Meeting: Board of Directors Regular Meeting
Date: Thursday, September 26, 2019
Time: 5:00 P.M.
Location: Woodbury Leadership Academy 8089 Globe Dr. Woodbury, MN 55125-Gym

AGENDA

1. **Meeting Call to Order and Roll Call (Mandi Folks)**
   - 1.1 Meeting Call to Order (Mandi Folks, Board Chair)
   - 1.2 Roll Call (Nancy Baumann, Board Clerk)

2. **WLA Mission and Vision (Claudia George)**
   a. The mission of WLA is to utilize leadership-based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.
   b. The vision of WLA is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face in high school and beyond.

3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)
   - 3.1 Approval of meeting agenda
     Motion: _____ 2nd _____ vote: _____
   - 3.2 Approval of meeting minutes from August 29, 2019 and September 12, 2019.
     Motion: _____ 2nd _____ vote: _____

4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair)

5. **Public Comment** (Presenter, Board Chair)
   - 5.1 Delegation of Public Comment Items (if necessary)

6. **Board and Administration Reports**
   - 6.1 Board Report (Mandi Folks)
   - 6.2 Executive Director Report (Kathleen Mortensen)
   - 6.3 Financial Director Report (Judith Darlin, BKDV)
   - 6.4 Finance Committee Report (Mandi Folks, Board Chair)

6.5 Facilities Committee Report (Jason Livingston, Chair)

7. **Board Training, Discussion, and Business** (Presenter: Mandi Folks, Board Chair)
   7.1 Student Enrollment Process
   7.2 Approve IOWA for new MDE EDIAM System
   7.4 Approval of new para-professional employee contract

8. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
   8.1 Board Communication/Future Agenda Items-Reflection

9. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
   Next Regularly Scheduled WLA Board of Directors Meeting
   Date: Wednesday, October 23, 2019
   Time:5:00 P.M.
   Location: 8089 Globe Dr. Woodbury, MN 55125-Gym

10. **Adjournment** (Presenter: Mandi Folks, Board Chair)

Woodbury Leadership Academy
Board of Directors Meeting Minutes
August 29, 2019

Director's Present: Mandi Folks, Jessica Erickson, Jason Livingston, Claudia George, Shannon Kelly and Jolene Skordahl (arrived at 4:37 P.m.).

Director's Absent: None

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling (BerganKDV)

1. **Meeting Call to Order and Roll Call**
   1.1 Meeting called to order
   Ms. Folks called the meeting to order at 4:12 P.M.
   1.2 Roll Call
   Ms. Folks took roll call and each board member shared two things about themselves.

2. **WLA Mission and Vision**
   Ms. Erickson read the WLA Mission and Vision Statements.

3. **Approval of Agenda/Meeting Minutes**
   3.1 Approval of Meeting Minutes
   Ms. Erickson moved " to approve the agenda for Thursday, August 29, 2019." Ms. Skordahl seconded. The motion passed unanimously.

4. **Conflict of Interest Declaration**
   Ms. Folks asked if there were any conflicts of interest of members for items on the agenda. None were noted.

5. **Public Comment**
   5.1 Delegation of Public Comment Items (if necessary)
   There were no public comment to delegate.

6. **Board and Administration Reports**
   6.1 Board Report
   - Ms. Folks had the new staff in the audience introduce themselves and share their role at WLA.
   - Ms. Folks also discussed our growth last year versus now, a vision project focused on who we are and choosing a lane to follow, and the three key phases that would help us towards our vision for WLA. The three phases included being "known", "loved", "challenged, knowledged, or developed" which later was changed to "accomplished" based on the idea by Mr. Livingston. Mr. Livingston

also added "Leaders" and composed to read that "WLA a place where we develop known, loved, accomplished leaders."

- Ms. Folks highlighted that the Annual Meeting in October is coming up so an agenda and share with her the roles we want to help with.

