

Directors Onsite: Ryan Patrick

Directors Attending Virtually: Mandi Folks, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Shannon Kelly, Jason Livingston

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BKDV-joined at 5:55 PM), Rod Haenke (VOA)

Others in Attendance: WLA parents & 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 Patrick read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Skordahl moved “to approve the meeting agenda.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of July 27, 2021 Meeting Minutes

Ms Skordahl moved “to approve the meeting minutes for the July 27, 2021 meeting.” Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, 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 suggested modifying the uniform policy to include the color orange. Another parent requested Spanish be brought back to the curriculum. Ms Mortensen will connect with the parents for further discussion.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected that it has been a busy month with the construction projects and the return of students next week. She shared that WLA has begun the process of applying for expansion to include pre-K thru Grade 12 and to add a second site. The first step was obtaining approval from our Authorizer. VOA has approved both applications and the next step is to submit the applications to MDE for approval. At this time, there are no plans for either expansion, but if approved, the Board will have the ability to expand in the future, if and when they decide to do so. Ms Folks reported that new staff will be introduced at

the September meeting. She also shared that the Finance Committee has finalized a 3-year renewal contract for Dr Mortensen. Ms Skordahl motioned “that the Board of Directors ratify Dr Mortensen’s contract extension.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.2 Executive Director Report

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

- Enrollment is currently below budget, especially in Kindergarten. Approximately one-third of those enrolled have since changed their minds on attending this fall.
- Interest in online learning is increasing and teachers are planning online learning models for all grade levels.
- The WLA Assessment Plan is included in the packet and up for approval tonight.
- WLA will apply to MDE for approval to permanently provide Distance Learning (versus temporary approval received for Online Learning during the pandemic). There are no plans to offer Distance Learning at this time, but if approved, the Board will have the option to expand to offer this learning model in the future. There was discussion.
- WLA will apply for a second year of ADSIS funding to fund a Counselor position.
- The search continues for an in-house substitute teacher. Three additional paras have been hired.
- Several staff are awaiting licensure for their positions; plans are in place if licenses are not received by the first day of school.
- Math & Science Academy (MSA) has formed a cooperative and has invited WLA Middle School students to join their Cross Country team.
- MCA scores will be released soon. As expected, scores declined statewide due to Covid, as did WLA’s scores. WLA’s preliminary MCA scores do not line up with students’ MAP scores; Ms Mortensen is reviewing the data to ensure online students were properly excluded. Teachers will meet in PLC’s to analyze the data and develop plans to address learning deficiencies.

6.3 Financial Director Report

Ms Kes reviewed the Executive Summary and July financial statements, noting that there was not a lot of activity during the month. The FY22 budget is currently based on 683 ADM. The working budget and cash flow projection will be adjusted to reflect actual enrollment and employee salaries, benefit increases and other identified spending changes. Ms Kes shared that the state aid formula increased July 1st by 2.5%. She stated that overall, WLA has a strong cash position and is financially sound.

BerganKDV is preparing for the FY21 audit scheduled for September, and draft audited financials will be available by the end of October.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the July financial statements. Other topics discussed included property management and the addition of a second Rainbow playset. The Committee reviewed para agreements, the MN Coaches busing contract, the Epicenter contract, the Teachers on Call contract, and the Executive Director’s contract, recommending all for approval.

6.4.1 Accept August Finance Committee Minutes and July Financials

Ms Skordahl moved “to accept the August Finance Committee minutes and the July financials.” Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Committee membership was discussed. Mr Patrick expressed interest in joining the Finance Committee and also remain on the Facilities Committee. Parent Bruna Burns has also expressed interest. Ms Skordahl motioned “to add Ryan Patrick and Bruna Burns to the Finance Committee.” Ms Folks seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.5 Governance Committee Report

Ms Sjoberg reported that the Committee met and finalized the Family Medical Leave policy and the Uniform policy put forth for approval this evening. It is expected the Uniform policy will be reviewed again for next school year. The Committee will review Policy 533 Wellness and Policy 413 Harassment and Violence at the next meeting. They will then finish review of the 400 series of polices, followed by the 600 series of policies.

