

**Woodbury Leadership Academy
Board of Directors Regular Meeting
Minutes
July 27, 2022**



Directors Present: Shannon Kelly, Julie Ohs, Shelbi Pool, Ryan Sheak, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Mandi Folks

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

Advisors: Rod (VOA)

Others in Attendance: 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 Sjoberg called the meeting to order at 5:30 PM.

1.2 Roll Call

Ms Schrandt took roll.

2. WLA Mission and Vision

Ms Pool 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 with the amendments to remove 6.2, the Financial Director’s report, as well as 6.6.1 Shawn Smith’s presentation.” Ms Skordahl seconded. Motion passed unanimously.

3.2 Approval of June 22, 2022 Meeting Minutes

Ms Ohs moved “to approve the June 22, 2022 meeting minutes.” Mr Sheak seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

Ms Sjoberg 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 Director Report

Ms Mortensen reported on the Director’s Report. Items that were highlighted include:

- Expansion of the nurse’s office area.
- As per our recent Strategic Planning session, one of WLA’s goals is to become a respected destination school in the area, and known nationally as a Core Knowledge School of Distinction. Workshops and Professional Learning Communities (PLCs) will have a focus on this and using data to inform our instruction and raise test scores.

- Planning is in progress for August workshops. RTI, EL, and SPED teams will begin meeting in August to organize groups for support services.
- Highlighted new staff that were hired, still looking for a band teacher.
- Summary of WLA teacher salary and benefit comparisons – WLA offers competitive hiring packages to all groups of staff members. compensation does not follow steps and lanes, but instead looks at how instructors utilize classroom techniques, Core Knowledge, and academic scores.
- Presented several options for WLA Leadership/Administrative growth plans for the next few years. The Board will need to future plans for expanding grade options and leadership succession.
- Preparing for increased security procedures such as minimizing access to building, locking all doors, security cameras and a new PA system.

6.2 Finance Committee Report

Ms Skordahl reported the Finance Committee met. There were no new finance statements to review due to the new fiscal year. Ms. Folks shared VOA standards for the committee. Discussed and approved new teacher contracts, contracting Kylie Griffith, Teachers on Call, and custodial services. Discussed changing August meeting to Wednesday August 10 at 9am instead of the afternoon. Ms. Mortensen added that the Teachers on Call contract went up \$25 a day. Mr. Broderick talked about the need of cleaning in twice the amount area. Company that currently cleans building will continue – rotate daily between building, maintenance of floors, vacuuming, etc.

6.2.1 Accept July Finance Committee Minutes.

Ms Skordahl motioned “to accept the July Finance Committee meeting minutes.” Ms Kelly seconded. Motion passed unanimously.

6.2.2 Ratify Teacher Contracts Within Budget

Ms Skordahl moved “to ratify the 2022-2023 employment agreements presented in the Board packet.” Ms Kelly seconded the motion. Motion passed unanimously.

6.2.3 Approve Contractor Agreements Within Budget

Ms Skordahl moved “to approve the contractor agreements that were mentioned in the previous report: teachers on call, Kylie Griffith, custodial services.” Ms Sjoberg seconded. Motion passed unanimously.

6.3 Governance Committee Report

Ms Sjoberg reported the Committee did not meet during the month of July. There have been questions about the PE uniforms, which have been addressed. Ms. Skordahl mentioned an option of a PE shirt that will be available for students to purchase to wear on PE days instead of their regular uniform. This has been added to the uniform policy. There was some discussion about athletic shoes for PE and possibly adding to the policy. Ms Sjoberg mentioned that next month the committee will review access to legal counsel as well as adding to our student discipline policy about board involvement.

6.4 Facilities Committee Report

Ms Ohs reported that on Wednesday, June 21, they discussed the certificate of occupancy which was issued June 20 which kicks in our one-year warranty. They discussed known delays – stage lift, doors for gym, and bleachers. The Committee was working on punch list and did a walk through with Ms. Mortensen and Mr. Broderick.

The Committee also met on July 12 to discuss the certificate of occupancy, substantial completion permit, known delays, and battery breaker circuit. Mr. Broderick added that lift for stage is installed and the storm doors are in. The battery backup is working for the alarm systems. Ms. Ohs discussed that sign is completed and lights up, interior/exterior door signage is getting updated, and the removal of the leasing sign. Shawn Smith (Wildamere) is working on curtains (will be here in August).

6.4.1 Accept June and July Facilities Committee Minutes

Ms Ohs moved “to accept the June and July Facilities Committee Minutes.” Ms. Skordahl seconded. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 Strategic Plan Update

Ms Mortensen mentioned she discussed this during the Director’s Report. In regards to facilities, WLA is in discussion with the City of Woodbury to use our facilities Monday thru Friday. Band concerts have been booked on Sundays with K&S Music. There was some discussion about agreements with these groups.

7.2 Mandated Reporting Policies and Procedures Training

Ms Sjoberg mentioned how all board members needed to watch a Mandated Reporting Policies and Procedures Training. She had each board member discuss one thing they learned during this training. Each member discussed one thing they learned during this training. There was some discussion. Board agreed the importance of seeing something and saying something. Ms Mortensen was glad to see that we are looking at board involvement, mandatory reporting, and training board members.

