

Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
January 27, 2021



**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), Tyler Dehne (BerganKDV), Brenda Kes (BerganKDV-joined at 6:25), Rod Haenke (VOA)

**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 5:31 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Mr Livingston read the WLA Mission and Vision Statements.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Meeting Agenda**

Ms Erickson moved “to amend the meeting agenda to move item 6.6.2. VOA Finance Report to 6.4.2. under Finance Committee.” 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.

**3.2 Approval of Meeting Minutes for December 16, 2020**

Ms Erickson moved “to approve the meeting minutes for the December 16, 2020 Board meeting, with the edit in item 9.1 Housekeeping to change the year of the next meeting date from 2020 to 2021.” 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.

**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 asked whether the school was planning to expand onsite learning to include Fridays, and if there were plans to provide Tier I childcare before and/or afterschool during the school year. Questions were delegated to Ms Mortensen to respond to the parent.

## **6. Board and Administration Reports**

### **6.1 Board Report**

Ms Folks wished everyone a Happy New Year and noted that it has been a busy start to what looks to be an exciting year for the school, with the planned growth in enrollment and the capital expansion. All items she wanted to address are elsewhere within the agenda.

### **6.2 Executive Director Report**

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

- Enrollment is at approximately 570 students. Applications are coming in at a rate consistent with prior year. Currently planning for approximately a 20% increase in enrollment for 2021-22, with more information to be presented at the February meeting.
- A committee is drafting the 21-22 school year calendar, to be presented at the February meeting.
- Administration is working with staff to determine if Friday will continue online for onsite students, or whether it will change to a half or full day onsite.
- PLC's continue, but the focus has changed from Covid related issues to academic performance.
- Training sessions have started for Paraprofessionals on Fridays.
- ACCESS testing is in progress.
- Staff groups are meeting to provide input of needs/wants for next school year.
- A meeting is scheduled with BergankDVK to begin budgeting for next year.
- Onsite Covid saliva testing has begun for staff. Vaccinations for staff opened up last night. WLA was offered 21 spots: 17 staff secured appointments and 4 staff are on a waiting list.
- The WLA PTO held a virtual dance which was well attended.
- Luna, the owl frequently seen behind the school, has passed. WLA has obtained a permit to stuff the owl for display at the school.
- February activities include virtual conferences, I love to Read Month, the Kindergarten Ball and the 100<sup>th</sup> day of school.

### **6.3 Financial Director Report**

Mr Dehne from BergankDVK introduced himself as having worked with Ms Kes for several months on the WLA account. He reviewed the Executive Summary in the Board packet, noting actual ADM is on target with budget, the revised budget projects a surplus, and that spending is on track with budget. The Governor recently announced his recommended 2-year budget, which includes a 1% increase in school funding for next year, and 2.5% the following year. The budget and other school related funding issues will need to go through the process and be approved by the legislature. He pointed out the addition to the monthly financial statements of a financial dashboard and visual graphs highlighting enrollment and financial trends.

### **6.4 Finance Committee Report**

Ms Skordahl reported the Finance Committee met and reviewed the December financials, continued discussion on the security deposit which will be returned to WLA, the line of credit application, CAM costs, and the need to budget for costs related to the new building. The VOA Finance Report was also reviewed.

#### **6.4.1 Accept January Finance Committee Minutes and December Financials**

Ms Skordahl moved "to accept the December Financials and the January Finance Committee minutes." 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.

#### **6.4.2 VOA Finance Report**

Ms Folks shared that VOA has financial standards which they expect their authorized schools to meet. Each year, VOA scores WLA against the standards and reports back. WLA scored well except for one month in which financial statements were not included in the Board packet. One of the required

standards is that financial statements, cash flow and supplemental information is reviewed and approved by the Board each month. The only exception to the standard is the June year end financials, which take longer to prepare.

