

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

Directors Absent: None

Administration Present: Dr Kathleen Mortensen (Executive Director), Ben Broderick (Assistant Principal)

Advisors Virtual: Bridget Merrill-Myhre (BerganKDV), Bruce Miles (Big River Consulting)

Others in Attendance: WLA staff & parents

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 Sjoberg 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 Pool moved “to amend the agenda tonight to add 6.2 Removal of a Board Member.” Ms Skordahl seconded. There was discussion and clarification of the motion. A roll call vote was taken: Ms Kelly, Mr Livingston, Ms Skordahl, Ms Folks, Ms Ohs, Ms Pool and Ms Sjoberg voted for the motion, Mr Patrick voted against. Motion passed.

Mr Patrick moved “to amend the agenda to discuss bullying, the Administration’s Communication Policy, Roles and Responsibilities and Accountability, as well as, in that same theme, access to our Board’s council, policies and procedures governing those processes, particularly when the Board Chair and the Executive Director may be conflicted, as it may not be known to the Board and community that the Executive Director and Board Chair are the only ones that have access to the Board’s counsel.” There was discussion and clarification of the motion. Mr Livingston recommended the request go to the Governance Committee since it is a policy issue. There was no second to the motion. Ms Folks ended the discussion of the motion.

Ms Kelly moved “to approve the amended agenda this evening.” Ms Ohs seconded. Ms Kelly, Mr Livingston, Ms Skordahl, Ms Folks, Ms Ohs, Ms Pool and Ms Sjoberg voted for the motion, Mr Patrick voted against. Motion passed.

3.2 Approval of February 23, 2022 Meeting Minutes

Ms Skordahl moved “to approve the February 23 meeting minutes.” Ms Kelly seconded. Ms Kelly, Mr Patrick, Ms Skordahl, Ms Folks, Ms Ohs, Ms Pool and Ms Sjoberg voted for the motion, Mr Livingston abstained. 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

Ms Folks stated that there was no one signed up for Public Comment. Mr Patrick asked if those in the audience had seen that there was a sign-up sheet. Time was allotted for those interested to sign up. Ms Folks reviewed the process for public comment.

- A parent reported that his child has been bullied at school and it has been an ongoing issue. He acknowledged the school is working on the problem, but could improve with communication and consistency of consequences.
- Another parent shared that her child had been assaulted at school in the past and had felt a lack of care, follow-up, communication and cooperation by WLA staff. She involved a personal attorney and filed a police report on the incident, but felt there was no resolution by school staff. She noted that as the school has grown in size, bullying issues have grown both at school and on the bus. Student safety is a huge concern for her.

Ms Folks acknowledged the parents for their courage in sharing their thoughts. Both concerns are administrative issues and were delegated to Administration for follow up. She noted that the Board has a strong responsibility to follow up and make sure the issues are resolved.

Mr Patrick pointed out that Board Policy 206 Public Participation in Board of Director's Meetings does not have a time limit on public comment.

6. Board and Administration Reports

6.1 Service Learning Showcase, Gr 5

Grade 5 teachers, Mr Elmquist and Ms Cappelen, presented a video in which students shared information about the 5th grade service learning project, a Food Drive for a local food shelf. Students made posters and gave presentations in classrooms to promote their goal of collecting 500 food items, and will be collecting food thru March 31st.

6.2 Removal of a Board Member

Ms Pool moved "to remove Ryan Patrick from the Board of Directors." Ms Skordahl seconded. There was discussion regarding recent social media postings, the Board of Directors Code of Ethics and Performance Expectations. The process and precedence for removing a Board member was discussed. A roll call vote was taken: Ms Kelly stated she would like to abstain from the vote since she only knew of the concerns and would have liked information from an investigation in order to make an informed vote. Ms Folks suggested she vote no. Ms Kelly voted no. Mr Livingston also voted no. Ms Skordahl, Ms Folks, Ms Ohs, Ms Pool and Ms Sjoberg voted for the motion. Motion passed.

Mr Patrick left the meeting.

Ms Folks thanked those attending the meeting for believing in the school and asked that everyone continue to work together so the school can get better. She pointed out the Strategic Planning survey results included in the Board packet, which Mr Miles will be reporting on later in the meeting. She acknowledged that one of the key findings in the Community survey is the issue of bullying.

6.3 Executive Director Report

Dr Mortensen echoed the need to address bullying at the school and stated that the Governance Committee will review the Bullying Policy and make recommendations for improvements to the policy to better identify and address bullying.

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

- Ms Iwasko's and Ms Burnett's presentations on RtI and EL services will be tabled until April.
- A \$500,000 Line of Credit has been approved.
- Hiring of staff for next school year is underway.
- Parent Teacher conferences were held in February, with a high attendance rate.
- 6th graders are headed to Wolf Ridge for an overnight fieldtrip.

