



Meeting: Board of Directors Regular Meeting

Date: Wednesday, July 27th, 2022

Time: 5:30 P.M.

Location: WLA, 8089 Globe Drive, Woodbury, MN 55125

AGENDA

1.Meeting Call to Order and Roll Call (Natalie Sjoberg)

1.1 Meeting Call to Order (Natalie Sjoberg, Board Secretary)

1.2 Roll Call (Natalie Sjoberg, Board Secretary)

2. WLA Mission and Vision (Shelbi Pool)

- a. The mission of WLA is to utilize leadership-based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge Curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology
- b. The vision of WLA is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face in high school and beyond.

3. Approval of Agenda/Meeting Minutes (Presenter: Natalie Sjoberg, Board Secretary)

3.1 Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of June 22nd, 2022 Meeting Minutes

Motion: _____ 2nd: _____ Vote: _____

4. Conflict of Interest Declaration (Presenter: Natalie Sjoberg, Board Secretary)

5. Public Comment (Presenter: Natalie Sjoberg, Board Secretary)

5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

6.1 Director Report (Dr. Mortensen)

6.2 Financial Director Report (BKDV)

- 6.3 Finance Committee Report (Jolene Skordahl)
 - 6.3.1 Accept July Finance Committee Minutes
Motion: _____ 2nd: _____ Vote: _____
 - 6.3.2 Ratify teacher contracts within budget
 - 6.3.3 Approve contractor agreements within budget

6.4 Governance Committee Report (Natalie Sjoberg)

- 6.5 Facilities Committee Report (Julie Ohs)
 - 6.5.1 Accept June and July Facilities Committee Minutes
Motion: _____ 2nd: _____ Vote: _____
 - 6.6.1 Shawn S

7. Board Training, Discussion, and Business (Presenter: Natalie Sjoberg, Board Secretary)

- 7.1 Strategic Plan Update (Dr. Mortensen)
- 7.2 Mandated Reporting Policies and Procedures Training
- 7.3 Nominating Committee to report their recommendation to the Board for the Open Parent Seat
- 7.4 Board Member Resignation following tonight's meeting
- 7.4 Elect Board Chair, Secretary, and Treasurer
- 7.5 Summary of Training/Policy Review Timeline (see board packet)
- 7.5 Discuss potentially creating a 4th Board Committee - Academic Board Committee
- 7.6 Committee Assignments
- 7.7 2022-23 Board Meeting Calendar (see board packet)

8. Board Communication & Future Items (Presenter: Natalie Sjoberg, Board Secretary)

- 8.1 Board Communication/Future Agenda Items- Reflection

9. Housekeeping (Presenter: Natalie Sjoberg, Board Secretary)

WLA Regular Board of Directors Meeting

Date: Thursday, August 25th, 2022

Time: 5:30pm

Location: WLA, 8089 Globe Drive, Woodbury, MN 55125

10. Adjournment (Presenter: Natalie Sjoberg, Board Secretary)

Adjournment

Motion: _____ 2nd _____ Vote: _____

Directors Present: Mandi Folks, Jason Livingston, Julie Ohs (arrived at 5:45), Shelbi Pool, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Shannon Kelly

Administration Present: Ben Broderick (Assistant Principal)

Advisors Virtual: Bridget Merrill-Myhre (BerganKDV), Brenda Kes (BerganKDV)

Others in Attendance: Newly elected Board member Ryan Sheak, WLA staff and 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 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 Sjoberg moved “to approve tonight’s meeting agenda.” Ms Skordahl seconded. Motion passed unanimously.

3.2 Approval of May 25, 2022 Meeting Minutes

Ms Skordahl moved “to approve the May 25, 2022 meeting minutes.” 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

WLA parent, Ms Werz, stressed the importance of the Board working together to resolve conflicts, noting that a Board benefits from different opinions, values and beliefs. She expressed concern over the handling of the dismissal of a Board member and a possible violation of open meeting law. She shared her concerns with Ms Folks, Dr Mortensen and VOA, but does not feel that the issues have been fully addressed.

Ms Folks shared that review of recommendations from the VOA investigation is on the agenda for tonight’s meeting and will address Ms Werz’s concerns. No further delegation needed at this time.

6. Board and Administration Reports

6.1 Board Report

Ms Folks shared that several Board members and Admin attended the VOA Conference held last week. At the conference, WLA received both the Board Governance & Finance Awards and she explained the criteria for each.

6.2 Director Report & 1st Grade Service Learning Project

Mr Broderick reported on behalf of Dr Mortensen. Items shared included:

- A video presentation of the 1st Grade Service Learning Project, Caring Comforts. Students collected stuffed animals for Emergency responders to give to children in crisis situations. The goal of stuffing an ambulance full was met!
- The building project is nearing completion. Ideas for developing the green fields are under discussion. Bids are being received for expanding the nurse's office.
- All returning staff have received employment agreements for the 2022-23 school year. Interviews are in process for openings created by staff changing roles or leaving WLA.
- Admin is organizing a comprehensive security analysis to identify ways to increase safety and security at WLA.
- The SWCTC video showcasing our school is posted on the WLA website. WLA stakeholders are encouraged to watch the video and share with others.

6.3 Financial Director Report

Ms Merrill-Myhre reviewed the May Executive Summary in the Board packet, noting actual ADM remains on target with the Board approved budget revision. The school currently has 106 days' cash on hand and is projected to end the year with a healthy cash balance and cumulative 27% fund balance. A small surplus is projected in the General Fund at year end, offset by a deficit in the Community Service Fund, resulting in a net overall deficit. The year is 92% complete, revenues are at 91% and expenditures disbursed are at 88% of the revised budget.

