

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
March 24, 2021**



**Directors Onsite:** Jessica Erickson (left at 6:49), Mandi Folks

**Directors Attending Virtually:** Jason Livingston, Natalie Sjoberg, Jolene Skordahl

**Directors Absent:** Shannon Kelly

**Administration/Advisors Attending Virtually:** Dr Kathleen Mortensen (Executive Director), Rod Haenke (VOA), Brenda Kes (BerganKDV-joined at 6:00)

**Others in Attendance:** WLA parents and staff

**1. Meeting Call to Order and Roll Call**

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:32 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms Folks read the WLA Mission and Vision Statements.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Meeting Agenda**

Ms Erickson moved “to approve the meeting agenda for March 24, 2021.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

**3.2 Approval of Meeting Minutes for February 25, 2021**

Ms Skordahl moved “to approve the meeting minutes for February 25, 2021.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. 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**

Mr Haenke, VOA, introduced himself and reminded the Board of technical assistance notes and a FAQ he had sent. No delegation needed.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms Folks shared that she will review the information sent by Mr Haenke during the Board Communication-Reflection at the end of the meeting.

**6.2 Executive Director Report**

Ms Mortensen shared findings that were recently announced by Niche, an educational analysis service: both the WLA Elementary School and Middle School received high rankings.

She then asked Mr Broderick, Dean of Students, to update the Board on Middle School (MS) progress and the transition to the third floor. He also shared information on the history of MS, staffing, enrollment, and improvements in behavior and academics. MS teachers, Ms Erickson and Mr Logan, shared their perspectives on the growth and changes in the MS program. Mr Broderick finished by sharing MS goals moving forward. There was discussion.

Ms Mortensen continued her report by highlighting several items in the Director's Report included in the Board Packet:

- WLA has applied for PPP funds, ADSIS funds and ESSER funds, and has closed on a \$500,000 line of credit with the bank.
- Ms Mortensen asked the Board to approve a "Covid Stipend" for WLA staff members. This would be to recognize staff for working through the challenges presented by the pandemic.
- 2021-2022 Special Education contractor agreements were presented. All agreements are renewals for returning contractors and include a small or no increase in rates.
- Information was provided on new staff for whom offers have been made, as listed in the report.

### **6.3 Financial Director Report**

Ms Kes reviewed the February financial statements, noting that ADM, revenue and expenses continue on track with the budget and that a surplus is projected for the year. She explained the working budget changes and reported that the fund balance is projected to be approximately 21% at year end.

### **6.4 Finance Committee Report**

Ms Skordahl reported the Finance Committee met and reviewed the February financials. Special Education consultant contracts and new staff hire contracts were reviewed. There were follow up discussions on the line of credit, CAM costs, lease credits, and PPP funds application. Work continues on preparing the financial section of the bonding documents.

#### **6.4.1 Accept March Finance Committee Minutes and February Financials**

Ms Skordahl moved "to accept the financial statements for February, 2021 and the March Finance Committee minutes." Ms Folks seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **6.5 Governance Committee Report**

Ms Erickson reported the Governance Committee met and reviewed policies 419 and 425 and modified policy 510. The Enrollment Policy was also reviewed, but no edits were needed.

#### **6.5.1 Accept March Governance Committee Minutes and Second Reading on Policies: 510, 419, and 425**

Ms Erickson moved "to accept the March Governance Committee minutes, and the Second Reading of Policies:

- 510 Promotion/Retention Policy
- 419 Tobacco Free Environment, and
- 425 Nepotism/Anti-Nepotism Policy."

Mr Livingston seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **6.6 Facilities Committee Report**

Mr Livingston reported the Facilities Committee met to continue work on the building purchase and gym expansion project and are finalizing contractor selection. The Project Team meets weekly to continue work on the bonding process and the Design Team meets weekly continuing work on designing the new space. Upkeep is planned for the Rainbow playset area this Spring.

Mr Livingston moved "to accept the Facilities Committee minutes from March 16." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

## **7. Board Training, Discussion and Business**

### **7.1 Middle School Update**

Middle School Update was covered in the Director's Report.

### **7.2. Incident Command Team Update**

Ms Folks reported that the ICT continues meeting weekly. Community spread for Covid is down and overall health in the school remains good. Weekly updates are sent to stakeholders. The Team doesn't anticipate any major changes in the way the school is operating through the end of the school year.

Ms Erickson left the meeting.

### **7.3 Resolution for Bonding**

Ms Folks noted that there is no resolution to approve at this time. She shared that she and Ms Mortensen presented information on the school and bonds to Standard & Poor's, a bond rating agency. Depending on the rating received, the school can choose to go to market with rated or unrated bonds. The rating impacts interest rates and the overall cost to the school. The closing date on the bonds is currently planned for May 13. Ms Folks asked to add a Board meeting on April 14 to approve the Preliminary Offering Statement before it is printed.

