

**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 & 1<sup>st</sup> Grade Service Learning Project**

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

- A video presentation of the 1<sup>st</sup> 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 7<sup>th</sup>, 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 13<sup>th</sup>, 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 7<sup>th</sup> Governance Committee Minutes, June 13<sup>th</sup> Governance Committee Minutes, and enter policies 506, and 540 into second reading**

Ms Sjoberg moved “to accept the June 7<sup>th</sup> and June 13<sup>th</sup> 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 3<sup>rd</sup> floor. Plans are to do the same for 2<sup>nd</sup> 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 4<sup>th</sup> Wednesday of the month, with the exception of November and December, which are held on the 3<sup>rd</sup> 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.