

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
May 25, 2022**



Directors Present: Mandi Folks, Julie Ohs, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Shannon Kelly, Jason Livingston

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

Advisors Virtual: Bridget Merrill-Myhre (BerganKDV)

Others in Attendance: WLA staff and 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 5:30 PM.

1.2 Roll Call

Ms Baumann took roll.

2. WLA Mission and Vision

Ms Ohs 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 11, 2022 Meeting Minutes

Ms Skordahl moved "to approve the May 11, 2022 meeting minutes." Ms Ohs seconded. Ms Folks, Ms Ohs, Ms Sjoberg and Ms Skordahl voted for the motion; Ms Pool 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

There was no public comment.

6. Board and Administration Reports

6.1 First Grade Service Learning Presentation

Dr Mortensen stated that the First Grade Service Learning Project will be presented at the June meeting. For the next school year, Service Learning Project presentations will be posted on the WLA website.

6.2 Board Report

Ms Folks thanked the WLA PTO for the strong support they provide to the school community. PTO events this week include the School Carnival on Thursday evening and the APEX Fun Run rescheduled for Friday. Ms Mortensen shared that over \$45,000 was raised by the APEX event.

Ms Folks reminded Board members that the VOA conference will be held June 14 to 16. Ms Folks, Ms Skordahl, Mr Livingston, Ms Oh, Dr Mortensen and Mr Broderick plan to attend.

A draft of the VOA investigation report was received and Ms Folks shared that it includes some recommendations. Once a finalized report is received, it will be reviewed by the Board.

6.3 Financial Director Report

Ms Merrill-Myhre reviewed the April Financial statements in the Board packet, noting actual ADM is on target with the working budget. The year is 83% complete, revenues are at 83% of the working budget and expenses are at 79%. 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 school currently has 106 days' cash on hand and is projected to end the year with a very healthy cash balance and cumulative fund balance of 27%. The statement of Revenues & Expenses was reviewed, focusing on the working budget which is presented for Board approval.

Ms Folks explained that an initial budget is passed in June, prior to the beginning of the fiscal year, followed by a revised budget in October once actual enrollment numbers are known, and then a final budget revision near year end that is reflective of projected final balances.

Ms Merrill-Myhre reviewed the Cash Flow Projection, Contracted Services Report, and Supplemental Reports, explaining significant items and the purpose of each of the reports.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the April financial statements, the 2021-22 working budget presented tonight, and the draft 2022-23 budget which will be presented at the June meeting for Board approval. Additional agenda items included review of an agreement with Washington County for reimbursement of transportation expenses for students in foster care (in case such a situation would arise), and the para professional employment agreements for next school year.

6.4.1 Accept May Finance Committee Minutes and April Financials

Ms Skordahl motioned "to accept the April Financial Statements and the May minutes for the Finance Committee." Ms Pool seconded. Motion passed unanimously.

6.4.2 Amend Current Year Budget

Ms Skordahl moved "to amend the current year budget to that contained in the Board packet." Ms Ohs seconded. Ms Folks made an amendment to the motion "to amend the current year budget to the one presented this evening which shows revenues of \$6,893,025 and expenditures of \$6,891,723." Seconded by Ms Skordahl. Motion passed unanimously.

6.5 Governance Committee Report

Ms Sjoberg reported the Committee met and discussed family, student and staff expectations to be included in a Conduct Policy, staff PTO tracking, and the purchasing and tracking of fixed assets. The Fund Balance Policy was reviewed and is ready for Board approval. MDE requirements for MCA data release were discussed and Dr Mortensen will post information on the WLA website regarding how initial MCA data will be released.

6.5.1 Accept May Governance Committee Minutes and enter policy 714 into second reading

Ms Sjoberg moved "to accept the May Governance Committee meeting minutes and enter Policy 714 Fund Balance Policy into second reading." Ms Skordahl seconded. Motion passed unanimously.

6.6 Facilities Committee Report

Ms Folks provided an update on the status of the expansion project, which is nearing completion. Several items are delaying final completion and the issuance of a Certificate of Occupancy(CO): safety doors, bleachers and the stage lift. Current plans are to start tours in limited areas of the building sometime in June, with the CO being issued in mid to late July.

6.6.1 Accept May Facilities Committee Minutes

Ms Folks moved “to accept the May Facilities Committee minutes.” Ms Skordahl seconded. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 Strategic Plan Update

Dr Mortensen gave an update on several areas in the strategic plan:

- School Safety
 - Reflected on the recent school shooting in Texas.
 - Reinforced to the Board that the safety and wellbeing of the WLA learning community is of top priority in the strategic plan.
 - Counselors and teachers have spoken with students about the incident. Counselors will be available to talk with students/staff, as needed.
- Academic Achievement
 - Preliminary MCA data, in general, reflects a 20+% improvement in some grades in math and/or reading, however, some grade level areas have dipped down.
 - Data is being reviewed in grade level PLC’s to identify areas in which WLA’s curriculum is strong and areas which need improvement. Individual student data will also be reviewed.
 - Information will be used to identify additional supports needed for the next school year.
 - MCA results are embargoed until August.
- Continued work on Policies
 - Bullying & Discipline Policy review is continuing by the Governance Committee.
 - Numerous other policies are also under review.

7.2 Election Committee Update

Ms Sjoberg shared that voting is underway and will close on Friday at 4:30. The committee will then review and validate all votes. New Board member orientation will take place prior to the June meeting and they will be seated at the June meeting.

7.3 Discussion to Amend the Calendar for 6/3/22 for No School for Kindergarten Students

Ms Mortensen shared that due to logistical and space challenges, Kindergarten graduation has been moved from the during the school day on Friday, June 3rd, to the evening of Thursday, June 2nd. Graduation is a typically a closure to the school year for those students. Ms Mortensen asked the Board to change the school calendar to have Thursday end the school year for Kindergarten students. There was discussion. Ms Sjoberg moved “to amend the school calendar for 6/3/22 to have no school for Kindergarten students.” There was no second. Motion failed.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that there will be a full year agenda for June, including the 2022-23 budget, employee agreements to ratify, review of the VOA investigation results, numerous policies being worked on by the Governance Committee. Other items suggested by Board members

included setting a 2022-23 Board calendar and the election of officers. Ms Folks added that the calendar will be set at the end of the June meeting and officers elected at the July meeting.

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, June 22nd 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 motioned "to adjourn." Ms Ohs seconded. Motion passed unanimously. The meeting adjourned at 6:17 PM.

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