

Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
February 25, 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), Brenda Kes (BerganKDV), Shawn Smith (Wildamere)

**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 5:34 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms Kelly 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 agenda for the February 25, 2021 WLA Board meeting.” 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.

**3.2 Approval of Meeting Minutes for January 27, 2021**

Ms Erickson moved “to approve the meeting minutes for the January 27, 2021 Board meeting.” 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.

**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 shared that there continues to be a lot going on at WLA, all very exciting and some of the things might be new to members in tonight’s meeting. She stated that all items she would like to cover are discussed within the agenda, with the exception of rescheduling March committee meetings which

are scheduled during Spring Break. Ms Erickson stated the Governance Committee has moved its meeting to March 15 at 8:30 am. Ms Skordahl shared that the Finance Committee moved to March 15 at 10:00 am. And Mr Livingston stated that the Design and Project Teams are continuing to meet and suggested moving the Facilities Committee meeting back a week to March 16 at 4:30 pm.

## **6.2 Executive Director Report**

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

- Current year enrollment is stable and enrollment for next year is coming in at a rate consistent with prior year. WLA is planning for approximately a 20% increase in enrollment for 2021-22.
- The ICT has made the decision to return onsite students 5 days a week, with Fridays being early release days. A survey of parents and teachers supported this decision. Friday afternoon hours will be used for teacher collaboration and addressing the challenges of multiple learning models.
- The 2012-22 school calendar has been drafted and approximates ISD 833's calendar. Grades K-2 will start 2 days late, allowing for one-on-one conferences with students the first 2 days. This has historically been done by Kindergarten, but with Covid's impact on learning, teachers see the need to assess students in additional grades prior to the start of school.
- MDE announced that the Federal Government is requiring MCA's be held this Spring, but the Department of Education has the option to apply for a waiver to not test this year. More information will be shared when testing status is determined.
- Ms Mortensen, BerganKDV and the Finance Committee have prepared a draft 2021-22 budget.
- WLA is expecting another round of Covid relief funds, but timing and amount are not yet known. Ms Mortensen is also in the process of applying for PPE funds, Geers & ESSER funds.
- WLA has applied for an ADSIS grant to cover partial cost of a school counselor.
- Hiring is in process for a school counselor, MS Science teacher. SpEd teacher and PE teacher.
- March activities include the end of Trimester 2 and Spring Break.
- Tonight the PTO is hosting a virtual seminar by Youth Services Bureau on Screen Time. Additional parent education nights are planned for future months.
- Ms Mortensen asked Board members to prepare for a discussion at the next meeting as to whether WLA wants to provide an online option for next school year.
- Ms Mortensen shared handouts of enrollment projections, class section numbers and facilities spaces. Projected enrollment for the next 5 years has been submitted to the bonding team as presented. Meeting total enrollment numbers is necessary for bonding, but the breakout of numbers by grade may vary. The projection also allows for the potential addition of Pre-K or Grades 9-12 within the enrollment totals. There was discussion.

## **6.3 Real Estate Advisor Report**

Shawn Smith shared renderings of the exterior and interior of the planned building with the addition of a third floor, pointing out changes made from the previously shared two floor renderings. Mr Smith stated that there is a long lead time for construction materials due to high demand which may dictate the construction timeline, projecting a completion date in late winter or early spring 2022.

### **6.3.1 Approve Enrollment Projections to Solidify Bonding**

Mr Livingston moved "to approve the projected enrollment for the next 5 years as presented:

2021-22	680 students
2022-23	774 students
2023-24	832 students
2024-25	870 students
2025-26	885 students"

Ms Kelly seconded. There was discussion. 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.

### **6.3.2 Approve revised MDE Review and Comment**

Ms Folks shared that the Review and Comment has been revised to reflect the addition of a third floor and will need to be re-submitted to MDE for approval. Major changes in the revised Review and Comment were highlighted. Ms Folks moved “to approve the amended submission of the Review and Comment to MDE.” Seconded by Mr Livingston. 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 Financial Director Report**

Ms Kes reviewed the Executive Summary in the Board packet, noting ADM, revenue and expenses continue on track with budget and that a surplus is projected for the year. The holdback percentage continues to remain at 10%.

