

Directors Present: Mandi Folks, Ryan Patrick, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Shannon Kelly, Jason Livingston

Administration/Advisors: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BKDV)

Others in Attendance: WLA staff

Meeting was live streamed for viewing and posted to the WLA website.

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:30 PM.

1.2 Roll Call

Ms Baumann took roll.

2. WLA Mission and Vision

Ms Sjoberg read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Sjoberg moved “to approve tonight’s meeting agenda.” Ms Skordahl seconded. Motion passed unanimously.

3.2 Approval of October 27, 2021 Meeting Minutes

Ms Skordahl moved “to approve the meeting minutes from October 27, 2021.” Ms Sjoberg 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 Service Learning Showcase, Grade 3

Ms Mortensen reported that Grade 3 is collecting toys in November to donate to Children’s Hospital. Students from 3rd grade will be present their service learning project at the December meeting.

6.2 Board Report

Ms Folks shared the results of the Family Survey which included two questions: what’s going well and what can be improved upon. Recurring themes, with both positive and negative comments, included communication, onsite learning, curriculum, school expansion/growth, WLA’s mask policy, and a lunch program. Ms Mortensen shared that there were 75 responses; an approx 12% response rate.

6.3 Executive Director Report

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

- Enrollment is at 643.
- The precast walls for the expansion are going up.
- Ms Kes explained the December Child Count report and the financial significance of the report.

- Enrollment for next year opens December 1st and a virtual Enrollment Showcase will be held on December 9th.
- The first round of teacher observations are near completion.
- Para professional and Special Ed teacher training will be held on November 24th.
- An additional para was hired: Sam Cunningham.
- All staff attended a virtual presentation on Native American culture.
- The “Give to the Max” fund drive is happening this week.

Kylie Griffith, Curriculum Coordinator, gave an overview of the Core Knowledge curriculum utilized at WLA. She shared information on becoming a Core Knowledge School of Distinction, a strategic goal of the Board. Information on the iReady Math curriculum was also shared.

Ben Broderick, Assistant Principal, gave an overview of the Middle School, sharing information on enrollment and retention, growth, marketing, elective classes, activities and test scores.

6.4 Financial Director Report

Ms Kes reviewed the Executive Summary and October financial statements. The working budget is based on 635 ADM, with a small budgeted deficit, resulting in a 28% fund balance at year end. Year to date revenues and expenses are in line with the working budget. A revised budget will be presented to the Board for approval at a future meeting. The FY21 Audit Report is being finalized and will be presented at the December Board meeting. Audited financial numbers for FY21 have been submitted to MDE. Audited financials and an Annual Report are due to the Bond Trustee in December.

6.5 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the October financial statements. Additional CARES Act funds timing and uses was discussed, along with Strategic Planning needs and a possible change in meeting dates.

6.5.1 Accept November Finance Committee Minutes and October Financials

Ms Skordahl moved “to accept the November Finance Committee minutes and the October financials.” Ms Sjoberg seconded. Motion passed unanimously.

6.6 Governance Committee Report

Ms Sjoberg reported the committee did a final review of policies 417, 303 and 709. A new policy being developed, Policy 626 Secondary Grading and Reporting Pupil Achievement, will be tabled until next school year. A change in policy 303 is the requirement for annual background checks for Board members. The committee will next review the 600 policy series.

6.6.1 Accept November Governance Committee Minutes and enter Policy 417, Policy 303, and Policy 709 into Second Reading

Ms Sjoberg moved “to accept the November Governance Committee meeting minutes and enter

- Policy 417 Chemical Use and Abuse,
- Policy 303 Background Checks, and
- Policy 709 Student Transportation Safety Policy

into second reading. Ms Skodahl seconded. Motion passed unanimously.

6.7 Facilities Committee Report

Ms Folks reported that the committee discussed the status of the tax-exempt application, and reviewed project timeline and costs. The expansion project is on budget, with an anticipated completion date of early to mid-June. Signage within and outside of the addition was discussed. A rendering of potential development of parcels 3 and 4 (the fields) was reviewed and discussed. This will be a future development that will require fundraising, as these development costs were not included in the bond issue.

6.7.1 Accept November Facilities Committee Minutes

Ms Folks moved “to accept the November Facilities Committee minutes.” Mr Patrick seconded. Motion passed unanimously.

6.8 Presentation of Fiscal 2020-21 Audit

The audit will be presented at the December meeting.

7. Board Training, Discussion and Business

7.1 Review Student Enrollment Process

Ms Baumann provided an overview of the enrollment process, which follows the Enrollment and Admissions Policy. Early enrollment runs December 1st to January 31st. The number of openings per grade is estimated based on historical data and a lottery is held on February 1st for grades which have more applications than openings. Applications received after January 31st are processed in order received. Families will be surveyed in the Spring to better determine retention levels and estimated openings. There was discussion regarding WLA's student information system and possible future online registration.

7.2 Discussion on Updating WLA's Strategic Plan/Goals

Ms Folks reviewed the strategic goals developed for 2019-2022 and the progress made on each:

- Become a Distinguished Core Knowledge School
- Further Develop WLA's Leadership Curriculum
- Create and Maintain a Strong Fund Balance
- Develop a Short and Long-term Facilities Plan

Mr Patrick shared his thoughts on prioritizing academic needs when developing a strategic plan. Board members agreed the next step would be to identify a list of potential consultants to assist with the strategic planning process.

7.3 Ratify Employment Agreement

Ms Folks motioned "to ratify Sam Cunningham's para professional employment agreement." Ms Skordahl seconded. Motion passed unanimously.

7.4 ICT Team Update

Ms Folks shared that the ICT team continues to meet weekly. Covid numbers within the school and community have been slowly increasing. Guidance from MDH is changing as vaccinations have become available to students. No changes in mitigation policies at WLA at this time.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks reflected that items to be included on the next month's agenda include the FY21 audit presentation, Grades 3 & 5 service learning project presentations, FY 21-22 Budget revision for approval, and a review of potential strategic planning consultants.

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 onsite at 8089 Globe Drive on Wednesday, December 15, 2021 at 5:30 PM. The meeting will also be live streamed.

10. Adjournment

Ms Pool moved "to adjourn." Ms Sjoberg seconded. Motion passed unanimously. The meeting adjourned at 7:45 PM.