Ms Merrill-Myhre reviewed the Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the May financial statements. The 2022-23 budget was reviewed and is being presented for approval. Payout of unused PTO for MS Baumann was discussed and is included in the current year budget. Contracts for the copier and busing, and 2022-23 employment agreements were also reviewed. The Committee discussed changing benefits brokers and recommends switching to NorthRisk Partners. Notices from the IRS and the MN Secretary of State were reviewed, noting that both issues have been resolved.

6.4.1 Accept June Finance Committee Minutes and May Financials

Ms Skordahl motioned "to accept the June Finance Committee minutes and the May Financials." Ms Folks seconded. Motion passed unanimously.

6.4.2 Accept the 5-year Toshiba Copier Contract

Ms Skordahl directed Board members to the contract information in the Board packet. She moved "to accept the 5-year Toshiba copier contract." Ms Folks seconded. There was discussion. The contract is a State approved contract, so requesting bids was not required. Motion passed unanimously.

6.4.3 Accept the Monarch Bus Contract

Ms Skordahl moved "to accept the Monarch Bus contract for 2022-23 included in the Board packet." Ms Ohs seconded. WLA did not go out for bid this year for busing services. Ms Folks stated that there are a limited number of companies that provide this service, and historically, we have been unable to obtain other bids. ISD 622 has no interest in providing busing for WLA. Motion passed unanimously.

6.4.4 Accept the 2022-2023 School Budget

Ms Merrill-Myhre presented the 2022-2023 budget, noting it is based on an increase of 90 students from the current year. Revenues are calculated based on budgeted ADM. Assumptions used in budget calculations were shared and changes in expenses due to the expansion have been included. Significant line items in the budget were highlighted. A surplus is projected in the General Fund at year end, partially offset by a small deficit in the Community Service Fund, resulting in a net overall fund balance of \$2.1M or 28%. The budget meets the debt service requirements of the bond. Enrollment projections and their impact on the budget was discussed.

Ms Skordahl moved “to approve the 2022-23 budget with General Fund revenues of \$7,942,784 and expenditures of \$7,687,154, and Community Service Fund revenues of \$0 and expenditures of \$7,500.” Seconded by Ms Ohs. Motion passed unanimously.

6.4.5 Ratifying 2022-2023 Employment Contracts

Mr Broderick reviewed the employment process, noting that 2 returning staff members have not yet accepted (signed) their agreements. Ms Folks moved “to ratify the 2022-2023 employment agreements presented in the Board packet, with the exception of two which are listed that are not ready to be ratified, which are Andy Sharp and Jacob Schreiner.” Ms Skordahl seconded the motion. There was discussion. Motion passed unanimously.

6.5 Governance Committee Report

Ms Sjoberg reported the Committee met twice during the month of June. On June 7th, Policy 506 Student Discipline was compared with other schools’ policies and is in line with that of other schools. Policy 514 Bullying Prohibition Policy was also discussed, but tabled until VOA’s recommendations have been completed.

On June 13th, Policy 540 on uniforms was reviewed and the Committee is recommending changes to the policy, including adding dark gray shirts as an option for Grades K-5, a PE uniform for grades 6-8, consequences for non-compliance was clarified and a table format of uniform requirements was added to make it easier to understand. There was discussion.

6.5.1 Accept June 7th Governance Committee Minutes, June 13th Governance Committee Minutes, and enter policies 506, and 540 into second reading

Ms Sjoberg moved “to accept the June 7th and June 13th Governance Committee meeting minutes and enter Policies:

- 506 Student Discipline, and
- 540 Student Dress, Appearance and Uniform

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

6.6 Facilities Committee Report

Mr Livingston reported that the committee met the prior day and minutes will be in next month’s Board packet. Current focus is on obtaining a provisional Certificate of Occupancy (CO) so that WLA can start setting up classrooms and giving tours. The issuance of the CO starts the warranty period. A one-day temporary agreement was reached with Rochan which allowed moving furniture and materials into the classrooms on 3rd floor. Plans are to do the same for 2nd floor, which will allow for moving and setting up rooms in the current building. Outside work and landscaping is in process, both around the building and in the large field.

Mr Livingston noted that his term ends as a Board member at this meeting, but he will stay on the Facilities Committee until WLA has “the Expansion keys in hand.”

6.6.1 Accept Resignation of Andy Sharp

Mr Livingston moved “to accept the resignation of Andy Sharp from the Facilities Committee.” Ms Skordahl seconded. Motion passed unanimously.

6.6.2 Appoint Julie Ohs

Mr Livingston moved “to appoint Julie Ohs to the Facilities Committee.” Ms Skordahl seconded. Ms Folks, Mr Livingston, Ms Pool, Ms Sjoberg and Ms Skordahl voted for the motion. Ms Ohs abstained. Motion passed.

7. Board Training, Discussion and Business

7.1 Strategic Plan Update

Ms Folks reported that examples of Summary Strategic Plan documents were shared at the VOA conference. She will work on drafting a summary document of WLA’s Strategic Plan and bring to the next meeting.

7.2 VOA Action Timeline

Ms Folks directed members to the VOA Action Timeline included in the Board Packet. Each identified Problem, recommended Action and corresponding Timeline was discussed. Additionally, persons/committee's responsible for each item were identified and potential training sources were noted. Ms Folks will incorporate suggested changes into the timeline and submit to VOA.

