

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
April 28, 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)

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 4:30 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

Mr Livingston moved "to approve the meeting agenda." 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.

3.2 Approval of Meeting Minutes for March 24, 2021

Ms Kelly moved "to approve the minutes for the March 24, 2021 board meeting." 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.

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 stated that all items she would report on are covered within the agenda. She expressed appreciation to board members for their ongoing attendance and contributions at board meetings.

6.2 Executive Director Report

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

- Enrollment is holding steady this year and is strong for next year.

- Busy month with lots of financial work related to bonding, budgets, salary increases, etc
- Bonding process is moving forward, and bonds will “go to market” tomorrow, April 29th
- Building design is being finalized and Rochon Construction Company has been selected for the expansion project.
- The ICT continues to meet weekly to monitor the status of Covid within the school. There was a concern in April when Community rates began increasing and school health decreased as cases were identified within WLA. MDH and MDE confirmed that WLA’s Covid protocols were appropriate for the situation. School health has since improved.
- MCA’s are in process and preliminary results reflect scores which are low for WLA, and lower than in previous years. Results are expected to be above state and national averages as these will be re-normed due to the impact of Covid. Online students are being encouraged to test to get larger testing groups and to be able to compare online versus onsite instruction.
- MAP testing starts mid-May.
- Ms Mortensen shared a recommended list of 2021-22 staff and teaching assignments. 96% of current staff are returning next year (50 out of 52).
- Ms Skordahl coordinated the Pennies for Patients campaign which was a huge success, raising over \$9,400 this year.

6.3 Financial Director Report

Ms Kes reviewed the March financial statements, noting that at March month end, the year is 75% complete and overall revenues and expenses are in line with 75% of the budget. Cash is strong, noting that PPP funds were received. She reviewed updates to the working budget to reflect new bond numbers. She also reviewed the revised 2021-22 budget and 5-year projection model that will be shared with investors. These revisions also reflect the bond issue.

Ms Folks moved “to approve the updated 2020-21 budget with total revenues of \$6,581,358 and total expenditures of \$5,684,941 and to also approve the updated 2021-22 budget with total revenues of \$7,121,780 and total expenditures of \$7,066,563.” 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.

6.4 Finance Committee Report

Ms Folks shared that minutes from the March Finance Committee meeting will be included in next month’s board packet. Topics discussed are covered in agenda items in this meeting.

6.4.1 Accept March Financials

Ms Skordahl moved “to accept the March financial statements.” 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.

6.5 Governance Committee Report

Ms Erickson reported the Governance Committee did not meet in April.

6.6 Facilities Committee Report

Mr Livingston reported the Facilities Committee is busy as the bond issuance nears and the gym expansion construction plans are finalized. On the agenda of tonight’s City Council meeting is a vote needed to continue with the bond and expansion project. Standard & Poor’s bond rating came in at a BB rate, which is very favorable. Construction will begin July 5th and planned completion is April, 2022.

6.6.1 Accept April Facilities Committee Minutes

Agenda item addressed after 6.6.5.

6.6.2 Approve Bonding Resolutions

Ms Folks explained that the Board needs to approve and sign several resolutions tonight which are included in the board packet. The first is a resolution approving Board adoption of procedures to ensure compliance with the bond requirements.

Mr Livingston moved “to approve the Resolution of the Board of Directors of Woodbury Leadership Academy Adopting Post-Issuance Compliance Procedure.” 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.

Ms Mortensen left the meeting at 5:45 PM.

Mr Livingston explained the second resolution is Board approval of the bond issuance and use of proceeds for the building purchase and expansion project.

Ms Folks moved “to approve the Resolution of the Board of Directors of Woodbury Leadership Academy.” 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.

6.6.3 Approve Shawn Smith’s contract

Ms Folks explained that WLA worked with Shawn Smith from Wildamere in obtaining the lease with Globe and on the current project is serving as the project manager to help build the gym expansion.

Mr Livingston moved “to approve the project management contract with Wildamere Capital Management.” 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.

6.6.4 Approve Colliers contract

Ms Folks explained WLA had worked with Colliers Architecture, LLC for the current building renovation project. The Board had previously approved a contract with Colliers for the gym expansion project, but the project has changed significantly since, so this is an amendment to that initial contract. Mr Livingston moved “to approve the Colliers Contract Amendment #1.”

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.

6.6.5 Approve Construction Company contract

Ms Folks stated the contract was not received in time to review. Item will be on the May meeting agenda.

Accept April Facilities Committee Minutes (item 6.6.1)

Mr Livingston moved “to accept the April 13 Facilities Committee minutes.” 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.

Approve Renewal of BerganKDV contract

Ms Folks directed members to the contract in the Board packet, noting fees increased by 2%.

Ms Folks moved “to approve the contract renewal with BerganKDV.” 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 Incident Command Team Update

Item was covered in the Director’s report.

7.2 Wolf Ridge Education Overnight Field Trip & Washington DC Overnight Field trip 2021-22

Ms Erickson shared that the Wolf Ridge field trip is an annual 3-day, 2-night trip for incoming 5th graders. Staff is requesting approval for a September 2021 fieldtrip for the 5th grade class in 2021-22. Current 5th graders were unable to experience Wolf Ridge due to the pandemic. Staff is recommending an April 2022 Wolf Ridge fieldtrip for this group of students as 6th graders in the 2021-22 school year.

WLA had been planning a Washington DC trip for Middle School students, but planning was put on hold due to Covid. Staff is requesting approval for a Middle School Washington DC fieldtrip for the 2021-22 school year.

Ms Folks moved “to approve the 2021-22 school year Wolf Ridge Education overnight fieldtrips and the Washington DC overnight fieldtrip.” 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 Upcoming Board Elections

Ms Folks reviewed the board election process and timing. There are 3 seats up for election and 2 empty seats. The process will utilize Election Runner, an online software which allows parents to vote remotely. New members will be announced in June and seated at the July board meeting.

7.4 Ratification of employment Agreements

Ms Folks reviewed the list of employee contracts presented in the Director’s Report.

Ms Erickson moved “to ratify employment agreements for the new and returning staff members for the 2021-22 school year as presented.” Ms Sjoberg 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.

8. Closed meeting to Discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.05 Subd. 3a

Ms Folks previously asked Ms Mortensen if she would like the meeting open or closed. Ms Mortensen requested the meeting be closed. Motion was made by Ms Folks “to close the meeting to discuss the Executive Director’s annual evaluation according to Minnesota Statute 13D.05, subdivision 3(a).” 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.

Meeting closed at 6:15 PM.

Jess Erickson left the meeting at 6:37pm.

Convene into Open Session

The Board convened into open session at 7:03 PM.

Ms Folks moved “to reopen the meeting.” Ms Skordahl 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.

Ms Folks summarized the closed session as a discussion of the Executive Director’s performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Ms Mortensen.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

Items to discuss at future meetings include elections, teacher agreements, and future building updates.

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 Wednesday, May 26, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

11. Adjournment

Ms Kelley moved “to adjourn.” 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. The meeting adjourned at 7:09PM.

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