

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
February 26, 2020**



Directors Present: Jessica Erickson, Mandi Folks, Claudia George, Jason Livingston, Jolene Skordahl

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director), Rod Haenke (VOA)

Others in Attendance: WLA staff, student & family members

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 call.

2. WLA Mission and Vision

Mr Livingston read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Erickson moved “to amend the agenda to move item 7.1 to 6.1a, to change 6.1 to 6.1b and to add under item 6.6 1st Reading of Policy 709.” Seconded by Ms George. Motion passed unanimously.

3.2 Approval of January 29, 2020 Board Minutes

Ms Erickson moved “to approve the January 29, 2020 Board 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

6.1a. DC Scholarship Presentations

Andy Sharp, WLA Dean of Students, reminded the Board that a requirement to receive a scholarship for the DC trip was for students to write an essay and present to the Board. Angelo Richardson, a 7th grade student at WLA, spoke to the board on why he wanted to go to DC, what he wanted to see and learn while there and the connection between his family’s history and Washington, DC.

6.1b. Board Report

Ms Folks shared Thank You cards to the Board that were prepared by students when gratitude was the virtue of the month. She also shared her appreciation for being on a board that had a positive working relationship with the director. At Ms Folks' request, Ms Mortensen shared information from a Superintendent's Conference she recently attended. Ms Mortensen stated that many school leaders in attendance expressed problems working with their school boards. She shared a summary of factors identified as to what makes a good board, and factors that result in a dysfunctional board. She also distributed and reviewed a handout "The ABC's of Great Authorizer/Charter School Relations." Ms Mortensen expressed appreciation for the partnership she has working with the current school board. Ms Folks reported that a self-nomination form for the open parent seat has been received. Ms Erickson and Ms Folks will interview this nominee and provide a recommendation to the Board. Board action is required to seat a new member.

6.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report included in the Board Packet:

- Facilities renovation planning continues; initial plan is over budget
- Discussion of busing fees will be deferred to 2021-22, too late to implement for next school year
- Enrollment lottery was held February 3rd, numbers are on track with last year and with forecast
- 2020-2021 school calendar drafted with staff & parent input, similar to ISD 833
- Teachers are working on Domain Writing
- New Middle School Science teacher, Joseph Kaliszewski, recently started
- Reviewed a COVID-19 Action Plan and COVID-19 information to be shared with families. There was discussion about how teaching would continue if COVID-19 resulted in WLA closing.

6.3 Financial Director Report

Ms Skordahl reported that Judith Darling, BerganKDV, stated at the Finance meeting that WLA is on track with spending within the approved budget. WLA has not yet received the invoice for last summer's building remodel.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and discussed the ADM forecast and payroll needs for 2020-21, and applying for a Line of Credit. The YMCA 2020-21 contract and charging families for busing was discussed, but more information is needed on these items.

6.4.1 Accept January Financials and February Minutes

Ms Skordahl moved "to accept the January 2020 Financial Statements and February 2020 Finance Committee minutes." Msr Livingston seconded. Motion passed unanimously.

6.5 Facilities Committee Report

Mr Livingston reported the Committee met, with Shawn Smith (Wildamere) present and the terms of the Lease Amendment were reviewed - proposed Lease Amendment is included in the Board packet. Doug Feickert (Colliers Architecture) was also present and discussed space planning. Buildout was budgeted at \$1.0M-\$1.1 M, but bids came in at \$1.3 M-\$1.5M. Doug will review plans to identify areas where costs can be trimmed without materially changing the design. The Landlord selected Wexford to do the work, the same contractor that did the work on 1st floor last summer. Wexford believes 3rd floor work could be completed by the end of June, and 1st and 2nd floor could be done by the end of July.

6.5.1 Accept December, January and February Facilities Minutes

Mr Livingston moved "to accept the December 2019, January 2020 and February 2020 Facilities Committee minutes." Ms Skordahl seconded. Motion passed unanimously.

6.6 Governance Committee Report

Ms Erickson reported that Governance Committee discussed the public comment at a past meeting regarding food allergies and food in the classrooms. They reviewed other schools' policies and practices and WLA's Wellness policy. The committee determined that this issue is not a board decision, but should be addressed by school administration.

The committee also did a final review of policy 538 Enrollment. And discussed starting work on policy 709 Student Transportation since Finance is discussing the possibility of assessing transportation fees.

6.6.1 Accept February Governance Minutes, Second Reading of Policy 538 and First Reading of Policy 709.

Ms Erickson moved "to accept the February Governance Committee minutes and second reading of Policy 538 Enrollment Admissions Policy and first reading of Policy 709 Student Transportation Safety Policy." Ms Skordahl seconded. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 DC Scholarship Presentations

Moved to 6.1a

7.2 2020-2021 School Calendar

The proposed school calendar in the board packet was based on ISD 833's calendar, with a few changes based on input from a group of parents and WLA staff. There was discussion. Ms Erickson moved "to approve the 2020-2021 School Year Calendar." Ms Skordahl seconded. Motion passed unanimously. Board members requested the school work with the PTO to prepare an Activity Calendar.

7.3 Board Training: Review By-Laws, Open Meeting Law, Charter School Statute, VOA Expectations

Bylaws: Ms Folks distributed a handout "Essential Ingredients for Good Bylaws" which listed 10 items. The list was reviewed and discussed. The idea of an Academic Performance Committee was brought up and Ms Mortensen and Ms George volunteered to look into establishing this committee.

Open Meeting Law: A summary of the Minnesota Open Meeting Law was distributed. Ms Folks reviewed the purpose of Open Meeting Law and requirements of the law.

Charter School Statute: Ms Folks explained that charter schools are public schools and are held to the same standards as traditional public schools. However, there are differences such as enrollment policies (school of choice and lottery), board composition (teachers on the board), and funding streams (no access to bonding referendums).

VOA Expectations: Mandi distributed copies of "The ABC's of Great Authorizer/Charter Relations," and copies of the previous year VOA Charter School Board Meeting Observation Form. She shared that VOA also does an annual Governance Report and Finance Report and requested Committee chairs to share these reports at the next Board meeting. Ms Mortensen shared that VOA was a great resource for her and that the relationship was collaborative. She shared VOA launched a School Leadership Team for leaders of their schools and the group is also a great resource. Ms Folks reviewed the highlights of a working partnership between a school and their authorizer.

7.4 Ratify Agreements

Ms Folks moved "to ratify the employment agreement for Joseph Kaliszewski." Seconded by Ms Erickson. Motion passed unanimously

7.5 Early Childhood Program

Ms Mortensen shared that VOA has been encouraging WLA to look into starting a preschool program for 3-5 year olds. She asked for thoughts from the Board, whether this was something that should be looked into. The soonest that a program could be started would be the 2021-22 school year. A

suggestion was made to structure the program so participants would have preference for Kindergarten enrollment. Board members requested Ms Mortensen bring more information back to the board on a preschool program.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Items suggested for the March board meeting include reporting back on an Academic Performance Committee, starting the Director Evaluation process, and a report back on the interview of the applicant for an open Board seat.

Due to Spring Break, Board members agreed that all committee meetings will be moved back one week:

- Facilities committee: March 17 at 4:30 PM
- Governance Committee: March 18 at 4:30 PM
- Finance Committee: March 19 at 4:30 PM

Board members appreciated having a student presentation at the meeting and suggested bringing in students more often. Student council will be contacted for a future meeting.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, March 25 26, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Mr Livingston moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:21 PM.