7.3 Seat New Board Members

Ms Folks congratulated Ryan Sheak and Jolene Skordahl on being elected to the Board. Mr Sheak introduced himself and shared his family's connection with WLA. Ms Skordahl will be serving her second term on the Board. Ms Folks moved "to ratify the election results and to officially appoint Ryan Sheak to the open 3-year Parent Seat and Jolene Skordahl to the open 3-year Teacher Seat." Ms Ohs seconded. Motion passed unanimously.

7.4 Appoint Board Member into Open Parent Seat

Ms Folks shared that there has been interest in the open Parent Seat, but no self-nominations have been received at this time. She explained the self-nomination process and encouraged parents to apply if they are interested in the joining the Board. Ms Oh, Ms Skordahl and Ms Pool volunteered to serve on an Ad Hoc Committee to interview prospective Board members.

7.5 Discuss Committee Assignments

Ms Folks shared that Board and Committee roles typically shift at election time. Standing Committees currently consist of:

- Finance Committee – Ms Skordahl (chair), Ms Folks
- Governance Committee – Ms Erickson (chair), Ms Sjoberg (Board liaison). Ms Pool
- Facilities Committee – Mr Livingston (chair), Ms Skordahl, Ms Ohs

Ad Hoc Committees are for a specific purpose and are appointed as needed. Board members expressed interest in remaining and/or changing committee positions. It was clarified that non-Board members can join these committees. Ms Folks asked Board members to consider their interests before the next meeting, at which time assignments will be made.

7.6 Discuss Roles of Board Chair, Secretary, and Treasurer

Ms Folks shared that Board Executive Roles are:

- Chair – Ms Folks,
- Secretary – Ms Sjoberg
- Treasurer – Ms Skordahl

Each person explained their role and their interest for the 2022-23 school year. There was discussion of succession planning for the Executive roles. Again, Ms Folks asked Board members to consider their interests before the next meeting. Elections will occur at the July meeting.

7.7 2022-23 Board Meeting Calendar

Ms Folks shared that historically, Board meetings have been held on the 4th Wednesday of the month, with the exception of November and December, which are held on the 3rd Wednesday. Meeting time this past year has been 5:30, but it has been earlier and later. There was discussion. Board meeting changes could also affect Committee meeting calendars. Ms Folks asked members to look at their calendars prior to the next meeting and that the 2022-23 Board calendar will be set at the July meeting.

8. Closed meeting to discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.03 Subd 3a

Motion was made by Ms Folks "to close the meeting as permitted by Minnesota Statute 13D.03, subdivision 3(a) for the purpose of discussing the Executive Director's annual evaluation." Mr Livingston seconded. Motion passed unanimously.

Convene into Open Session

The Board convened into open session at 8:43PM. Ms Folks moved “to reopen the meeting.” Ms Pool seconded. Motion passed unanimously.

Ms Folks summarized the closed session as a discussion of the Executive Director’s performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Dr Mortensen.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that setting the 2022-23 Board calendar, committee assignments, and the election of officers will occur at the July meeting.

10. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting of the WLA Board of Directors will be held on Wednesday, July 27th at 5:30 PM. The meetings will be onsite at 8089 Globe Drive and will be live streamed for viewing and posted to the WLA website.

11. Adjournment

Ms Folks motioned “to adjourn.” Ms Skordahl seconded. Motion passed unanimously. The meeting adjourned at 8:45PM.

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, JULY 27, 2022

Dr. Kathleen Mortensen

I. Organizational Leadership

Exercise strong leadership skills in promoting the mission and vision of the school

Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Woodbury Leadership Academy. (WLA)

Regularly Scheduled Meetings

- The Facilities Committee met on July 12th
- The Finance Committee met on July 13th
- The Governance Committee did not meet in July

Expansion, Remodeling, Grounds

- We had our walk-through, “punch-list” on July 13th and saw that most everything in the building is finished with a few repairs or changes yet to be made. Landscaping is also almost complete, and there is still some major work being done on the fields out front. We are planning to make some changes to the plan in regard to not adding a playset for older students, and looking instead to add an outdoor basketball court, pickle ball court, and pavilion.
- WLA is still gathering bids to expand the nurse’s office area. We are also looking at putting in additional doors on the main floor for security measures. (There are funds allocated in the 2022-2023 budget for some facilities improvements, and all plans will be presented to Jason Livingston, Facilities Committee lead, prior to a contract being implemented.)
- We are ready to start conducting tours of the new building!

II. Instructional Leadership

Monitor the development, implementation and evaluation of curricular programs and ensure that all initiatives are student focused and aligned with the school’s mission and vision. Provide leadership in the articulation among all instructional levels as well as special services within the school

- Summer school and Extended School Year (ESY) will be ending on July 28th.
- Planning has largely been completed for August workshops, and many staff members will be returning to work on August 1st or August 15th, to help prepare for the start of school.
- As per our recent Strategic Planning session, WLA intends to become a respected destination school in the area, and known nationally as a Core Knowledge School of Distinction. Thus, our Workshops and Professional Learning Communities (PLCs) this year, will have a tight focus on working towards becoming a Core Knowledge School of Distinction and using data to inform our instruction and raise test scores.
- The RtI, EL, and Sped teams will begin meeting in mid-August to organize student groups for support services, based on student needs.

III. Financial Management

Exercise proactive leadership in organizing the school's resources to best meet the needs of all students.

- We will close-out the 2022-2023 school year on budget.
- The budget for the 2022-2023 school year has been approved by the WLA BOD. The budget includes increases in the number of staff (custodial, office, administration, and teachers) as well as increased salaries. The budget also addresses increases with busing. (number of buses and increased process of fuel)

IV. Human Resource Management

Provide staff supervision and conduct/oversee annual performance appraisals, which includes three formal observations, one per trimester, for each instructional staff member, including special education and educational assistants.

