

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
Meeting held at the Outdoor Classroom
September 22, 2021**



Directors Onsite: Mandi Folks, Shannon Kelly, Jason Livingston, Ryan Patrick, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl (left the meeting at 6:15)

Directors Absent: None

Administration/Advisors: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BKDV-attended by phone for the Financial Directors Report)

Others in Attendance: None

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

Mr Livingston 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 September 22nd Board meeting agenda.” Ms Skordahl seconded. Motion passed unanimously.

3.2 Approval of August 25, 2021 Meeting Minutes

Ms Pool moved “to approve the August 25, 2021 Board meeting minutes.” Ms Skordahl seconded. Motion passed unanimously.

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 welcomed Board members to the first in-person meeting held in well over a year. She shared that at the recent PTO Meet and Great event, an owl was spotted on the top of the school building, which she said was coincidental since the Owl was recently selected as WLA’s mascot. She shared a picture taken of the owl perched on the building.

6.2 Executive Director Report

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

- Enrollment is currently 43 below budget, of which 20 are in Kindergarten.
- The Finance Committee is working on budget adjustments as a result of the enrollment shortfall.
- Covid related construction delays have pushed back the building completion date to early May.
- The second Rainbow playset will be installed next week.

- The Facilities Committee is investigating replacing the concession area in the new addition with a serving kitchen. This would provide the opportunity for WLA to establish a lunch program in the future. There was discussion.
- IEP meetings are being held with all families of Special Ed students to ensure students' needs are being met, especially if the students' academic progress was impacted by changes in services last school year due to Covid. Ms Mortensen explained the difference between the Special Ed, program, the Remedial program and the ELL program.
- Teacher observations are underway.
- MCA scores have been released and WLA's scores have declined. However, the MCA scores do not reflect student abilities or correlate with spring MAP scores. Teachers are meeting in PLC's to analyze the data, ensure CKLA curriculum aligns with core standards that are tested and develop plans to address deficiencies.

Ms Skordahl left the meeting at 6:15 PM.

- Two additional Special Ed paras have been hired: Anthony Duran and Desiree Diaz. The search continues for an in-house substitute teacher.
- Some fun opportunities being offered to WLA students are Flag Football, Ski Club, Wolf Ridge and DC overnight fieldtrips.

6.3 Financial Director Report

Ms Kes joined the meeting at 6:20 by phone and reviewed the Executive Summary and August financial statements. The budget has been revised from 683 to 655 ADM, with reductions in both revenue and expenses. ADM may be further reduced moving forward, based on actual enrollment. The cash balance is strong and within the debt service coverage required by bond covenants.

The FY21 audit is underway and draft audited financials will be available by the end of October.

6.4 Finance Committee Report

Ms Folks reported the Finance Committee met and reviewed the August financial statements.

6.4.1 Accept August Finance Committee Minutes and July Financials

Ms Folks moved "to accept the September Finance Committee minutes and the August financials." Ms Kelly seconded. Motion passed unanimously.

6.5 Governance Committee Report

Ms Sjoberg reported that the Committee met and began reviewing Policy 413 Harassment and Violence and 417 Chemical Use and Abuse. These will be discussed again at the next meeting, along with the Background Check policy and Policy 626 Secondary Grading and Reporting Pupil Achievement.

6.5.1 Accept August Governance Committee Minutes and Policy 418

Ms Sjoberg moved "to accept the September Governance Committee minutes and enter policy 418 Drug-Free Workplace/Drug-Free School into second reading." Ms Folks seconded. Motion passed unanimously.

6.6 Facilities Committee Report

Mr Livingston reported the valuation of WLA's properties is being appealed, with the possibility of a reduction in value and refund of property taxes paid. Work on project designs and WLA signage is continuing. The building expansion project is on budget, but is delayed as shared in the Director's report.

6.6.1 Accept August Facilities Committee Minutes

Mr Livingston moved "to accept the September Facilities Committee minutes." Ms Sjoberg seconded. Motion passed unanimously.

Ms Folks shared that it was announced that Ms Darling has resigned from the Facilities Committee at the last Board meeting, but not accepted. Mr Patrick is on both Finance and Facilities and wishes to step

down from Facilities, but will attend when available. Ms Folks moved “to accept the resignations of Ms Darling and Mr Patrick from the Facilities Committee.” Ms Pool seconded. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 Ratify Employment Agreements

Ms Folks motioned “to ratify the employment agreements for two paraprofessionals listed on the agenda.” Mr Livingston seconded. Motion passed unanimously.

7.2 ICT Team Update

Ms Folks shared that the ICT team continues to meet weekly and provides a weekly update to all stakeholders. There have been isolated cases of Covid in the school and Covid protocols are being followed. There was discussion.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

8.1.1 Discuss Annual Meeting

Members discussed the meeting format and date. It was decided to reschedule the Annual Meeting from October to January 26, 2022.

8.1.2 Discuss Board meeting format – virtual or in-person

Ms Folks shared that the guidance for meetings has been updated, but it is best practice to meet in-person. If a Board member is not available to attend in person, they are asked to notify the Board Chair the Friday prior to the meeting to arrange for virtual attendance. Starting with the October meeting, meetings will be broadcast using a virtual method, but viewers will not have the ability to interact. There was discussion of the status of WLA’s current strategic goals and the need to revisit the goals.

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, October 27, 2021 at 5:30 PM. Meeting will be held on site at 8089 Globe Drive.

10. Adjournment

Mr Livingston moved “to adjourn.” Ms Sjoberg seconded. Motion passed unanimously. The meeting adjourned at 7:29 PM.