6.4 Financial Director Report

Ms Merrill-Myhre reviewed the February Executive Summary and financial statements in the Board packet, noting actual ADM is on target with the working budget and that numerous adjustments in both revenues and expenses have been made this month to the working budget. A small surplus is projected in the General Fund at year end and overall spending is on track with the revised budget. The school is projected to end the year with a very healthy cash balance and fund balance.

6.5 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the February financial statements. They also discussed a request to purchase cafeteria tables and smart boards for the building expansion, but tabled the request until the committee could discuss with Dr Mortensen.

6.5.1 Accept March Finance Committee Minutes and February Financials

Ms Skordahl moved “to accept the March Finance Committee meeting minutes and the February financials.” Ms Sjoberg seconded. Motion passed unanimously.

6.6 Governance Committee Report

Ms Sjoberg reported that the Committee met and did a final review of the Field Trip Policy and the Development of Parental Involvement Policies for Title I Programs. The committee also began review of the Purchasing, Procurement and Contracting policy and have requested review and input from WLA’s Office Manager. Plans are to review the 700 series next. Suggested changes to the Uniform Policy were discussed. Staff transporting students to their homes was discussed and Dr Mortensen will draft a Staff Protocol to address this issue.

6.6.1 Accept March Governance Committee Minutes and enter policies 610 and 612.1 into second reading and enter the 700 series into first reading

Ms Sjoberg moved “to accept the March Governance Committee minutes and enter Policy 610 Field Trips, and Policy 612.1 Development of Parental Involvement Policies for Title I Programs into second reading, and enter the 700 series of policies into first reading.” Ms Ohs seconded. Motion passed unanimously.

6.7 Facilities Committee Report

Mr Livingston reported the committee met and discussed process of the expansion project, which is still on budget. Lighting and sound system plans in the performance area are finalized. WLA is working with the City of Woodbury to obtain approval to begin tours of defined areas of the new building addition in May. A security plan with cameras is being discussed and will be added after construction is completed. Signage, both interior and exterior, will be finalized soon.

The Facilities Committee will work with the Mascot Committee to incorporate the school’s new mascot design in the gym floor. Ms Skordahl shared images selected by the Mascot Committee. Ms Kelly moved “to delegate the approval of the final gym floor plan to the Mascot Committee as designated.”

Ms Skordahl seconded. Motion passed unanimously.

6.7.1 Accept February Facilities Committee Minutes

Mr Livingston moved “to accept the March Facilities meeting minutes.” Ms Skordahl seconded. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 Strategic Planning

Dr Mortensen shared that Mr Miles from Big River Group held a focus group virtually with the Student Parliament earlier in the day to gather their input for strategic planning. Mr Miles lost internet connection and the Board will move on with the agenda until he is connected again.

7.2 VOA Annual Conference

The Volunteers of America (VOA) Annual Conference is scheduled for June in Bemidji. This year, the event is opened up to charter schools from other states. The conference consists of various training and

social events, as well as networking opportunities with other charter school leaders. Funds are budgeted for Board development and members should contact Ms Folks or Dr Mortensen if interested.

7.3 ICT Team Update

Ms Folks shared the ICT team continues to meet bi-weekly. Recent recommended changes include making masks optional in mid-March. At the next meeting, discussions will include allowing parents to eat lunch with their students and volunteer in the building, and getting back to more “normal” activities.

7.4 Elections Committee

Ms Folks reviewed the board election process and timing. Three Board terms are expiring in June and are up for election: Mr Livingston’s parent seat, Ms Skordahl’s teacher seat and an open community member seat. Ms Skordahl shared that the Board utilizes Election Runner, an online software which allows parents to vote remotely. Ms Sjoberg and Ms Kelley volunteered to be on the Election Committee to handle the process, along with the assistance of an office staff member, Ms Baumann. Ms Sjoberg will chair the committee.

7.1 Strategic Planning (continued)

Mr Miles reviewed three sets of results from the Strategic Planning Survey: student, staff and community, which are included in the Board packet. He highlighted common trends in the results. He noted that responses were very professional and balanced, without blame in areas identified as needing improvement. Focus groups with the 3 population groups are being held, in which areas identified in the surveys will be discussed further. Board member participation in the focus groups was discussed. Focus group results will be presented at a future meeting.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Dr Mortensen requested policies be brought to the Board for first reading that address concerns identified tonight. Mr Livingston suggested these include policies on communication, both internal and at the Board level, bullying, discipline and Board access to legal counsel. He noted that some of these policies might be administrative versus Board level policies. He also would like to get a better understanding of the process for removing a board member.

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, April 27, 2022 at 5:30 PM.

10. Adjournment

Ms Ohs moved “to adjourn.” Mr Livingston seconded. Motion passed unanimously. The meeting adjourned at 7:20 PM.

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