7.3 Nominating Committee to report their recommendation to the Board for the Open Parent Seat

Ms Ohs discussed the overview of the interview process for the open seat for a parent member on the board. Tough decision, but suggested to nominate Richard Washington as our open seat to vote at next meeting. Has a 6th grade son, incoming K, and a 4 yr. old. Mr. Washington introduced himself and mentioned he wants to get involved in his children’s education and excited for the growth opportunity.

7.4 Board Member Resignation following tonight’s meeting

Ms Kelly submitted her resignation. She stated that she is proud and honored to be on the Board. With her busy schedule, she can no longer continue.

7.5 Elect Board Chair, Secretary, and Treasurer

Ms Sjoberg discussed nominating board members for each of these roles. Ms. Mortensen mentioned the Board Chair position has been difficult with bond, expansion. Moving forward, it will be more of a normal board chair role. All board members work very hard in their positions with the changes these years. Ms. Mortensen suggested Ms. Pool. There was some discussion.

Ms. Skordahl made a motion “to nominate Mandi Folks into the Board Secretary position.” Ms. Ohs seconded. Ms. Kelly, Ms. Ohs, Ms. Pool, Mr. Sheak, Ms. Sjoberg, Ms. Skordahl voted yes. There were no no’s or abstentions. Motion passed.

Ms. Ohs made a motion “to nominate Jolene Skordahl to maintain her role as the Board Treasurer.” Ms. Kelly seconded. Ms. Kelly, Ms. Ohs, Ms. Pool, Mr. Sheak, Ms. Sjoberg voted yes. Ms. Skordahl abstained. Motion passed.

Ms. Sjoberg made a motion “to nominate Shelbi Pool into the Board Chair position.” Ms. Skordahl seconded. Ms. Kelly, Ms. Ohs, Mr. Sheak, Ms. Sjoberg, Ms. Skordahl voted yes. Ms. Pool abstained. Motion passed.

7.6 Summary of Training/Policy Review Timeline (see board packet)

Ms Sjoberg discussed the timeline shared with VOA from the June meeting of training/policy review. Ms. Sjoberg mentioned that we are on track to following this timeline. There was some discussion to when WLA's lawyer will be attending future meetings to help answer questions.

7.7 Discuss potentially creating a 4th Board Committee – Academic Board Committee

Ms Sjoberg introduced the potential of creating a 4th Board Committee – Academic Board Committee due to VOA recommendation to help test scores.

- Ms. Mortensen does not think that it is a necessary committee, Megan Nafe (Curriculum Coordinator) could instead include a report for Map Testing, iReady, Lexile scores. There was some discussion about the need for another committee, VOA made the recommendation to ensure that WLA is actively working on our academics and test scores.
- Rod from VOA interjected to clarify VOA's recommendation. He mentioned that most schools have a curriculum committee outside the board. He mentioned it may be good to have training and discussions during the board meetings so they are updated monthly about how academics are doing at the school. He also mentioned that academics could just be a monthly agenda item to look at academic data.
- Ms. Mortensen and board agreed to not add this as we already have a curriculum committee. They agreed to continue talking about it during board meetings during Ms. Mortensen's Strategic Plan Updates.

7.6 Committee Assignments

Ms Sjoberg talked about committee assignments – directed towards Mr. Sheak about which committee he would like best as a new board member. Mr. Sheak mentioned he would like to be appointed to the facilities committee.

Sjoberg made a motion “to appoint Mr. Sheak to the facilities committee.” Ms. Skordahl seconded. Motion passed unanimously.

Ms. Skordahl mentioned wanting to drop off of the facilities committee. Sjoberg motioned to “accept resignation of Ms. Skordahl from the facilities committee.” Ms. Pool seconded. Ms. Kelly, Ms. Ohs, Ms. Pool, Mr. Sheak, Ms. Sjoberg voted yes. Ms. Skordahl abstained. Motion passed.

7.7 2022-23 Board Meeting Calendar (see board packet)

Ms. Sjoberg discussed the Board Meeting Calendar and to keep next board meeting for August 24th because of Open House. Starting in September, board meetings will be on Thursday nights at 5:30pm.

There was some discussion about when to have annual meeting. The board decided to have the annual board meeting in September in order to get the most involvement with the community. There was some discussion about what to include for the annual board meeting.

Ms. Sjoberg made a motion “to amend the included board meeting calendar to change the meeting on Thursday, August 25 to Wednesday, August 24, move the annual board to September 22, 2022, and to remove July 27, 2023 meeting from this calendar.” Ms. Skordahl seconded. Motion passed unanimously.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

Ms Sjoberg opened up discussion about future agenda items.

Ms Mortensen wanted to make sure to add to the August meeting that there is discussion regarding the annual meeting in September.

10. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Sjoberg stated the next regular meeting of the WLA Board of Directors will be held on Wednesday, August 24th, 2022 at 5:30 PM in the new board room located on the 1st floor in Room 217. 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 Kelly motioned “to adjourn.” Ms. Skordahl seconded. **Motion passed unanimously.** The meeting adjourned at 6:48 PM.

Minutes drafted by Casidee Schrandt, Board Clerk (non-Board member); submitted by Mandi Folks, Board Secretary.

DRAFT