- WLA is largely staffed for the coming school year. (See attached staff list.) Kudos to Ben Broderick and the many teachers and office staff that participated in the interview process and worked to get this taken care of! At this point to be ratified is as follows:
 - Amanda McGrane Grade 3
 - Samantha Olson Grade 6 (Math and Science)
 - Maddie Knutson Grade 4
 - Cody Bloomer Grade 7 & 8 Math
 - Nicole Suyak Main Office Reception
- We are still looking for a part-time band teacher position (.10 or .20 FTE) as our budget allows.
- One of the items that arose during our Strategic Planning session was to “Exercise fiscal responsibility while maintaining quality facilities, ensuring competitive staff pay, and appropriating the necessary instructional and operational supplies.” I am pleased to provide a summary this month of WLA teacher salary and benefit comparisons. At WLA we have worked hard to reach the point where we offer competitive hiring packages to *ALL* groups of staff members! (attached herein)
- Attached herein is also a “Succession and Administrative Growth Plan” for the BOD to consider. There are a variety of administrative staffing plans as schools move from a mid-size (400-650 students) to a larger size (651-1,200). Additional plans can be created, and input is always welcome!
- Finally, again attached herein, is a “WLA Leadership Succession Plan” which is focused on potential action steps for the next two years.

Oversee conflict resolution and all other personnel matters.

There have been some issues this month that are being addressed. As difficult as HR issues can be, I appreciate the positive attitude that the staff members involved, have demonstrated, and the willingness to be reflective and to make any needed changes.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- We are preparing for increased security measures for the 2022-2023 school year. As mentioned last month, we are organizing a comprehensive security analysis to occur yet in late July or early August with a handful of people, to assess needs in greater detail.

VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month, and oversee development and implementation of student/parent activities

- Another goal set during our Strategic Planning session was to “Provide a safe and healthy learning environment that celebrates our diversity and builds community.” During the last few years it has been difficult to manage limited facilities, as well as to manage COVID restrictions. However, this year we have made early plans to return to events that will again build community at WLA! We are looking forward to “Pizza Fridays”, assemblies, Trick or Trunk, Astronomy Night, dances, science project night, International Night, and so forth! We have a diverse, rich culture here at WLA and it will be wonderful to have the space and freedom to interact again with one another.

| LAST | FIRST | POSITION |
|-------------|----------|-------------------------------|
| Barthel | Ashley | GR K |
| Engelsjgerd | Megan | GR K |
| Overgaard | Lauren | GR K |
| Sjoberg | Natalie | GR K |
| Lashua | Emily | GR K |
| Nelson | Katie | GR 1 |
| Goodman | Madi | GR 1 |
| Nightingale | Donna | GR 1 |
| Shirley | Brianna | GR 1 |
| Egge | Devin | GR 1 |
| Lemon | Miranda | GR 2 |
| Jackson | Kat | GR 2 |
| Shoop | Anna | GR 2 |
| Stevens | Nicole | GR 2 |
| Thomas | Kailin | GR 2 |
| McGrane | Amanda | GR 3 |
| Grubisch | Katie | GR 3 |
| Youngblood | Allison | GR 3 |
| Weess | Fran | GR 3 |
| Knutsen | Maddie | GR 4 |
| McKinnon | Amanda | GR 4 |
| Jones | Steffani | GR 4 |
| Sharma | Radhika | GR 4 |
| Capellen | Kelly | GR 5 |
| Lautenbach | Colleen | GR 5 |
| Slagge | Katie | GR 5 |
| Elmquist | Sam | GR 5 |
| Olson | Samantha | GR 6 Math & Science |
| Robb | Justin | GR 6 Language Arts |
| Schreiner | Jacob | GR 6 Social Studies & Science |
| May | Kalleigh | GR 7/8 Social Studies |
| Bernard | Bailey | GR 7/8 Language Arts |
| Bloomer | Cody | GR 7/8 Math |
| Handahl | Autumn | GR 7/8 Science |
| Sievert | Mattea | Art |
| Skordahl | Jolene | P.E. |

| | | |
|------------|-----------|---------------------------------|
| Hazel | Harley | P.E. |
| Lauermann | Cecelia | Music |
| Martinson | Ben | Music |
| Meyer | Brian | Leadership |
| Session | Sandy | Building Substitute |
| Langer | Emma | Special Education |
| Wallisch | Taylor | Special Education |
| Dettman | Heidi | Special Education |
| Ohs | Julie | Special Education |
| Kastor | Mallory | Special Education |
| Berry | Morgan | Special Education |
| Burnett | Christina | English Learners |
| Iwasko | Alex | Remedial |
| Koerner | Ashlee | Remedial |
| Irina | Claudia | Remedial |
| Baumann | Nancy | Office |
| Schrandt | Casidee | MARSS/Enrollment |
| Suyak | Nicole | Reception |
| Delgado | Timbra | Health Services |
| Lock | Steve | Para Professional |
| Bedard | Nic | Para Professional |
| Garibay | Lisa | Para Professional |
| Keelin | Suzanne | Para Professional |
| Plappert | Denise | Para Professional |
| Thomas | Madeline | Para Professional |
| Diaz | Desiree | Para Professional |
| Duran | Anthony | Para Professional |
| Hunt | Caden | Para Professional |
| Cunningham | Sam | Para Professional |
| Sorenson | Amy | Para Professional |
| Graff | Jess | Para Professional/Reception |
| Martinez | Roberto | Custodial |
| TBD | | Custodial |
| Sharp | Andy | .50 teacher, .50 administration |
| Ekelund | Luke | Counselor |
| Nafe | Megan | Curriculum Coordinator |
| Erickson | Jess | Administration |

| | | |
|-----------|----------|----------------|
| Broderick | Ben | Administration |
| Mortensen | Kathleen | Administration |