### **6.5 Board Training on Finance and Budgeting, as well as a Presentation of the 2021-2022 School Year Budget**

The Finance and Budget training was postponed to a future meeting.

Ms Kes reviewed the proposed 2021-22 budget and underlying assumptions. The budget is based on the enrollment numbers previously approved by the Board. She also reviewed a long range (5 year) budget projection model. Ms Kes highlighted the impact of bonding and purchasing the building on the budget and financial reporting covenants. There was discussion. Ms Folks moved “to approve the projected budget model presented tonight dated February 24, 2021 with total revenues of \$6,674,782 and total expenditures of \$6,398,428.” 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.

### **6.6 Finance Committee Report**

Ms Skordahl reported the Finance Committee met and reviewed the January financials, the 2021-22 budget and 5-year budget previously presented, and other topics identified in the meeting minutes in Board packet.

#### **6.6.1 Accept February Finance Committee Minutes and January Financials**

Ms Skordahl moved “to accept the February Finance Committee minutes and January financials.” 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.

### **6.7 Governance Committee Report**

Ms Erickson reported the Governance Committee met and reviewed policies 406 and 412. The committee will begin working on the needed policy identified in the VOA Governance Report.

#### **6.7.1 Accept February Governance Committee Minutes, First Reading of Policies 510 and 538, and Second Reading on Policies: 412 and 406**

Ms Erickson moved “to accept the February Governance Committee minutes, the First Reading of Policies:

- 510 Promotion/Retention Policy
- 538 Enrollment Admissions Policy,

and the Second Reading of Policies:

- 412 Expense Reimbursement
- 406 Public and Private Personnel Data.”

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.

### **6.8 Facilities Committee Report**

Ms Folks reported the Facilities Committee continues work on the building purchase and gym expansion project. Based on strong enrollment, the committee decided to maximize bonding and add a third floor to the new building. The Project Team continues working on the bonding process and the Design Team continues working on designing the new space. Our landlord has received an offer to purchase the building on the other side of the parking lot and WLA has the Right of First Refusal. This will be discussed in closed session.

#### **6.8.1 Accept February Facilities Committee Minutes**

Ms Folks moved “to accept the Facilities Committee minutes from the February meeting.” Ms Erickson 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 WLA Mascot**

Mr Broderick shared that based on student input, potential mascot ideas have been narrowed to three:

- The Eagles
- The Owls
- The Phoenix

The WLA Art teacher, Ms Sievert, has drafted some renderings. Renderings and logo samples will be presented at a future meeting.

#### **7.2. 2021-2022 School Calendar**

The calendar was presented in the Directors’ report. Mr Livingston moved “to approve the 2021-2022 school calendar as presented tonight with the discussed correction of start date for 2<sup>nd</sup> grade.” Ms Kelly 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.

#### **7.3 Approval for Dr Mortensen to fill grade level sections as needed and as suitable for space constraints**

Approval was incorporated in the enrollment projections approved in agenda item 6.3.1.

#### **7.4 Annual designations**

Ms Folks tabled all items under 7.4 to a future meeting:

- 7.4.1 MDE Designations
- 7.4.2 Designation of Depositories
- 7.4.3 Authorized signers at banks
- 7.4.4 Authorize individuals to approve collateral changes
- 7.4.5 Delegation of authority to make electronic funds transfers
- 7.4.6 Granting of Administrative Authority

#### **7.5. Closed Session Pursuant to MN Statue sec. 13D.05 to Develop Offers for the Purchase of Real Property**

Ms Folks stated the meeting will go into closed session to discuss the letter of interest received by our landlord for the purchase of the building on the other side of the parking lot and WLA’s options regarding that. Ms Folks moved “to include Kathy Mortensen, Director in the closed session.” Seconded by Mr Livingston. 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 Mr Livingston. 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 8:32 PM.

### **Convene into Open Session**

The Board convened into open session at 8:54 PM. Ms Folks moved “to reopen the meeting.” 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.

### **Closed Meeting Reflection**

Ms. Folks shared that the board discussed an offer of real property and that the board exercised their right of refusal to purchase property.

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

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

The board discussed revisiting the vision of the school along with discussing if board meetings should remain virtual or return to in person.

## **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, March 24, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

## **10. Adjournment**

Ms Folks 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 9:03 PM.