

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
May 26, 2021**



Directors Onsite: Jessica Erickson (left at 6:58 PM), Mandi Folks, Jason Livingston

Directors Attending Virtually: Shannon Kelly, Natalie Sjoberg, Jolene Skordahl

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BerganKDV-joined at 6:16 PM)

Others in Attendance: WLA parents

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

Ms Skordahl 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 May 26, 2021.” 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.

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 none.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected that WLA was almost to the end of a challenging year and thanked the Board, WLA families and staff for navigating the school through a difficult situation. She noted that all items she would report on are covered within the agenda. Information was shared about the VOA-MN conference that will attend in June by WLA Board members, Administration and staff.

6.2 Executive Director Report

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

- Enrollment for 2021-22 is fluid, remains strong and is on target to meet or exceed budget.
- Work continues with the architect on building design. The PTO provided input for the concession area, as they will be using the area for fundraising. Board members requested Ms Mortensen look into the need for licenses or additional insurance coverage for concession sales.

- The bond issue resulted in extra funds being available, which will be used to purchase 23 interactive Smart Boards with current technology for use in the new building.
- Purchasing of curriculum and supplies for next fall has begun, utilizing remaining current year budgeted funds.
- MCA testing is complete at WLA. Minnesota did receive a waiver for the accountability sections of its Every Student Succeeds Act Plan, so test results will not be used to determine school performance this year. We will use the scores to gauge WLA's progress compared to other schools during the pandemic year.
- Wexford construction has been hired to build a temporary wall in the current gym this summer, to provide space for two classrooms next school year.
- Ms Mortensen shared information on 3 teachers and 1 custodian for whom she has offered employment agreements and is requesting Board ratification of the agreements. The hiring process for the Middle School Language Arts teacher included in the Board packet is not complete at this time.
- Registration for the 2022 Washington DC trip is open and there is huge interest in participating, with 25 students and 4 parents signed up thus far.
- Ms Mortensen shared a children's book titled "What Does a Screen Mean?" which was written by a teacher's spouse.
- Ms Mortensen, with the assistance of Board members, read a story she had authored about the history of WLA, which was written as an analogy of the weather.

6.3 Financial Director Report

The Finance Director and Finance Committee Reports were deferred until Brenda Kes, Business Manager from BerganKDV, joined the meeting.

6.4 Finance Committee Report

Item deferred.

6.4.1 Accept April and May Finance Committee Minutes and April Financials

Item deferred.

6.5 Governance Committee Report

Ms Erickson reported the Governance Committee met and reviewed Policies 410 and 418. Policy 410 is complete and ready for approval of a second reading. Ms Sjoberg shared that the Committee began work on a new Facility Usage Policy, gathering ideas for items to be researched and possibly included in the policy. They also began work on a new Health Insurance Policy, the policy that was required in the VOA Governance Review, and will gather information discussion at the June meeting. There was discussion about the need to review the Uniform Policy before the start of the next school year.

6.5.1 Accept May Governance Committee Minutes

Ms Erickson moved "to accept the May Governance Committee minutes, the second reading of Policy 418 Drug-Free Workplace/Drug-Free School, and first reading of Policy 540 Student Dress, Appearance and Uniform." 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.

Brenda Kes joined the meeting at 6:16 PM.

6.3 Financial Director Report (previously deferred)

Ms Kes reviewed the Executive Summary and April financial statements, noting that ADM is slightly below budget, and the revised budget is on track to end the year with a 33% fund balance. This past month, the Building Company payback was received and MDE approved WLA's Lease Aid application, making payments to catch up for the year. State aid holdback will begin to be paid back in August.

WLA's Form 990 tax return for 2020 has been submitted to the IRS. Overall, WLA's financial position remains strong.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the April financials and the new employee agreements that were presented in the Director's report. The Committee discussed management of the soon to be purchased building. WLA will continue with the current building management and vendors used by the previous owner for the remainder of the year and obtain bids for necessary services and property management for next year.

6.4.1 Accept April and May Finance Committee Minutes and April Financials

Ms Skordahl moved "to accept April and May Finance Committee minutes and the April financial statements." 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.

6.6 Facilities Committee Report

Mr Livingston reflected that when the Facilities Committee was formed, it was for the purpose of working on improvements in the building, with no idea that WLA would get to the point of owning a building and adding a major addition. He thanked everyone for their assistance, acknowledging Ms Folks and Ms Mortensen as the primary force behind the process. Ms Folks shared that the closing for the purchase of the building was today and we now own the building! Ms Mortensen acknowledged the Myers family (prior owners) to be wonderful landlords and great partners to work with in the acquisition of the building. Mr Livingston stated that the Facilities Committee met and focused on the building closing. He shared some key dates: construction for the expansion will begin July 5th, the groundbreaking ceremony is scheduled for July 27th, and planned completion is March/April, 2022. Ms Mortensen shared that closing on the parcels of land across the road will occur in June and the plan is to construct fenced-in soccer and baseball fields, add a rain shelter, and a second playground. A shed is planned for storage of PE and outdoor equipment.

6.6.1 Accept May Facilities Committee Minutes

Mr Livingston moved "to accept the May Facilities Committee meeting minutes." 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.

7. Board Training, Discussion and Business

7.1 Incident Command Team Update

Ms Folks shared the ICT continues to meet to monitor the status of Covid within the school and community. No change in learning models is anticipated thru the end of the school year. The Team will continue to meet during the summer or until MDE dissolves the ICT requirement. It is unknown what if any impact Covid will have on the upcoming school year.

7.2 Upcoming Board Elections

Ms Folks shared that Board Elections are in process, with voting to close on Friday. Ms Erickson and Mr Livingston's seats expire and the June meeting will be their final meeting. Three parents are running for the open Parent Seat, one individual is running for the open Community Member Seat and there were no teachers interested in running for the open Teacher Seat. Election results will be announced at the June Board meeting, with the winners seated at the July meeting.

Ms Folks shared that any seat not filled thru election, can be filled by Board appointment. As of July, there will be three empty seats: one each Parent, Teacher and Community Member.

7.3 New Employee Contracts

Ms Mortensen reviewed three employee agreements presented in the Director's Report: Radhika Sharma, Kailin Thomas and Roberto Martinez. Ms Folks moved "to ratify the employment agreements

presented this evening.” 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.

7.4 Consultant Contract for Pursuing PK-12 Approval

Ms Mortensen shared the Project Stages for the process of expanding to add a high school (grades 9-12). Because the process is complex and takes time, she requested approval to hire a consultant to complete the initial Conceptual Stage of the process. At that point, the project could be shelved if the Board decided that WLA was not ready or interested in moving forward with the grade expansion. The cost would be approximately \$6,000. There was discussion.

Ms Mortensen shared she plans to move forward with an internal Pre-K analysis also, following a similar process.

Ms Erickson left the meeting at 6:58 PM

There was further discussion on the idea of expanding grade offerings. The Board cautiously agreed to proceed with the conceptual investigative process. Once that report is received by the Board, a decision will be made as to how to proceed.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that members did a lot of reflecting tonight of the journey to purchasing the building. Mr Livingston expressed interest in an appointment to the open one-year Parent Seat. There was discussion on the appointment process. This will be addressed at the July meeting.

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 Wednesday, June 23, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

10. Adjournment

Ms Kelly moved “to adjourn.” Mr Livingston seconded. A roll call vote was taken: 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 7:23 PM.