LICENSED TEACHER

SALARIES AND BENEFITS COMPARISONS

(For WLA School Board Meeting Packet, July 27, 2022)

Days and Hours

The number of employment agreement days is similar across comparison schools
The number of student contact days is similar across comparison schools
The length of the school day is similar across comparison schools with most at 7.5 hours plus a non-student contact lunch period, however one comparison charter school has an 8-hour day plus a non-student contact lunch period

Class Sizes

Class sizes have a wide range with WLA keeping classes small (20-22), a comparison charter school in the area (30 plus), and ISD #622 (26-36)

Wages

Some districts start with a higher starting salaries to attract candidates, and later slow down the rate of raises
Some districts start with a lower salary and increase the rate of raises after seeing commitment and investment from the staff member
As far as I can see, WLA is the only school that pays added stipends (\$2,000 added to base contract for math, science, or special education licensed teachers)
Master's Degrees vary a good deal (WLA adds \$3,000 to base salary, ISD 622 adds up to \$8,000, one comparison charter school adds \$8,000 but only after you have taught there for 8 years.
One district bases termination or teacher raises on MCA scores
Union Dues are not required at charter schools, however, ISD 622 teachers pay approximately \$1,000 per year for their union dues contribution
Extra-curricular activities pay-outs for activities are similar across comparison schools

WLA Compensation

At WLA, steps and lanes are not in effect, thus there is not an automatic steps and lanes progression. At WLA, raises are based on a combination of education, experience, and performance. Performance measures include:

- Classroom observations
- Implementation of the Responsive Classroom (including Morning Meeting protocols)
- Implementation of Core Knowledge (ensuring that the intended curriculum is the implemented curriculum)
- Professionalism (punctual, dependable, rolls up sleeves to get things done, positive, reflects the organization's core virtues, believes and acts upon the WLA Mission and Vision)
- Parent Satisfaction Surveys
- Academic scores and/or use of data in an ongoing manner to inform instruction

PTO

PTO and PTO pay-outs are similar across comparison schools. (8-10 days per school year, WLA has the highest PTO pay-out at 5 days)

Health, Dental, Life, Short and Long Term Disability, Retirement Benefits

These benefits are similar across comparison schools with one comparison charter school having the best health benefit package for teachers, but the worst salaries for teachers.

| | CHARTER A (MS adds \$3,000) | CHARTER B (MS adds \$8,000 but not until five years later) | CHARTER C | CHARTER D | WLA (MS adds \$3,000, also adds \$2,000 for Sped, Math & Science) | ISD #622 (MS adds up to \$8,000?, Union Dues \$1,000-\$1,400) |
|---------|-----------------------------|--|-----------|-----------|---|---|
| Year 1 | \$37,664 | \$42,500 | \$37,500 | \$36,000 | 41,834 | 42,797 |
| Year 2 | \$38,417 | \$43,563 | \$38,000 | \$36,753 | 43,053 | 44,310 |
| Year 3 | \$39,186 | \$44,652 | \$38,760 | \$38,506 | 44,155 | 45,822 |
| Year 4 | \$39,969 | \$45,768 | \$39,535 | \$40,170 | 46,096 | 47,329 |
| Year 5 | \$40,769 | \$46,912 | \$40,919 | \$41,834 | 47,163 | 48,836 |
| Year 6 | \$41,584 | \$48,085 | \$41,737 | \$43,498 | 48,863 | 50,339 |
| Year 7 | \$42,416 | \$49,287 | \$42,572 | \$45,162 | 50,640 | 51,845 |
| Year 8 | \$43,264 | \$50,519 | \$43,423 | \$46,826 | 52,155 | 53,350 |
| Year 9 | \$44,129 | \$51,782 | \$45,595 | \$48,490 | 53,669 | 54,854 |
| Year 10 | \$45,012 | \$53,077 | \$46,507 | \$50,154 | 54,100 | 56,354 |
| Year 11 | \$45,912 | \$54,404 | \$47,437 | | | 57,857 |
| Year 12 | \$46,830 | \$55,764 | \$48,385 | | | 59,357 |
| Year 13 | \$47,767 | \$57,158 | \$49,353 | | | 60,853 |
| Year 14 | \$48,722 | \$58,587 | \$50,340 | | | |
| Year 15 | \$49,697 | \$60,051 | \$5,147 | | | |
| Year 16 | \$50,691 | \$60,352 | \$52,374 | | | |
| Year 17 | \$51,705 | \$60,653 | \$53,421 | | | |
| Year 18 | \$52,739 | \$60,957 | \$54,490 | | | |
| Year 19 | \$53,793 | \$61,261 | \$55,580 | | | |
| Year 20 | \$54,869 | \$61,568 | | | | |

WLA LEADERSHIP SUCCESSION PLANNING

SCHOOL YEAR 2022-2023, ADM 740

- I. WLA ADMINISTRATIVE STRUCTURE:
WLA BOARD OF DIRECTORS
 - EXECUTIVE DIRECTOR (1.0 FTE)
 - PRINCIPAL K-8 & OPERATIONS OVERSIGHT (1.0 FTE)
 - DEAN K-8 & EXTRA-CURRICULUR/ACTIVITIES MANAGER (1.0 FTE)
 - TRANSPORTATION COORDINATOR, BACK-UP DEAN (.50 FTE)
LEADERSHIP TEACHER (.50 FTE)
 - CURRICULUM COORDINATOR K-8 (.50 FTE) & COMMUNICATIONS (.50 FTE)