6.2 Executive Director Report

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

- 488 students came to open house
- The office staff is calling families that did not come to open house and currently, 17 have not responded back.
- Shared the current class sizes
- Bus 7 will no longer be stopping at the McKnight stop and how this will impact 13 of our families.
- Staff Workshops wrap up tomorrow and building clean up is being completed.
- Positions are filled, but she is concerned about one
- Japanese group visiting our school
- MCA scores dropped in all three areas.

6.3 Financial Director Report

Ms. Darling reported that we have a surplus of $215,000 in our general fund due to the St. Paul Public School rent reduction, employee benefits and contracted services being lower than expected. She discussed the appeal with the MN Department of Education and how we should pay additional rent or not pay Brian. Ms. Darling shared that 2019-2020 lease aid has been approved and Kathy and she have been monitoring the working budget.

6.4 Finance Committee Report

Ms. Erickson reported that the Board will need to visit the working budget in the October 2019 meeting. Finance Committee has approved $50,000 to the facilities committee and that $10,000 has been added to the technology fund. Ms. Erickson also shared that WLA would be not charged to store furniture on the third floor of the building. Ms. Erickson motioned to accept the August Financial Minutes and Approve the June Financials. Ms. George seconded the motion. The motion passed unanimously.

6.5 Facilities Committee report

Mr. Livingston suggested closing project meeting to make adjustments on future projects. He discussed how Shawn wants us to figure things out, space requirements, our plans for growth. Board members would like Shawn to provide us with the cost to build from scratch versus remodeling our current location. The board scheduled a "Working Board and Mission" Meeting on September 10, 2019, @ 4:30 P.M.

Mr. Livingston updated us on the green space across the road and that it would be mowed for us to utilize one we show proof of insurance. He mentioned that "9 Square" was almost up, Peaceful Playground would be completed soon, and that the playground maintenance and cleaning has been completed.

7. Board Training, Discussion, and Business

7.1 WLA Professional Development Plan for 2019-2020

Ms. Skordahl moved to accept the Professional Development Plan for the 2019-2020 school year. Seconded by Ms. Erickson. The motion passed unanimously.

7.2 Discussion of Board Officer positions

- Ms. Folks was nominated for board chair which passed unanimously. Ms. Erickson was nominated for secretary which passed unanimously. BOD tabled the Treasurer position.
- Ms. Erickson voluntarily resigned from the treasurer role to pursue the secretary role. She also resigned from the finance committee to join the governance committee.

7.3 Ratification of new staff employment agreements

Ms. Folks moved to ratify employment agreements as recommended by Ms. Mortensen. Seconded by Ms. George. The motion passed unanimously.

7.4 Board of Directors Meeting Dates for 2019-2020

The Board of Director Meetings will be held on:

- September 10, 2019 @ 5:00 P.M.
- September 26, 2019 @ 5:00 P.M.
- October 23, 2019 @ 5:00 P.M. (Annual Meeting)
- November 20, 2019 @ 5:00 P.M.
- December 28, 2019 @ 5:00 P.M.
- January 22, 2020 @ 5:00 P.M.
- February 26, 2020 @ 5:00 P.M.
- March 25, 2020 @ 5:00 P.M.
- April 22, 2020 @ 5:00 P.M.
- May 27, 2020 @ 5:00 P.M.
- June 24, 2020 @ 5:00 P.M.
- July 22, 2020 @ 5:00 P.M.
- August 26, 2020 @ 5:00 p.m.

7.5 "Why Knowledge Matters" Book Discussion- Chapters 7 and 8

Board members discussed how Core Knowledge growth reaches all students at every level. Mr. Livingston shared a personal story. Ms. George mentioned the value of having Casey (Principal from Core Knowledge School in Fort Collins, Colorado) come in and present.

