

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
May 11, 2022**



Directors Present: Mandi Folks, Jason Livingston, Julie Ohs, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Shannon Kelly, Shelbi Pool

Administration Present: Dr Kathleen Mortensen (Executive Director)

Others in Attendance: WLA staff & parent

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 5:29 PM.

1.2 Roll Call

Ms Sjoberg 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 Ohs seconded. Motion passed unanimously.

3.2 Approval of April 27, 2022 Meeting Minutes

Ms Ohs moved “the approval of the April 27, 2022 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 updated the Board on the status of the complaint filed with MDE and VOA, stating that the investigation is underway and will results will be reported to the Board when received.

She shared that the June meeting will have a busy agenda, including passing the 2022-23 budget and ratifying contracts, and stressed the importance of having a quorum at that meeting. The Executive Committee of the Board will be developing a process to review the Executive Director’s performance, with the annual review taking place in closed session at an upcoming meeting.

6.2 Executive Director Report

Kindergarten teachers introduced the Kindergarten Service Learning Project of cleaning up the school grounds by picking up trash. The project tied into the Core Knowledge curriculum

domain of “Taking care of the Earth” and the Core Virtue of “Responsibility.” A short video was shared of students picking up trash and explaining why they were doing it.

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

- Current ADM of 635 is on target with budget.
- The VOA Conference will be held in June. Mr Broderick, Ms Folks, Ms Ohs, Ms Skordahl and Dr Mortensen plan to attend. All Board members are welcome to attend.
- Summer Session planning is underway, with approx 100 applications received for the 50 openings.
- The 2022-2023 budget is being finalized and includes additional staff positions to support WLA’s growth. A draft budget will be presented at the May meeting, to be approved in June.
- Interviews for a PE teacher are underway. Mr Alberts is moving at the end of the year.
- Upcoming events were highlighted, including the APEX Fun Run, School Carnival, Kindergarten Graduation and Pizza Friday.
- A film crew from SWCTC will begin filming next week, putting together a story of WLA’s history. When complete, the story will be aired on channel 18.
- Grade level fieldtrips are underway, and a DC trip will be held in June.

6.3 Finance Committee Report

Ms Skordahl reported the Finance Committee met in April and reviewed March financial statements, which were previously presented at the April Board meeting. They also discussed purchasing items for the new build, and reviewed the 990 tax return and Special Ed service contracts.

6.3.1 Accept April Finance Committee Minutes

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

6.3.2 Approve Form 990

Ms Folks presented the Form 990 included in the Board packet, stating that it was prepared by BerganKDV and underwent a detailed review by the Finance Committee.

Ms Skordahl moved “to approve the Form 990.” Ms Ohs seconded. Motion passed unanimously.

6.4 Governance Committee Report

Ms Sjoberg reported the Committee met and reviewed Policy 514 Bullying Prohibition and 506 Student Discipline. Changes made to the policies were highlighted. Ms Mortensen encouraged Board members to submit any input they have on the policies to the Governance Committee.

Ms Sjoberg shared that the Committee recommends additional training for staff on discipline throughout the year, as well as additional staff members be trained in Crisis Prevention. She reported the Committee held a second meeting in April, at which several requests for early admittance to Kindergarten and 1st Grade were reviewed. Additional agenda items included potential changes to the Uniform Policy, including adding a PE uniform, adding plaid as an option and adding orange as a polo color choice; the procedure for removal of a Board member; and Board access to legal counsel. There was discussion. Legal counsel access was limited to the Board chair and Executive Director by a Board motion at a prior meeting. Board members felt no need to change this access.

6.4.1 Accept April 14, 2022 and April 21, 2022 Governance Committee Minutes and enter policies 506 and 514 into first reading

Ms Sjoberg moved “to accept the April 14, 2022 and April 21, 2022 Governance Committee meeting minutes and enter Policy 506 Student Discipline and Policy 514 Bullying Prohibition Policy into first reading.” Ms Skordahl seconded. Motion passed unanimously.

6.5 Facilities Committee Report

Mr Livingston reported the committee met and discussed progress of the build. The project remains on budget and work is being completed to allow for temporary use of the 1st floor in June and possible limited tours. Issuance of a Certificate of Occupancy is scheduled for June, but may be delayed due to supply chain issues in acquiring fire rated doors.

6.5.1 Accept April Facilities Committee Minutes

Mr Livingston moved “to accept the April Facilities Committee meeting minutes.” Ms Folks seconded. Motion passed unanimously.

Mr Livingston reported the committee also met yesterday, but minutes are not yet available. Items discussed include the gym floor, the redesign of the front monument with WLA having a larger share of the sign, with lighted torches. Parking lot configuration was also discussed.

7. Board Training, Discussion and Business

7.1 Strategic Plan Update

Ms Folks reflected the Board completed a strategic planning session and moving forward, an update on progress towards meeting goals and objectives from the strategic plan will be included in each meeting. Dr Mortensen gave an informal update of areas of progress over the past couple of weeks:

- Sustainable growth
 - Met with a family to discuss creative ideas for high school
 - Working on an organization chart to support WLA as it grows
- Marketing
 - Looking into participating in local summer parades
- Academic Achievement
 - In the process of selecting a leadership curriculum
 - Ongoing data analysis to identify areas needing improvement
- Community Building
 - Events & activities returning to pre-Covid level: APEX fun run, Carnival, fieldtrips
- Staff Remuneration
 - Identifying opportunities for staff to grow in their careers
 - Completed a market rate analysis of surrounding schools
- Fiscal responsibility
 - WLA is exceeding VOA financial requirements
 - Working with BerganKDV to develop the 2022-23 budget
- Bullying & Discipline
 - Both policies are under review by the Governance Committee

7.2 Election Committee Update

Ms Sjoberg shared that self-nominations are due Friday, May 13th. Voting will take place from May 23rd to May 27th using the online ElectionRunner program. Winners will be seated at the June meeting.

7.3 Approve Special Education Contractor Agreements

Ms Mortensen directed members to the 2022-23 Special Education Contract Overviews included in the Board packet, noting that all contracts were with returning service providers and

were reviewed by the Finance Committee. She requested the Board approve the Special Education consultant contracts listed. Ms Folks moved “to approve the Special Education contracts presented this evening.” Ms Skordahl seconded. Motion passed unanimously.

7.4 Approve VOA Contract with WLA

Ms Folks directed members to the VOA Charter School Contract included in the Board packet. The contract is for a 5-year renewal. VOA is in the process of finalizing the agreement and making minor edits. Ms Folks requested members review the contract. Dr Mortensen requested Board members send any suggested changes or edits to her or Ms Folks before the next meeting.

Ms Folks moved “to approve the VOA Charter School Contract including any edits that are submitted by the May Board meeting.” Ms Skordahl seconded. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Dr Mortensen shared her appreciation for the Board members as it is a big commitment for them.

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 held on Wednesday, May 25th 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.

10. Adjournment

Ms Skordahl moved “to adjourn.” Mr Livingston seconded. Motion passed unanimously. The meeting adjourned at 6:54 PM.

DRAFT

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