- II. EXECUTIVE DIRECTOR DELIVERABLES/ACTION ITEMS:
 - WLA BOARD, VOA, AND MDE RELATIONSHIPS
 - STAKEHOLDER RELATIONSHIPS (BOARD, COMMUNITY, PARENTS, STUDENTS, STAFF MEMBERS)
 - MOVE FORWARD WITH WLA STRATEGIC PLAN, MISSION AND VISION
 - INSTRUCTIONAL LEADERSHIP (Increased academic scores, CK School of Distinction)
 - COMPLIANCE WITH NUMEROUS OVERSEERS
 - FINANCIAL OVERSIGHT
 - ORGANIZATIONAL LEADERSHIP (establish launch of 9th grade for the 2023-2024 school year)
 - MAKE ADMINISTRATIVE HIRING CHANGES IN LATE WINTER/EARLY SPRING OF 2023

- III. WLA BOARD OF DIRECTORS DELIVERABLES/ACTION ITEMS:
 - ENSURE THAT THE EXECUTIVE DIRECTOR IS MANAGING THE ABOVE ITEMS SATISFACTORILY
 - DETERMINE IF WLA WILL MOVE FORWARD TO OPEN A 9TH GRADE SECTION FOR THE 2023-2024 SCHOOL YEAR. (This must be decided by January, 2023.)
 - DETERMINE WHAT ADMINISTRATIVE MODEL WLA WILL MOVE FORWARD WITH (This also must be determined by January, 2023.)

SCHOOL YEAR 2023-2024, ADM 820

- IV. WLA ADMINISTRATIVE STRUCTURE:
WLA BOARD OF DIRECTORS
 - EXECUTIVE DIRECTOR (1.0 FTE)
 - PRINCIPAL K-4 & CURRICULUM/INSTRUCTION/TECHNOLOGY OVERSIGHT K-9 (1.0 FTE)
 - DEAN K-4 & TRANSPORTATION COORDINATOR (1.0 FTE)
 - CURRICULUM COORDINATOR K-4 & RESPONSIVE CLASSROOM LEADER K-9 (1.0 FTE)
 - CURRICULUM COORDINATOR 5-9 & TECHNOLOGY LEADER K-9 (1.0 FTE)
 - PRINCIPAL 5-9 & OPERATIONS OVERSIGHT (1.0 FTE)
 - DEAN 5-9 & EXTRA CURRICULAR/ACTIVITIES MANAGER (1.0 FTE)

- FACILITIES/OPERATIONS COORDINATOR (custodial, grounds, food service) (.50 FTE)

V. EXECUTIVE DIRECTOR DELIVERABLES/ACTION ITEMS:

- WLA BOARD, VOA, AND MDE RELATIONSHIPS
- STAKEHOLDER RELATIONSHIPS (BOARD, COMMUNITY, PARENTS, STUDENTS, STAFF MEMBERS)
- MOVE FORWARD WITH WLA STRATEGIC PLAN, MISSION AND VISION
- INSTRUCTIONAL LEADERSHIP (Increased academic scores, CK School of Distinction)
- COMPLIANCE WITH NUMEROUS OVERSEERS
- FINANCIAL OVERSIGHT
- ORGANIZATIONAL LEADERSHIP (establish launch of 10th grade for the 2024-2025 school year)
- MAKE ADMINISTRATIVE HIRING CHANGES IN LATE WINTER/EARLY SPRING OF 2024

VI. WLA BOARD OF DIRECTORS DELIVERABLES/ACTION ITEMS:

- ENSURE THAT THE EXECUTIVE DIRECTOR IS MANAGING THE ABOVE ITEMS SATISFACTORILY
- DETERMINE IF WLA WILL MOVE FORWARD TO OPEN A 10TH GRADE SECTION FOR THE 2024-2025 SCHOOL YEAR. (This must be decided by January, 2024.)
- DETERMINE CALENDAR FOR HIRING NEW EXECUTIVE DIRECTOR, EITHER FULL TIME OR PART TIME. (September, 2024 determine if WLA will look to hire a part-time or a full-time executive director to begin the 2024-2025 school year. November, 2024 hold focus groups to determine traits stakeholders are looking for in an executive director. December, 2024 write position description and determine salary range. January, 2025 post position. February, 2025 interview candidates. March, 2025 offer position. April, 2025 ratify new executive director employment agreement. If possible, have the person shadow at WLA during May and June, 2025.)

2024-2025 SCHOOL YEAR, ADM 900

VII. WLA ADMINISTRATIVE STRUCTURE:

WLA BOARD OF DIRECTORS

- EXECUTIVE DIRECTOR (WLA Board, VOA & MDE relations, compliance reporting, budget & finance, Strategic Plan focus) (.50 FTE)
 - PRINCIPAL K-4 & CURRICULUM/INSTRUCTION/TECHNOLOGY OVERSIGHT K-10 (1.0 FTE)
 - DEAN K-4 & TRANSPORTATION COORDINATOR (1.0 FTE)
 - CURRICULUM COORDINATOR K-4 & RESPONSIVE CLASSROOM LEADER K-10 (1.0 FTE)
 - CURRICULUM COORDINATOR 5-10 & TECHNOLOGY LEADER K-10 (1.0 FTE)
 - PRINCIPAL 5-10 & OPERATIONS OVERSIGHT (1.0 FTE)
 - DEAN 5-10 & EXTRA CURRICULAR/ACTIVITIES MANAGER (1.0 FTE)
 - HUMAN RESOURCES COORDINATOR, COMMUNICATIONS, MARKETING (.80 FTE)
 - FACILITIES/OPERATIONS COORDINATOR (custodial, grounds, food service) (.50 FTE)

