

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
November 18, 2020



Directors Onsite: Jessica Erickson

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

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BerganKDV), Bonnie Schwieger (Abdo, Eick & Meyers, LLP), Craig Kepler (Best & Flanagan, LLP - joined at 6:00), Shawn Smith (Wildamere – joined at 6:40 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 5:32 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Skordal 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 November 18, 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 October 28, 2020

Ms Kelly moved “to approve the meeting minutes for the October 28, 2020 Board 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.

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

Several parents expressed their gratitude to the school for making decisions that keep students safe, and provided feedback on distance learning. No delegation needed.

6. Board and Administration Reports

6.1 Board Report

Ms Folks passed on providing a Board report, stating all items she would report on were covered elsewhere in the agenda.

6.2 Executive Director Report

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

- Enrollment is currently at 571 students.
- Teachers continue to meet weekly in grade level teams, with a focus on delivering quality online instruction as WLA moves all students to Distance Learning. Two instructional days have been changed to teacher work days (November 24 and 25) to allow time for staff to address numerous details, schedules, technical concerns, and materials preparation to ensure a smooth transition.
- Ms Mortensen requested Board permission to provide staff up to 10 additional PTO days to be used for Covid related purposes. The federal plan for Covid-PTO days expires on December 31 and this would provide a similar benefit for staff impacted by Covid after year end.
- Hired substitute costs are significantly under budget due to a lack of available subs and the difficulty in utilizing an outside sub for online teaching. She shared plans to cover an upcoming FMLA leave internally and is searching to hire an in-house sub for a second FMLA leave.
- WLA will provide on-site child care for Tier One health care workers during the school closure.
- Some students will continue to come onsite during the closure for scheduled Special Education, Remediation and English Language Learner support sessions.
- Enrollment for next year opens December 1st. Tours will be provided virtually or by appointment with limited student or staff interaction.

6.3 Financial Director Report

Ms Kes directed Board members to the October financial statements in the Board packet. She reviewed the Executive Summary, noting that overall, financials continue on track with the budget and cash flow continues to be strong. She stated that she is working on a Line of Credit application in anticipation of an increase in the state aid holdback. Covid Relief funds are on target to be spent by year end.

Ms Mortensen acknowledged the receipt of a \$34,200 grant from Washington County, federal Covid Relief Funds that the county received and sub-granted to schools.

6.4 Finance Committee Report

Ms Skordahl stated that the Finance Committee reviewed the October financials included in the Board packet, budget revisions to be presented at a later day, employment contracts to be ratified tonight, all within budget limits, discussed enrollment numbers for the bonding project, and reviewed the purchase agreement and the availability of earnest money. She acknowledged the receipt of a \$2,000 Woodbury Community Foundation grant. Ms Folks confirmed that budgeted funds are available for Board members to attend the VOA conference in June.

6.4.1 Accept November Finance Committee Minutes and October Financials

Ms Skordahl moved "to accept the November Finance Committee meeting minutes and the October Financials." Ms Sjoberg 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 attendance requirements and expectations during Online Learning. They also reviewed policy 532 and discussed future plans for governance work, deciding to review policies in the 400 series. There was discussion regarding policy 532.

6.5.1 Accept November Governance Committee Minutes, Second Reading of Policy 532 and First Reading of Policies 401, 402, 406, 410, 412, 413, 417, 418, 419, and 425

Ms Erickson moved “to accept the November Governance Committee minutes, to approve the Second Reading of Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds, and the First Reading of the following policies:

- 401 Equal Employment Opportunity
- 402 Disability Nondiscrimination Policy
- 406 Public and Private Personnel Data
- 410 Family and Medical Leave Policy
- 412 Expense Reimbursement
- 413 Harassment and Violence
- 417 Chemical Use and Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 419 Tobacco-Free Environment
- 425 Nepotism in Employment-Charter Schools”

Ms Sjoberg 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

Ms Folks noted that the September 22 Facilities Committee minutes included in the Board packet were previously discussed, but were not approved.

Mr Livingston stated the Facilities Committee meet in November and continued work on the purchase agreement, the formation of Project and Design Teams and their roles, and further work on the bonding process. He stated that more details will be shared with Board members in the closed session. He summarized the overall facilities plan and provided an overview of the planned gym addition project. Ms Mortensen provided additional details about the addition and the impact on exterior grounds, parking, traffic flow, etc. Plans are to break ground in April 2021 and complete construction in December 2021.

6.6.1 Accept September and November Facilities Committee Minutes

Mr Livingston moved “to accept the Facilities Committee minutes for September 22 and November 10, 2020.” 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.

7. Board Training, Discussion and Business

7.1 Audit Results (2019-2020 School Year)

Ms Bonnie Schwieger from Abdo, Eick & Meyers, an independent audit firm, presented the FY20 audited financial statements and management letter. Ms Schwieger reported the audit opinion is an unmodified or “clean opinion” which reflects that the financial statements are materially accurate and follow Generally Accepted Accounting Principles. As part of the audit, controls and compliance with Minnesota Statutes are reviewed: there were no findings this year. Ms Schwieger reviewed a PowerPoint of an overview of FY20 financial information, with comparative information between years and with charter school and statewide averages. She also reviewed the sources and uses of funds (i.e., revenue and expenditure types).

Ms Folks moved “to accept the audit results for the 2019-2020 fiscal year.” Motion 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.

7.2 Incident Command Team (ICT) Update

Ms Folks reviewed the role and composition of the ICT. She shared the risk dashboard created by the ICT and explained the data points that are taken into consideration in the 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 dashboard is updated and reviewed weekly by the ICT. Risk reflected by the dashboard was increasing and helped drive the ICT decision to change to full Distance Learning as of November 30. Ms Folks also shared the Minnesota Department of Health Covid Decision tree which walks through decisions on dealing with students/staff with symptoms.

Ms Folks shared that the ICT will be working on a “bring back” dashboard to monitor the health of the WLA environment and determine when it is safe for students to return to school. The goal is to stagger students returning onsite in January, subject to change based on updated Covid data closer to the goal dates. There was discussion.

Ms Folks moved “to approve an adjustment to the 2020-2021 school year calendar to change Monday, November 23 and Tuesday, November 24 from school days to teacher prep days to prepare for Distance Learning.” 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.

7.3 New Para-Professional Employment Agreements

Ms Mortensen requested the Board ratify paraprofessional agreements for Denise Plappert (EL and Special Education) and Christina Burnett (remediation for students struggling in math and reading). Ms Folks moved to “to ratify the new paraprofessional employment agreements.” 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.

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

Ms Folks moved “to allow non-Board members Kathy Mortensen, Director, Shawn Smith, Real Estate Consultant, and Craig Kepler, Real Estate Attorney to attend the closed session.” 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 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.

Meeting closed at 7:03 PM.

Convene into Open Session

The Board convened into open session at 7:47 PM. 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.

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

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

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 December 16, 2020 at 5:30 PM. Virtual participation will be available through Zoom for both meetings.

11. Adjournment

Ms Kelly 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 7:56 PM.

DRAFT

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