8. Board Communication & Future Items

Agenda items for future meetings include an update on enrollment numbers.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting and Training

Ms. Folks stated that the next regular meeting is scheduled for Tuesday, September 10, 2019, at 4:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Ms. Skordahl moved "to adjourn." Ms. Erickson seconded. The motion passed unanimously.

Minutes drafted and submitted by Jessica Erickson, Board Secretary.

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Special Meeting
September 12, 2019

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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling (BerganKDV), Sean Smith (Wildamere) arrived 5:06 PM, Doug Feickert (Colliers architect)

Others in Attendance: None

Meeting Call to Order and Roll Call
Meeting Call to Order
Ms Folks called the meeting to order at 4:44 PM.
Roll Call
Ms Baumann took roll call.

WLA Mission & Vision
Ms Darling read the WLA Mission and Vision Statements.

Development and Discussion
Long-term Facility Planning Work Session

Ms Folks introduced the purpose of work session is to come up with a long term facilities plan that is financially viable and best meets the need of WLA's stakeholders.

Financing Options
Mr Livingston asked Ms Darling to walk through bond financing so that board members have an idea of what financial resources are available.
Ms Darling stated that interest rates are currently low at approximately 4%. She reviewed Bond Financing, comparing 3 bond scenarios with different project costs that were generated in collaboration with Bruce Sorensen at Baird:

1) Purchase the current Globe building for $9.6M
2) Purchase the Globe building for $9.6M, plus $3M for buildout
3) Purchase the Globe building for $9.6M, plus $5M for buildout

She explained assumptions used in the projections and the impact of the different project costs on required enrollment numbers, bond interest and principal payments, lease expense and lease aid revenues.

Charter School Growth

Ms Mortensen provided an overview of several charter schools that recently expanded their facilities to accommodate growth. Examples of expansion took many forms: adding onto their current facilities, purchasing structures and remodeling, or acquiring land and building new structures. Most schools started with low growth expectations, and were located in poor facilities, then expanded into better facilities in phases over time. WLA is unique in that it began in a great facility (Crosswinds) and the expectation of stakeholders has been to have an equal or better school building. Board members discussed the pros and cons of renovating an existing structure versus a custom new build.

Long Term Facility Options

Mr Livingston shared that the Facilities Committee, with the help of Shawn Smith and Doug Feickert, looked at 2 overall options:

A) Purchase land and build a new facility
B) Stay in the existing site, with 4 options for modification:
    1. Stay on floors 1 and 2 and renovate 2nd floor.
    2. Expand to floors 1, 2 and 3 and renovate 2nd and 3rd floors.
    3. Expand to floors 1, 2 and 3, renovate 2nd and 3rd floors, plus expand to the front of the building to add gym/performance area space.
    4. Expand to floors 1, 2 and 3, renovate 2nd and 3rd floors, plus build an addition for a gym/performance area to the side of the building with a connection to the current building.

Visual concept diagrams of the various options were presented, along with a handout of assumptions, enrollment capacity and square footage for the options. All options presented were thought to be financially feasible. Another scenario proposed was the acquisition of additional space on the current campus from Globe at a different building. There was no further information available for this scenario.

Board members discussed the pros and cons of the various options, costs of the project options, and how the options could be phased in with minimal disruption to the school's operations. Different financing possibilities were discussed: bond financing to purchase the building, as well having our landlord incur the capital improvement costs and wrapping them into a long term lease.

Board members came to an overall consensus that the long term facilities option that best meets the needs of WLA's stakeholders is Option B) 4. A phased in implementation would be necessary in order to minimize the impact on operations.

Next Steps

Board members discussed steps necessary to keep the planning process moving forward:

1. Financing – delegated to the Finance Committee, with input from Shawn Smith, to determine best method of financing and move forward with obtaining.
2. Facilities Planning – delegated to the Facilities Committee, with the assistance of Doug and Shawn Smith to nail down specifics of the renovations and building addition and timeline to complete.

