeting the goals and continues work towards achieving them.

Dr Mortensen gave an overview of the curriculum utilized by the different grade levels. Core Knowledge curriculum which, is rigorous and fast paced is used in grades K-8 and covers Language Arts, History & Geography and Science. WLA introduced a new math curriculum this year, ReadyMath, which is rich in content and vocabulary, and incorporates discussion and mathematical reasoning. It has a data component which allows teachers to easily measure academic progress. Teacher PLC groups have developed grade level curriculum maps which outline by month the topics covered in the core subjects and help ensure instruction stays on track. WLA has a Curriculum Committee which reviews the different curriculum used at WLA on a three-year cycle.

Dr Mortensen discussed regression of students due to distance learning in the Spring, followed by the normal summer regression.

She stated that donations from the November Give to the Max fundraiser will be utilized to purchase curriculum and Leadership Library resources.

B. PTO Update

Ms Thiels explained that PTO stands for Parent Teacher Organization and is a separate entity from the school. Its purpose is to support the school and students, provide activities for community building, and do some fundraising. In past years, the PTO has been very active and a list of past and future activities was shared. With Covid this year, she noted that activities are being modified and/or cancelled. For example, the Book Fair during conferences will be held virtually. Ms Thiels explained that there are no dues and everyone can become a member of the PTO. She encouraged parents to volunteer, attend events and attend PTO meetings.

C. Academic Update

Dr Mortensen provided an update within item A. Strategic Goals.

D. Financial Update

Ms Kes (BerganKDV) showed a breakout of WLA's revenue sources: 97% from State aid, 2% from Federal, aid and 1% from local sources. She also shared a breakout of expenses, both by object (type) and by program, noting that the largest category of expenditures is 52% are for salaries & benefits. Both revenues and expenses are increasing at WLA, driven by increasing enrollment. WLA has a healthy cash balance in the bank and a strong 18.6% fund balance (a financial indicator used by schools). She compared WLA's per student revenue and per student expense with that of ISD 833 and the state average, noting that WLA's was less than both instances. She stated that overall, WLA is in a very strong financial position.

E. Facilities Update

Mr Livingston shared the history of how WLA ended up in the Globe building, with the assistance of Sean Smith, a real estate consultant. The plan is to grow into the space, renovating as needed, and look to the future on how to make the space WLA's "forever home."

In summer 2019, changes were made to the 1st floor office space, adding a health office and improving traffic flow. In spring/summer 2020, renovations were made to better serve WLA's needs, resulting in open common area spaces, brighter colors, and the addition of locker bays and other amenities, such as water filling stations. A second cafeteria was added and larger 3rd floor classrooms were constructed for the older students. 1st floor changes included relocating and expanding the Music room, moving a Kindergarten classroom and coat rooms, and adding sinks in classrooms.

Future plans include the addition of a gym. With the assistance of Mr Smith, (Wildamere), the Facilities committee is exploring options with our landlord and the City of Woodbury to build an addition to the current building. Mr Smith stated that plans are to break ground for the gym in April, with completion in late fall. The Committee continues to work with Mr Smith's assistance, to make recommendations to the Board on future facilities plans to meet WLA's needs as we grow.

VI. Recognition Awards

Recognition of "Staff Members of the Year"

Dr Mortensen shared that she is adding a third category this year for support staff, and that the decision was difficult since so many contribute to the success of the school. Based on staff input:

- Suzanne Keelin was recognized as 2019-20 Supporting Staff Member of the year.
- Katie Morales was recognized as the 2020-21 New Teacher of the year, and
- Megan Engelsgerd was recognized as 2019-20 Teacher of the year.

Recognition of "2020 Volunteer of the Year"

Ms Thiels stated that the PTO is grateful and thankful to all the parents that have volunteered at WLA during the year. Ms Thiels reported the PTO Board selected Ashley Ptacek as the 2020 Volunteer of the Year. Ms Ptacek has volunteered at numerous events at WLA.

Recognition of "2020 Board Member of the Year"

Based on Board member input, Ms Folks recognized Jessica Erickson as 2020 Board Member of the Year. The Board selected Ms Erickson because of her dedication to the school over many years, including service on the Board of Directors, as Board Treasurer and Secretary, and chair of the Governance Committee.

A short Question & Answer session was held.

VII. Adjournment of Annual Meeting

Ms Skordahl moved "to adjourn." 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. The meeting adjourned at 7:20 PM.

Ms Folks invited everyone to attend the next regular WLA Board of Directors Meeting which is scheduled for October 28, 2020 at 5:30 PM. Virtual participation will be available through Zoom.

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