

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
October 28, 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), Shawn Smith (Wildamere – joined at 6:25 PM)

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 Sjoberg read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Kelly moved “to approve the meeting agenda for October 28, 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 meeting minutes for September 23, 2020 and October 7, 2020

Ms Kelly moved “to approve the meeting minutes for the September 23 and October 7, 2020 board meetings.” 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. 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 parent expressed their concern about how the rising number of Covid-19 cases in the county could impact the school’s decision to change learning models. Ms Folks noted that this will be addressed later in the agenda. No further delegation needed.

6. Board and Administration Reports

6.1 Board Report

Ms Folks shared that WLA's authorizer, Volunteers of America (VOA), has rescheduled its annual conference from January to June 16-18 in Bemidji. This year's theme is "Get Out," with a lot of outdoor sessions. Sessions will focus on changes in education post Covid. She invited Board members to contact her if they are interested. VOA will pay for two attendees, and budgeted funds may be available if additional board members want to attend.

She also shared that VOA will be offering a virtual Board Governance & Finance training on November 17th. The trainings are at no cost and meets the requirements of Board training.

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.
- She shared a summary of NWEA MAP test scores for math and reading.
- Teachers meet weekly in grade level teams and are overall keeping on pace with the schedule for delivering instruction this year.
- WLA has been approved for a grant through Washington County for Covid relief funds.
- Recent staffing changes were shared, including several changes in duties, and a new hire
- Ms Mortensen asked for input on modifying the PTO (Paid time off) plan as it relates to time off used for Covid related purposes. There was discussion. A draft plan will be presented at a future meeting.
- Planning is underway for all staff positions in the event that employees are out due to Covid and either working from home or unable to work.
- Presented a proposed COVID plan drafted by the ICT which takes into consideration county and school rates, both at the Elementary and Middle School levels. Ms Folks explained the data points that are taken into consideration in the risk dashboard:
 - County 14-Day COVID rate (released by MDE)
 - County % Positive Rates
 - School Absentee Rate for "Covid Watch"
 - School-wide Positive Cases at one time

The model is in line with the guidance in the MN Safe Learning Plan and will be reviewed in a joint consultation call with MDE, MDH and the ICT. The dashboard will be used to drive the ICT discussion of changing learning models at WLA. There was discussion.

- 95% of parents participated in Fall conferences, reflecting a high level of parent involvement in student learning.
- A parent survey of requests to change learning models at the change in trimesters is underway. Requests will be honored, within space constraints.

6.3 Financial Director Report

Ms Skordahl directed Board members to the September Financial statements in the Board packet, stating that the Finance Committee reviewed them and financials are on track with budget. Ms Folks shared that she had applied for a Woodbury Foundation grant for an outdoor classroom and it has been approved. Ms Mortensen shared that the audit report will be presented at the November meeting, along with a training on the audit process.

6.4 Finance Committee Report

Ms Skordahl combined this information in the Financial Director Report.

6.4.1 Accept October Finance Committee Minutes and September Financials

Ms Skordahl moved "to accept the minutes from the October Finance Committee meeting and the September 2020 Financial Statements." 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.

6.5 Governance Committee Report

Ms Erickson reported that the Committee met and discussed protocols for working at home. They also reviewed policy 532 and safety recommendations to add to the busing policy.

6.5.1 Accept October Governance Committee Minutes and First Reading of Policy 532

Ms Erickson moved “to accept the October Governance Committee minutes and to put Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPS from School Grounds into first reading.” 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 provided a summary of topics covered at the October 19 facilities committee meeting: An update on the purchase agreement, how a building purchase fits in the school’s finances and lease aid, and the committee continues to move forward with planning for future facility needs of the school. Two smaller working groups have been established: 1) a Design Team to work on planning the gym addition, and 2) a Project Team to focus on contracts and legal documents. He stated that more details will be shared with Board members in the closed session.

6.6.1 Accept October Facilities Committee Minutes

Mr Livingston moved “to accept the Facilities Committee minutes for October 19, 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.

7. Board Training, Discussion and Business

7.1 Incident Command Team (ICT) Update

Ms Folks shared that the ICT proposed COVID plan was discussed as part of the Director’s report. She shared the names of the members of the ICT. MDE publishes new county rolling average case count numbers on Thursdays and the ICT meets on Fridays to discuss. A Covid update is sent each week to stakeholders.

8. Closed Session Pursuant to MN Statute sec. 13D.05 to Develop Offers for the Purchase of Real Property

Ms Folks moved “to allow Kathy Mortensen, Director and Shawn Smith, Real Estate Consultant, to attend the closed session to discuss pursuant to MN Statute sec. 13D.05 to develop offers for the purchase of real property.” Seconded by Ms Kelly. 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.

A motion was made by Ms Folks “to close the board meeting as permitted by Minnesota Statute 13D.05, to develop offers for the purchase of real property.” Seconded by Ms Erickson. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Skordahl and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Meeting closed at 6:51 PM.

Convene into Open Session

The Board convened into open session. Ms folks moved “to reopen the meeting.” 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. Meeting opened at 7:44 PM.

Ms Folks summarized the closed session as a discussion of purchase of real property.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection Dr. Mortensen discussed how that we will have the audit for next week, ratification for a para, information for working at home and PTO.

10. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting of the WLA Board of Directors is scheduled for Wednesday, November 18, 2020 at 5:30 PM. Virtual participation will be available through Zoom for both meetings.

11. Adjournment

Ms Kelly 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: 50PM.

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