- VIII. EXECUTIVE DIRECTOR DELIVERABLES/ACTION ITEMS:
- WLA BOARD, VOA, AND MDE RELATIONSHIPS
 - STAKEHOLDER RELATIONSHIPS (BOARD, COMMUNITY, PARENTS, STUDENTS, STAFF MEMBERS)
 - MOVE FORWARD WITH WLA STRATEGIC PLAN, MISSION AND VISION
 - COMPLIANCE WITH NUMEROUS OVERSEERS
 - FINANCIAL OVERSIGHT
 - ORGANIZATIONAL LEADERSHIP (Establish launch of 11th grade for the 2025-2026 school year)
- IX. WLA BOARD OF DIRECTORS DELIVERABLES/ACTION ITEMS:
- ENSURE THAT THE EXECUTIVE DIRECTOR IS MANAGING THE ABOVE ITEMS SATISFACTORILY
 - DETERMINE IF WLA WILL MOVE FORWARD TO OPEN AN 11TH GRADE SECTION FOR THE 2025-2026 SCHOOL YEAR. (This must be decided by January, 2025.)
 - REVIEW THE ADMINISTRATIVE STAFFING PLAN TO ENSURE THAT IT MEETS DEMANDS.

ADMINISTRATIVE GROWTH PLANNING

VERSION I: JULY 27, 2022

2022-2023 SCHOOL YEAR, ADM 740

WLA BOARD OF DIRECTORS

- EXECUTIVE DIRECTOR (1.0 FTE)
 - PRINCIPAL K-8 & OPERATIONS OVERSIGHT (1.0 FTE)
 - DEAN K-8 & EXTRA-CURRICULUM/ACTIVITIES MANAGER (1.0 FTE)
 - TRANSPORTATION COORD, BACK-UP DEAN (.50 FTE) TEACHER (.50 FTE)
 - CURRICULUM COORD K-8 (.50 FTE) & COMMUNICATIONS (.50 FTE)

2023-2024 SCHOOL YEAR, ADM 820

WLA BOARD OF DIRECTORS

- EXECUTIVE DIRECTOR (1.0 FTE)
 - PRINCIPAL K-4 & CURRICULUM/INSTRUCTION/TECHNOLOGY OVERSIGHT K-9 (1.0 FTE)
 - DEAN K-4 & TRANSPORTATION COORD (1.0 FTE)
 - CURRICULUM COORD K-4 & RESPONSIVE CLASSROOM LEADER K-9 (1.0 FTE)
 - CURRICULUM COORD 5-9 & TECH LEADER K-9 (1.0 FTE)
 - PRINCIPAL 5-9 & OPERATIONS OVERSIGHT (1.0 FTE)
 - DEAN 5-9 & EXTRA CURRICULAR/ACTIVITIES MANAGER (1.0 FTE)
 - FACILITIES/OPERATIONS COORD (custodial, grounds, food service) (.50 FTE)

2024-2025 SCHOOL YEAR, ADM 900

WLA BOARD OF DIRECTORS

- EXECUTIVE DIRECTOR (WLA Board, VOA & MDE relations, compliance reporting, budget & finance, Strategic Plan focus) (.50 FTE)
 - PRINCIPAL PK-4 & CURRICULUM/INSTRUCT/TECH OVERSIGHT PK-10 (1.0 FTE)
 - DEAN PK-4 & TRANSPORTATION COORD (1.0 FTE)
 - CURRICULUM COORD PK-4 & RESPONSIVE CLASSROOM LEADER PK-10 (1.0 FTE)
 - CURRICULUM COORD 5-10 & TECH LEADER PK-10 (1.0 FTE)
 - PRE-K COORD (1.0 FTE)
 - PRINCIPAL 5-10 & OPERATIONS OVERSIGHT (1.0 FTE)
 - DEAN 5-10 & EXTRA CURRICULAR/ACTIVITIES MANAGER (1.0 FTE)
 - HUMAN RESOURCES COORD, COMMUNICATIONS, MARKETING (.80 FTE)
 - FACILITIES/OPERATIONS COORD (custodial, grounds, food service) (.50 FTE)



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, July 13, 2022

Time: 9:00am

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Call to order @ 9:05

Members present - Mandi Folks, Jolene Skordahl, Bruna Burns, Judith Darling, Brenda Kes

Not present - [Bridget Merrill-Myhre](#)

WLA Mission & Vision – Judith Darling

Mission: The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

Vision: The vision of WLA is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

Development, Discussion, and Recommendations

1. Review financial statements for June 2022 - [Brenda Kes](#), Not available due to the new financial calendar year. To be reviewed at the August meeting per VOA standards, Mandi Folks shared the VOA standards for the finance committee.
2. Discuss Teachers on Call contract - [Kathy Mortensen](#). Approved by committee.
3. Review new teacher contracts - [Kathy Mortensen](#). Approved by committee for BOD to ratify.
4. Review contract for Kylie Griffith as consultant. [Kathy Mortensen](#)/ Ben Broderick. Approved.
5. Review of custodial contract, stay with the current company. - Ben Broderick. Approved.
6. Discuss August committee meeting schedule. Approved to stay at 9 am, Wednesday August 10, 2022 - Jolene

Housekeeping

The finance committee may need to schedule a special meeting to review employee insurance benefits contracts. Nancy Baumann will contact the committee as needed.