### **7.4 Baird Engagement Letter**

Ms Folks shared that WLA is using Baird & Co for underwriting services for the bond issuance. The Engagement Letter has been reviewed by the Finance Committee. Ms Folks moved "to approve the Baird & Co Engagement Letter to provide underwriting services for our charter school lease revenue bonds." Ms Skordahl seconded the motion. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **7.5 Elections Committee**

Ms Folks reported that three seats expire each year in June and elections are held in the Spring. An online system was utilized last year and will likely be used again. It was decided the Committee will be comprised of:

- Two Board members: Ms Skordahl and Ms Folks
- One office staff: Ms Owens assisted in prior year and will work with training Ms Delgado

### **7.6 Special Education Consulting Contracts**

Ms Mortensen requested the Board approve the Special Education consultant contracts listed in the Board packet that had been presented in the Director's Report. Ms Folks moved "to ratify the Special Education contracts that were presented this evening." Ms Sjoberg seconded the motion. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **7.7 Ratification of New Employee Contracts**

Ms Mortensen requested the Board approve the new employee contracts presented in the Director's Report. Ms Folks moved "to ratify the new employee contracts presented this evening." Mr Livingston seconded the motion. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **7.8 COVID Stipend Approval for WLA Employees**

Ms Folks acknowledged that this has been a challenging year for the school and staff have met the challenges, both onsite and online. Ms Folks and Ms Mortensen shared that the amount would be nominal, but would acknowledge the commitment of the staff and overall safety measures in place. Ms Folks moved "to approve a Covid stipend for WLA employees to be determined by Administration." Mr Livingston seconded the motion. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **7.9 Annual Designations**

Ms Folks explained that each year the Board must renew certain required designations.

### MDE Designations

Ms Folks motioned “to designate:

- Title Grant Authorized Representative: Kathy Mortensen
- MDE Identified Official with Authority (IOwA): Kathy Mortensen
- Special Education Director: Paula Krippner.”

Seconded by Ms Skordahl. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### Designation of Depositories

Ms Skordahl moved “to designate the depository to be Old National Bank and US Bank.” Seconded by Ms Folks. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### Authorized signers at banks

Mr Livingston motioned “for the authorized signers at banks to be the Board Chair and the Executive Director.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### Authorize individuals to approve collateral changes

Ms Sjoberg motioned “to authorize individuals to approve collateral changes to be the Executive Director and the Finance Manager.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### Delegation of authority to make electronic funds transfers

Ms Folks moved “to delegate the authority to make electronic funds transfers to the Board Chair, the Executive Director or the Finance Manager.” Seconded by Ms Sjoberg. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### Granting of Administrative Authority

Mr Livingston motioned “for the granting of administrative authority to Brenda Kes (Finance Manager), Kathy Mortensen (Executive Director), and Mandi Folks (Board Chair) are granted Administrative authority to execute and update any and all Cash Management Agreements with Old National Bank and US Bank to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:

- Payment of employee payroll; federal, state and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
- Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits
- Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate)
- Other payments authorized by the Board of Directors
- Monitoring, reconciliation, and management of bank transactional activity
- Investment of excess funds
- Execution and release of pledge agreements
- Temporary and permanent ACH limit changes
- Management of Positive Pay system”

Seconded by Ms Folks. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Credit Card Authorization, Designation of Official Newspaper, and Pay rates for Substitutes and other employees where you have set pay rates

Ms Skordahl motioned “the employee authorized to have a school issued credit card and credit limit is Kathy Mortensen for an Old National Bank Visa with a \$20,000 credit limit, that the Saint Paul Pioneer Press be designated as the official newspaper (required for posting of public notices), and the pay rates for short term licensed subs be \$25 per hour and long term licensed subs be \$25 per hour.” Seconded by Ms Folks. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

#### **7.10 K-12 Consultant Contract**

Ms Folks reminded Board members of previous discussions about expansion to Pre-K and/or Grades 9-12. Ms Mortensen shared she would like to hire a VOA recommended consultant to assist with the process for possible expansion to Grades 9-12. The contract would be for a \$6,000 retainer. The first step of the process is conceptual and includes working with an expansion team and conducting a market analysis to determine need. If WLA moves forward, she would complete the application to be submitted to our Authorizer and MDE. Next steps would be planning, development, implementation and launch. Ms Mortensen shared that the corresponding process for a possible expansion to an Early Childhood Pre-K program will be done in-house, led by Kylie Griffith. Expansion will be discussed further at the next Board meeting.

#### **7.11 PPP Loan**

Ms Folks stated WLA has applied for Payroll Protection Program loans of \$491,000. Ms Folks moved “to approve WLA to apply for the PPP loan.” Mr Livingston seconded the motion. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

#### **7.12 WLA Mascot**

Ms Mortensen shared that ideas have been narrowed down to 3: the eagle, owl or phoenix, but drawings are not yet ready to present. There was discussion on who should be involved in making the final decision. It was decided that Ms Mortensen gather feedback from parents, staff and students and make a recommendation to the Board.

### **8. Board Communication & Future Items**

#### **8.1 Board Communication/Future Agenda Items – Reflection**

Items to discuss at future meetings include

- Expansion of Pre-K and/or Grades 9-12
- School Mascot
- Executive Director review process
- Election Committee report

### **9. Housekeeping**

#### **Next regularly scheduled WLA Board of Directors Meeting**

Ms Folks stated the next regular meeting of the WLA Board of Directors is scheduled for Wednesday, April 14, 2021. A meeting is also scheduled for April 28, 2021. Both meetings will be at 5:30 PM and virtual participation will be available through Zoom.

### **10. Adjournment**

Ms Skordahl moved “to adjourn.” Mr Livingston seconded. A roll call vote was taken: Ms Folks, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:45 PM.

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