

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
October 27, 2021**



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

Directors Absent: Shannon Kelly

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

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 5:33 PM.

1.2 Roll Call

Ms Baumann took roll.

2. WLA Mission and Vision

Ms Skordahl 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 October 27 meeting agenda." Mr Patrick seconded. Motion passed unanimously.

3.2 Approval of September 22, 2021 Meeting Minutes

Ms Sjoberg moved "to approve the September 22, 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. Ms Folks explained that streaming the meetings allows for public viewing, but is not interactive. In-person attendance is required to provide public comment.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reported that community building activities are returning at WLA: after school Flag Football, planning for the DC trip, a Ski Club is in the works, grade level service projects, Student Parliament elections and the upcoming PTO Trunk or Treat event.

Middle School teachers, Autumn Handahl and James Logan introduced the Grade 7/8 service learning project and presented student prepared video clips about the project. In the clips, students shared information about the Winter Clothing Drive, the number of items collected, donating items to the selected non-profit Joseph's Coat, and lessons learned from the project.

Ms Folks reminded members that the Board had identified the need to update WLA's strategic plan. Mr Patrick shared information on a potential service to assist with strategic planning. There was discussion. It was decided that review of the current strategic plan and goals is necessary before moving forward.

6.2 Executive Director Report

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

- Precast building sections are scheduled to arrive over a month long period, starting November 8.
- The Facilities Committee has modified building plans to include a serving kitchen. An ad hoc committee will be formed to investigate the process and requirements of establishing a school lunch program. Mr Livingston and Mr Ryan volunteered to be on the committee.
- NWEA MAP fall test results were presented.
- An in-house substitute teacher has been hired: Sandy Session.
- Numerous trainings and drills were held in October, as listed in the Director's Report.
- A SEAC (Special Ed Advisory Committee) meeting was held with 8 families attending.
- September ODR (Office Discipline Referral) information was presented, noting low numbers of behavior problems in the building and on the busses.
- Parent/Teacher conference attendance information was shared, noting a high attendance rate.

6.3 Financial Director Report

Ms Kes joined the meeting at 6:30 by phone and reviewed the Executive Summary and September financial statements. The budget has been revised from 683 to 635 ADM, with corresponding reductions in both revenue and expenses, resulting in a budgeted surplus of \$5,601. The cash balance is strong and exceeds the debt service coverage required by bond covenants.

The FY21 Audit Report will be presented at the November Board meeting.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the September financial statements and working budget revisions. Covid PTO was discussed and the current PTO policy was reviewed. The potential implementation of a food service program, timeline and financial impact of doing so was also discussed.

6.4.1 Accept October Finance Committee Minutes and September Financials

Ms Skordahl moved "to accept the October Finance Committee minutes and the September financials." Ms Sjoberg seconded. Motion passed unanimously.

6.5 Governance Committee Report

Ms Sjoberg reported that the Committee did not meet in October. The next meeting is scheduled for November 10th.

6.5.1 Accept October Governance Committee Minutes

There were none.

6.6 Facilities Committee Report

Mr Livingston reported the October meeting was in-person, with "ground breaking" photos taken prior to the meeting. Items discussed included an update on tax exemption status, gym design plans, concession/serving kitchen design, and a delay in project timing due to Covid issues at the wall panel plant. Ideas for the use of the field were discussed, as well as the need to update WLA signage. Ms Skordahl shared that gym coloring has been updated and the owl mascot will be incorporated in the gym floor. Ms Mortensen shared that a multi-year plan is being developed to phase in the addition of a soccer field, running track and storage garage. Mr Livingston added that the need for overflow parking was also discussed.

6.6.1 Accept October Facilities Committee Minutes

Mr Livingston moved “to accept the October Facilities Committee minutes.” Ms Sjoberg seconded. Motion passed unanimously.

6.7 Presentation of Fiscal 2020-21 Audit

Item tabled until the November meeting.

7. Board Training, Discussion and Business

7.1 Ratify Employment Agreements

Ms Folks motioned “to ratify the employment agreement for the in-house substitute teacher.” Ms Sjoberg seconded. Motion passed unanimously.

7.2 ICT Team Update

Ms Folks shared that the ICT team continues to meet weekly. Covid numbers within the school have declined and leveled off. Guidance from MDH is changing as vaccinations will become available to students. Ms Mortensen shared that WLA is in the process of applying to MDE for the ability to provide an online learning option in the future. If approved, the Board will need to decide if the school will move forward with online learning post-Covid.

7.3 Service Learning Showcase: Grades 7-8

Presentation was done during the Director’s Report.

7.4 Approval of Annual Report and WBWF

Ms Mortensen directed Board members to the Annual Report and Worlds Best Workforce, requesting Board members send any comments or edits to her by Friday, October 29th. The report is due to MDE by November 1st. Mr Livingston moved “to approve the 2020-2021 Annual Report, pending Board edits due to Ms Mortensen by Friday, October 29th.” Ms Skordahl seconded. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that the current Strategic Plan will be reviewed at the next meeting, Board members suggested also discussing options on moving forward with the strategic planning process. Any feedback received about living streaming the meeting will be shared.

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, November 17, 2021 at 5:30 PM. The meeting will also be live streamed.

10. Adjournment

Ms Folks moved “to adjourn.” Ms Skordahl seconded. Motion passed unanimously. The meeting adjourned at 7:14 PM.

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