

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
December 16, 2020**



Directors Onsite: Mandi Folks

Directors Attending Virtually: Jessica Erickson, Shannon Kelly, Natalie Sjoberg, Jolene Skordahl, Jason Livingston (joined at 6:35 PM)

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 5:33 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 Kelly moved “to approve the meeting agenda for December 16, 2020.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of meeting minutes for November 18, 2020

Ms Erickson moved “to approve the meeting minutes for November 18, 2020.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, 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 encouraged Board members to view the virtual Enrollment Showcase on the WLA website. She also reminded members of the VOA Board leadership group that meets monthly to share ideas, struggles and successes. Members are invited to participate.

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.
- Enrollment for next year opened December 1st and application activity is slightly lower than last year, likely impacted by Covid.
- The Incident Command Team is working on a new risk dashboard to monitor the safety of returning students onsite. Governor Walz announced today that he expects all schools to bring K-5 students back onsite starting January 18th. His plan removes some limitations, but adds specific mitigation strategies which WLA will follow. WLA will continue to offer online learning through the end of the school year.
- Give to the Max donations exceeded the annual goal and are being used to purchase math manipulatives, and Core Virtue and Leadership curriculum. She expressed her thanks to donors.
- Ms Mortensen requested Board permission to provide staff up to 10 additional PTO days to be used for Covid related purposes. There was discussion.

Ms Folks moved "to grant Dr Mortensen the authority to give extra paid Covid PTO days to staff." Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

- Sam Elmquist has been hired as a full time in-house sub teacher.
- The WLA PTO held a virtual Kahoot trivia game night last night with 50+ families participating.
- Ms Mortensen reviewed highlights of the 2019-20 Annual Report and World's Best Workforce Report Summary.

6.3 Financial Director Report

Ms Kes directed Board members to the November financial statements in the Board packet, noting that the proposed budget revision is incorporated in the financials. She reviewed the Key Indicators for the month, stating WLA's financial position remains strong. She then reviewed the statement of revenues and expenditures, explaining the reasoning behind proposed revisions to budgeted revenue and expense amounts. She pointed out additional revenues and expenses added for Covid funds received.

Mr Livingston arrived at 6:35 PM.

6.4 Finance Committee Report

Ms Skordahl stated that the Finance Committee reviewed the November financials and proposed budget changes. They reviewed the employment contract to be ratified tonight. The committee also reviewed various scenarios for the bonding project, and CAM costs and savings.

6.4.1 Accept December Finance Committee Minutes and November Financials

Ms Skordahl moved "to accept the December Finance Committee meeting minutes and the November Financials." Ms Folks 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.

6.4.2 Approve Amended 2020-21 Budget

Ms Skordahl moved "to approve the amended 2020-21 budget with General Fund revenues of \$6,076,299 and General Fund expenditures of \$5,731,099 and Fund 4 Community Service revenues of \$0 and Fund 4 expenditures of \$20,000." 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 Facilities Committee Report

Mr Livingston reported the Facilities Committee meet in November and continued work on the building purchase and gym expansion project. The Purchase Agreement is signed and earnest money has been submitted. The Design Team is working with the architect to develop renderings of the building project. The next step is to finalize and submit the MDE Review and Comment to MDE. The Project Team will be working with the Finance Committee on the bonding process. The goal is to close on the property in March.

6.6.1 Accept December Facilities Committee Minutes

Ms Folks moved “to accept the Facilities Committee minutes for December 8th.” 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.

Mr Livingston shared exterior renderings of the gym expansion project, showing the building design, parking and traffic flow and the additional property to be purchased. Ms Skordahl walked Board members through architectural drawings of the interior building layout of both 1st and 2nd floors.

6.6.2 Approve Submission of Information about our Gym Building to the Commissioner of MDE for Review

Ms Folks explained that a big hurdle for any school capital improvement project is to obtain a “blessing” from MDE. The MDE Review and Comment is a document that provides information about and supporting the rationale for the building project. MDE will review and provide feedback on the project. Ms Folks reviewed highlights of the document.

Mr Livingston moved “to approve the submission of information about our gym building (including plans, financing and the benefits of the project) to the Commissioner of MDE for review.” 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. Board Training, Discussion and Business

7.1 Annual Report and WBWF

Item was covered under 6.2 Executive Director Report

7.2 Incident Command Team (ICT) Update

Item was covered under 6.2 Executive Director Report.

Ms Folks added that the ICT is continuing to meet each Friday to keep a pulse on Covid rates and shared that it appears rates are decreasing. The ICT sends a weekly update to stakeholders.

7.3 WLA Mascot

Ms Mortensen shared that the school hasn’t adopted a mascot. The torch has been part of the WLA logo, but isn’t named and not identified as a mascot. The name WLA and the chosen mascot will be put in the middle of the basketball court floor in the new gym. Input is being gathered from Middle School students. At this time, it is not sure what the Board’s involvement will be in selecting a mascot.

7.4 Ratify Employment Agreement

Ms Folks moved to “to ratify Samuel Elmquist’s employment agreement.” 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.

7.5 COVID PTO

Item was covered under 6.2 Executive Director Report.

7.6 Harassment and Civil Rights Training

Item tabled, to be covered at a future meeting.

7.7 R&C Submission to MDE

Item was covered under 6.6.2 Approve Submission of Information about our Gym Building to the Commissioner of MDE for Review

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Mortensen noted that the Board had not accepted the annual report under item 7.1 that was previously discussed. Ms Folks moved “to accept the Annual Report & World’s Best Work Force.” 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.

9. 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 January 27, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

10. Adjournment

Mr Livingston moved “to adjourn.” 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. The meeting adjourned at 7:27 PM.