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, August 10, 2022

Time: 9:00 am

Location: Virtual / Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

Adjournment @ 9:35 am



Meeting: Facilities Committee
Date: Wednesday, June 21, 2022
Time: 4:30 p.m.
Location: Virtual Meeting

Minutes:

The meeting was called to order by Jason Livingston at 4:33 p.m.
Role call. Members Present:, Jason Livingston, Diane Thiigs, and Mandi Folks
Members Absent: Kathy Mortensen, Jolene Skordahl
Others in attendance: Shawn Smith, Ben Broderick, Julie Ohs, Craig Kepler
The meeting ended at 5:22 p.m.

Development, Discussion, and Recommendations

- The Conditional Certificate of Occupancy was issued YESTERDAY on June 20th, 2022.
- The Certificate of SUBSTANTIAL Completion is forthcoming next month. The 1-year warranty will start at this time.
- Known Delays/Conditions:
 - Concession stainless counter tops (and appliances)
 - Stage Lift
 - Storm Door Openings
 - Bleachers

- The team will be doing a “punch list” walkthrough soon with Rochon make sure everyone is clear on which items are still open for completion.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting
Date: Tuesday, July 12, 2022
Time: 4:30 p.m. via Zoom



Meeting: Facilities Committee

Date: Wednesday, July 12, 2022

Time: 4:30 p.m.

Location: Virtual Meeting

Minutes:

The meeting was called to order by Jason Livingston at 4:33 p.m.

Role call. Members Present:, Jason Livingston, Kathy Mortensen, Jolene Skordahl, Julie Ohs, and Mandi Folks

Members Absent: Diane Thiigs

Others in attendance: Shawn Smith, Ben Broderick

The meeting ended at 5:34 p.m.

Development, Discussion, and Recommendations

- The Conditional Certificate of Occupancy was issued on June 20th, 2022 .
- The Certificate of SUBSTANTIAL Completion was issued on July 15, 2022, which means the 1-year warranty starts (Except for delayed items listed below)
- Known Delays/Conditions:
 - Concession stainless counter tops (and appliances): next week or two
 - Stage Lift: next week or two
 - Storm Door Openings: Scheduled for August
 - Bleachers: August
 - Battery back-up breakers: November
- Certificate of FINAL Completion (from Architect): TBD based on completion of delayed items
- The Project Fund will be closed soon and any remaining funds will be used to reimburse the school for expenses incurred related to the project.
- Signage update: monument sign should be complete this week. Remaining 1st level interior/exterior signage completed by end of month. Crossroads scheduling removal of leasing sign.
- Stage Sound and Curtain: Shawn is inviting a consultant to attend our next Facilities meeting to recommend options.
- Shawn will attend the July Board of Directors meeting and provide an overview of the project to the Board. Kathy will talk about the school's plan to use the new space.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, August 9, 2022

Time: 4:30 p.m. via Zoom

Summary of Training/Policy Review Timeline

Immediately

- Stop using social media accounts to discuss school related topics

June Governance Committee Meeting

- Review the Discipline Policy (#506). **(Done)**

June Board Meeting

- The Governance Committee presents changes to Discipline Policy (#506) for the Board to review. **(Done)**
- Governance Committee instructed to review the Discipline Policy annually. **(Done)**

July Board Meeting

- Review the state's Mandated Reporting Policies and Procedures
- Mandated Reporting training using virtual MDE resources
- Discuss adding an Academic Board Committee

August Governance Committee Meeting

- Review Access to Counsel by the Board (compare to other schools, should make it an official resolution document or include our policy to the BOD Roles and Responsibilities document, etc).
- Consider a policy regarding student discipline and to what degree and when the BOD gets involved. Furthermore, specific guidance for when and how school administration involves the Board at all and for avoiding conflicts of interest, if Board member's children are involved.

Potential August & September Academic Committee Meeting

- Establish a template for academic reports to the Board that meets their expectations and is aligned to the school assessment calendar and when state data is public.

August Board Meeting

- Governance Committee presents their recommendations for access to counsel by the Board.
- Governance Committee presents their recommendations for a policy regarding student discipline and to what degree and when the BOD gets involved. Furthermore, specific guidance for when and how school

administration involves the Board at all and for avoiding conflicts of interest, if Board member's children are involved.

September Governance Committee Meeting

- Governance Committee to discuss changing any Bylaws to include a process for remediation or interventional steps that should be considered prior to the vote for a removal of a Board member (compare to other schools, what verbiage to other VOA schools use?, possibly use Jim Martin as a resource too)

September Board Meeting

- Open Meeting Law Training by our Lawyer Jim Martin
- Protecting Private Data training by our Lawyer Jim Martin
- Governance Committee to present any Bylaws changes to include a process for remediation or interventional steps that should be considered prior to the vote for a removal of a Board member.
- Academic Committee to present the template for academic reports to the Board that meets their expectations and is aligned to the school assessment calendar and when state data is public. The Academic Committee can also train the Board members on how to review the academic data.

October Board Meeting

- Second vote: Governance Committee to present any Bylaws changes to include a process for remediation or interventional steps that should be considered prior to the vote for a removal of a Board member.



Woodbury Leadership Academy

Board of Director's Meetings

Fiscal Year 2022-23

July 27, 2022

August 25, 2022

September 22, 2022

October 27, 2022

November 17, 2022

December 15, 2022

January 26, 2023 **Annual Meeting

February 23, 2023

March 23, 2023

April 27, 2023

May 25, 2023

June 22, 2023

July 27, 2023

All meetings will be held at 5:30pm and will be held at 8089 Globe Drive unless otherwise posted.

8089 Globe Drive | Woodbury, MN 55125 | wlamn.org

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