### **6.5 Governance Committee Report**

Ms Erickson reported the Governance Committee met and began reviewing the 400 series of policies. Policies 401, 402 and 412 were discussed. The committee also reviewed the VOA Governance Report. Each year, VOA scores schools against governance standards which they expect schools to meet and reports back to the schools. WLA scored well on the Governance Report, except for one item: the health insurance policy was not posted. This will be addressed at the next governance meeting.

Ms Erickson stated that she has received a comment on policy 412 and will be taking that policy back to the committee for further review.

#### **6.5.1 Accept January Governance Committee Minutes and Second Reading on Policies: 401, 402, and 412**

Ms Erickson moved “to accept the January Governance Committee minutes and the Second Reading of Policies 401 Equal Employment Opportunity and 402 Disability Nondiscrimination Policy.”

Mr 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.

#### **6.5.2 VOA Governance Report**

Item was discussed under 6.5 above.

### **6.6 Facilities Committee Report**

Mr Livingston reported the Facilities Committee continues work on the building purchase and gym expansion project. The Design Team subcommittee has been busy working on the new gym building design with the architect, working to keep it within budget. The Project Team continues moving forward with the bonding process and building purchase negotiations. The Review and Comment was submitted to MDE and has been received back, with MDE responding that it looks good.

Ms Folks shared that WLA received a Woodbury Community Foundation grant to be used to build an outdoor classroom. Middle School students are being engaged in designing and completing the project. The public hearing for the building project is scheduled at the Woodbury City Council meeting on February 24<sup>th</sup>. More information will be shared to WLA stakeholders once received.

#### **6.6.1 Accept January Facilities Committee Minutes**

Mr Livingston moved “to accept the January Facilities Committee minutes.” Ms Folks seconded the motion. 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**

Mandi shared that the Incident Command Team continues meeting weekly to monitor Covid activity within and outside the school and make any necessary Covid related decisions. Covid numbers continue to decrease. All grades K through 8 have returned onsite. Ms Mortensen shared that approximately 20 students changed learning models for Trimester 2, which due to going distance learning in December, was when students returned in January. WLA will offer another transition opportunity for Trimester 3.

### **7.2 WLA Mascot**

Mr Broderick, Middle School Dean, shared that he has been gathering input from staff members and surveyed students in grades 5 through 8 for ideas for a school mascot. 6 themes have been reoccurring:

- The Eagles
- The Owls
- The Phoenix
- The Lions
- The Torches
- The Dragons

Ms Folks asked the Board members for input on the selection process and role the Board should play. Mr Broderick shared that the flame has been a symbol for the school and based on input received, the consensus is that the flame should be incorporated in the mascot. There was discussion.

It was decided to request students narrow down the number of ideas and present those ideas and supporting rationale to the Board. Input will also be requested from the PTO since they do spirit wear.

### **7.3 Harassment and Civil Rights Training**

Mr Broderick presented a power point on harassment and civil rights in the context of the school and workplace setting. He shared that this training will also be shared with WLA staff. He highlighted legislation ensuring people's civil rights and that people are treated fairly and equitably. WLA has numerous Board approved policies designed to protect the civil rights of employees, students and volunteers. Mr Broderick reviewed several of these policies:

- 101 Access to Public Data
- 103 Equal Educational Opportunity
- 211 Criminal or Civil Action Against School, BOD Member, Employee or Student
- 401 Equal Employment Opportunity
- 413 Harassment and Violence

All these policies are important in protecting staff, student and volunteer's civil rights and are updated as civil rights legislation changes. These policies, and more, are available to read on the WLA website.

## **8. Board Communication & Future Items**

### **8.1 Board Communication/Future Agenda Items – Reflection**

Ms Folks acknowledged Ms Sjoberg's recent addition to her family. Ms Erickson pointed out that the February Board meeting is scheduled on the same day as the Woodbury City Council hearing. It was decided to move the next Board meeting to Thursday, February 25<sup>th</sup>.

## **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 Thursday, February 25, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

## **10. Adjournment**

Ms Kelly moved "to adjourn." 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. The meeting adjourned at 7:07 PM.