3. Class Configuration – delegated to Ms Mortensen and the 3 teacher board members to determine class offerings and classroom assignments for the 2020-2021 school year. Members were asked to report back on progress at future board meetings.

Status Udate

Agenda Items for next Regularly Scheduled WLA Board of Directors Meeting

Items suggest for the next meeting including two sets of regular meeting minutes for approval, planning for the annual meeting in October, filling the Treasurer position, and the status of open board seats, and an update of the facilities planning process.

Housekeeping

Next regularly scheduled WLA Board of Directors Facilities Committee Meeting

Ms Folks stated the next regular meeting is scheduled for Thursday September 26, 2019 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

Adjournment

Ms Skordahl moved "to adjourn." Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:50 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, SEPTEMBER 26, 2019
Dr. Kathleen Mortensen

I. Organizational Leadership

Exercise strong leadership skills in promoting the mission and vision of the school
Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Woodbury Leadership Academy. (WLA)

- WLA enrollment update: As of 9/23/2019, we have 494 students enrolled, and we are expecting the number of students that are in seats the first day of school to be 483
- The VOA Leadership Team will be conducting their formal site visit on October 9th.
- I met with the VOA SLT members on September 18th.

II. Instructional Leadership

Monitor the development, implementation and evaluation of curricular programs and ensure that all initiatives are student focused and aligned with the school's mission and vision. Provide leadership in the articulation among all instructional levels as well as special services within the school

- All Staff Workshop was conducted August 26-30 with Casey Churchill leading professional development in the area of Core Knowledge and Domain Writing
- Several WLA middle school staff members left on September 23rd to visit Liberty Commons in Ft. Collins, Colorado. They will meet with Casey and tour schools, paying close attention to how middle school is organized.
- We have begun our Professional Learning Committee meetings (PLCs), with Kylie Griffith leading curriculum data collection, Andy Sharp leading classroom management, and myself leading "potluck" topics. On the fourth rotation of PLCs, teachers will be "conducting rounds" and visiting other classrooms.
- We have begun our Special Education team meetings with Mary Kelly to review all the ins and outs of student needs, scheduling and so forth.
- There was a library organization meeting on September 18th. One of the action items that came out of that meeting was to contact St. Catherine's University to potentially arrange for a library intern.

III. Financial Management

Exercise proactive leadership in organizing the school's resources to best meet the needs of all students.

- The Finance Committee meeting was held on September 17th
- Finances were also covered in depth at the Special Board meeting held on September 12th.

IV. Human Resource Management

Provide staff supervision and conduct/oversee annual performance appraisals, which includes three formal observations, one per trimester, for each instructional staff member, including special education and educational assistants

- We have added a para professional position, and are working to back-fill our para Title I position.

Oversee conflict resolution and all other personnel matters

- No issues at this time.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- We held our first fire drill on Friday, September 13th and things went smoothly.

VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month, and oversee development and implementation of student/parent activities

- We had "Coffee and Donuts" on September 3rd, despite the gusty wind, it was a nice time to visit and network with new families.
- We are utilizing some of the green space in front of the school (across the road) for play space for our students. (P.E. classes and/or recess space)
- Our landlords have re-painted our parking lot stripes.
- We held the Back to School Open House on August 28th, with high attendance. It was so good to see the returning and new faces/families!
- On September 11, Yuto Sadamune and colleagues, toured WLA. The group traveled from Japan, as part of a State Department trip, looking at schools in Minnesota as well as looking at the New Orleans network of public charter schools. The researchers were very impressed and on behalf of their government, are looking to start a charter school system in Japan.
- On September 20th we had a tour group from Nicaragua tour WLA. This was set-up in part by Pat and Jane Thiegs who were hosting the visitors for eleven days. This group was also impressed by the positive energy at WLA.
- STEM Night was a success! (as expected) There was a good turnout with both staff and families.
- There was a meeting on the PTO and scheduling events, held on September 19th.