

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
June 23, 2021



Directors Onsite: Mandi Folks

Directors Attending Virtually: Jessica Erickson (left at 6:56 PM), 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 parent, Newly elected Board members: Ryan Patrick and Shelbi Pool

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 Skordahl read the WLA Mission and Vision Statements.

Current and newly elected Board members, and Advisors, introduced themselves.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Kelly moved "to approve the meeting agenda for June 23, 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.

3.2 Approval of Meeting Minutes for May 26, 2021 and April 28, 2021

Ms Erickson moved "to approve the minutes for the May 26, 2021 and April 28, 2021 Board meetings." 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

There was none.

6. Board and Administration Reports

6.1 Board Report

Ms Folks asked Board members their thoughts on posting their pictures and/or a personal bio on the WLA website. There was discussion.

She also informed the Board that Ms Mortensen's employment agreement renewal is in process and will be presented at the next Board meeting.

6.2 Executive Director Report

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

- Enrollment for 2020-21 ended within 2 ADM's of budget.
- Enrollment for next year is fluid, but remains strong and on target to meet or exceed budget.
- Friends of WLA closed on the purchase of the field across the street on June 22nd. Lots of ideas have been suggested for its use: soccer field, older student playground, baseball field, tennis or pickle ball courts, fencing, etc. The Facilities Committee will be working on plans for all school grounds.
- Wexford Construction is working on building temporary classrooms in the gym space.
- Two para's and the janitor are working on getting the building ready for next school year.
- Ms Schrandt and Ms Nafe are working this summer, putting together Resource Books and planning Professional Development for staff.
- WLA received a \$17,000 grant for summer school in 2022.
- The previous building owners are working with us for a smooth transition of facilities management, including transferring utilities and maintenance services to us.
- Rochon will start construction on the expansion project in July.
- Numerous year-end activities were enjoyed by students and families, including a huge turnout for the car parade.
- The VOA conference attended by Board members and Administration was a fun, relaxing and educational event.

6.3 Financial Director Report

Ms Kes reviewed the Executive Summary and May financial statements, noting that ADM ended slightly under budget, and the revised budget continues to project a 33% fund balance at year end. PPP loan funds were received which increased the cash balance to 114 days cash on hand, which exceeds the bond covenant requirement.

She shared that health insurance premium costs for 2021-22 will increase approximately 21%. A large part of the increase is due to the increase in the number of employees to over 50, which moved the school from a "small group" plan to a "large group" plan for insurance purposes. The two plans that will be offered to employees are comparable to the previous offerings.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the May financials. KrausAnderson (insurance broker) presented information on the health insurance changes, premium pricing and plan options which Ms Kes previously discussed. Bids for cleaning services were reviewed and the committee is recommending changing vendors which will result in significant cost savings.

6.4.1 Accept June Finance Committee Minutes and May Financials

Ms Skordahl moved "to accept the June Finance Committee minutes and the May financials." 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.

6.5 Governance Committee Report

Ms Erickson reported the Governance Committee met and reviewed numerous policies: 541 was condensed and added information on electronics during testing, 510 will be passed by the Office Manager to ensure compliance with FMLA law, 428 was finalized and a review of the Family Handbook was started. The Committee plans to review the Uniform Policy to address the need for a Middle School PE dress code and the Wellness Policy to ensure it is aligned with current practices.

6.5.1 Accept June Governance Committee Minutes and Second Reading of Polices 428 and 541 and Place the Uniform and Wellness Policies in First Reading

Ms Erickson moved “to accept the June Governance Committee minutes, the second reading of Policy 428 Employee Health Insurance Policy and 541 Cell Phones and Other Electronics Policy, and first reading of Policy 540 Student Dress, Appearance and Uniform and Policy 533 Wellness.” 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.

6.6 Facilities Committee Report

Mr Livingston reported the Committee discussed the completion of the facilities purchase and is moving on to project management of the construction, grounds planning, operational aspects of the property and maintenance planning. The smaller building to the east has been sold and monument signage has been discussed with them. Rochon will begin construction for the expansion July 12th, and ideas for the July 27th Ground Breaking Ceremony were discussed.

6.6.1 Accept June Facilities Committee Minutes

Mr Livingston moved “to accept the Facilities Committee meeting minutes from June 8, 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.

7. Board Training, Discussion and Business

7.1 Takeaways from the Annual VOA Charter School Conference

Individuals that attended the VOA Conference held in Bemidji shared their insights from the presentations, breakout sessions, networking opportunities, entertainment and other fun activities during the 3-day event.

7.2 Incident Command Team Update

Ms Folks shared the ICT is taking a break over the summer. The Team is waiting for guidance to come out for opening school in the fall.

7.3 Ratify Cleaning Company Contract

Ms Mortensen reported that bids were accepted from 2 cleaning companies and were reviewed by the Finance Committee, which is recommending Robemy. Ms Folks moved “to ratify the Robemy Cleaning Company contract.” Ms Skordahl 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 Ratify English Language Arts Teacher Employment Agreement

Item was tabled as Ms Mortensen shared that interviews for the English Language Arts Teacher are still in process.

Ms Erickson left the meeting at 6:56 PM

7.5 Bid Farewell to Jess Erickson, outgoing Teacher Board Member

Ms Folks shared that this was Ms Erickson's last meeting as her term ends June 30th and she did not run for re-election. She shared the history of Ms Erickson's joining the school and the Board, and thanked her for her service to WLA. Ms Erickson will continue as a teacher at WLA, and is moving on to new endeavors in Graduate School. Board members shared their appreciation for her positive impact on the school and on students.

7.6 Appoint Parent to Open 1-Year Seat

Ms Folks shared that Mr Livingston's term expires June 30th and he did not run for re-election. Seats not filled thru election, can be filled by Board appointment. Mr Livingston shared that he has been integral in the bonding and gym expansion project and would like to remain on the Board to see the project through completion. He asked to be appointed to the open parent seat which expires in June 2022. Ms Folks moved "to appoint Mr Livingston to the 1-year open Parent seat." Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Ms Kelly, Ms Sjoberg and Ms Skordahl voted for the motion; Mr Livingston abstained; there were no votes against. Motion passed.

7.7 Seat newly Elected Board Members

Ms Folks welcomed newly elected Board members: Mr Patrick elected to the Parent Seat and Ms Pool elected to the Community Member Seat. She shared that prior to the meeting, Ms Folks and Ms Sjoberg held an orientation session with them, covering Board member roles and responsibilities, obligations, training requirements, and code of ethics.

7.8 Set the 2021-22 Board Meeting Calendar

Ms Folks shared that historically, Board meetings have been held on the 4th Wednesday of the month, with the exception of November and December, which are held on the 3rd Wednesday. Meeting time this past year has been 5:30, but it has been earlier and later. The Board has been meeting virtually, but will likely move back to in person. She would like to provide a hybrid option of both virtual and live.

There was discussion. Board members expressed interest in student involvement at meetings. Board members decided to continue with the current meeting schedule and time for the 2021-22 school year.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that officer and committee appointments will be on the July meeting agenda. Members expressed excitement that the school was growing and that we will be able to bring back in-person traditions for the students.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting of the WLA Board of Directors will be in person on Tuesday, July 27, 2021 at 1:30 PM. The meeting will be followed by a Groundbreaking Ceremony at 3:00 PM.

10. Adjournment

Mr Livingston moved "to adjourn." Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, Ms Skordahl, Mr Patrick and Ms Pool voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:32 PM.