6.5.1 Accept August Governance Committee Minutes and second reading of Policies 540 and 410 and first reading of policies 417, 418, and 600 series

Ms Sjoberg moved “to accept the August Governance Committee minutes with the edit of the meeting date to August 18, as well as enter policies 540 Student Dress, Appearance and Uniform and 410 Family and Medical Leave into second reading status and place policies 533 Wellness, 417 Chemical Use and Abuse, 418 Drug-Free Workplace/Drug-Free School, and 600 series into first reading.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.5.2 Discuss Committee Membership

Ms Sjoberg shared that parent Erin Neumann has expressed interest in joining the Governance Committee and former Board member Claudia Irina (George) has requested to retire from the Committee. Ms Sjoberg motioned “to add Erin Neumann to the Governance Committee and remove Claudia Irina from the Committee.” Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

6.6 Facilities Committee Report

Ms Folks reported the Property Tax Exemption application has been submitted to Washington County, the Outdoor Classroom funded by a grant from the Woodbury Foundation has been constructed, and a second playset has been ordered. Building a garage behind the building for storage and the need for additional parking were also discussed. Ms Darling has resigned from the Committee, but will continue on the Finance Committee. The building expansion project is on schedule and on budget thus far.

6.6.1 Accept August Facilities Committee Minutes

Ms Folks moved “to accept the August Facilities Committee minutes.” Ms Skordahl seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.6.2 Discuss Committee Membership

Discussed in conjunction with Finance Committee membership.

7. Board Training, Discussion and Business

7.1 Approval of Dr Mortensen as loWA (Identified Official with Authority) for MDE

Ms Mortensen explained the role of the loWA and that the person had to approved by the Board annually. Mr Patrick stated “I make a motion for the designation of the loWA EDIAM Designation of identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT

Enterprise Identity and Access Management Standard which states that all users access rights to Minnesota state systems must be reviewed and recertified at least annually. The identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Kathleen Mortensen to act as the Identified Official with Authority (IoWA) for Woodbury Leadership Academy 4228-07." Seconded by Ms Folks.

A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.2 Approve WLA Assessment Schedule

Ms Mortensen presented the Assessment Schedule included in the Board packet. Ms Folks moved "to approve the Assessment Schedule for the 2021-22 School Year." Seconded by Mr Patrick. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.3 Approve Minnesota Coaches (busing) Contact

Ms Mortensen that Minnesota Coaches (Monarch Busing) has provided busing for WLA for several years. Due to increasing enrollment, the number of buses was increased. There was discussion.

Ms Folks moved "to approve the Minnesota Coaches busing contract." Seconded by Ms Skordahl. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.4 Ratify Employment Agreements

Ms Mortensen shared information about newly hired staff:

- Amy Sorensen – Paraprofessional
- Rosa Portillo – Paraprofessional
- Madison Goodman – Paraprofessional

The offer for a building substitute teacher was not accepted and the position has been reposted. Ms Folks motioned "to ratify the employment agreements for the listed paraprofessionals." Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.5 ICT Team Update

Ms Folks explained the composition and purpose of the ICT, and the decision making process which involves the ICT consulting with MDE and MDH. The ICT will resume meeting weekly to develop Covid protocols as students and staff return to school.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Directors and Ms Mortensen suggested agenda items for future meetings include revisiting WLA's strategic goals and set new goals, voting on school colors and a school song, and planning for rolling out the newly selected "Owl" school mascot

8.1.1 Discuss Annual Meeting

Ms Folks shared that each year, the Board identifies one meeting as the annual meeting. For the past several years, the meeting format was similar to a "State of the School Address" and did not include business items. There was discussion regarding the agenda and format for this year's annual meeting which is scheduled for October 6.

8.1.2 Discuss board meeting format – virtual or in-person

Ms Folks shared that guidance for the way boards are able to meet has recently changed. Ms Folks will reach out to WLA's lawyer for clarification and will bring back options to a future meeting.

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 on Wednesday, September 22, 2021 at 5:30 PM. Meeting format to be determined at a later date.

10. Adjournment

Ms Sjoberg moved “to adjourn.” Ms Skordahl seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:29 PM.

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