

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
July 27, 2021**



Directors Onsite: Mandi Folks

Directors Attending Virtually: Ryan Patrick, Shelbi Pool, Natalie Sjoberg,

Directors Absent: Shannon Kelly, Jason Livingston, Jolene Skordahl

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BKDV), Bridget Merrill-Myhre (BKDV-joined at 5:53 PM)

Others in Attendance: WLA parent

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:35 PM.

1.2 Roll Call

Ms Baumann took roll call.

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

3.2 Approval of Meeting Minutes for June 23, 2021

Ms Sjoberg moved "to approve the meeting minutes for the June 23, 2021 meeting." Ms Folks seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg 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

There was none.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reported that work on the expansion project has begun, with the completion scheduled for April 2022. There was discussion regarding a ground breaking ceremony, participation, parking limitations and Open House. It was decided to reschedule the official groundbreaking ceremony before the August 25th Board meeting.

6.2 Executive Director Report

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

- Enrollment for next year remains strong and is on target to meet budget.
- Two construction projects are underway: the larger building expansion project and a smaller project to add temporary walls for 3rd grade classrooms in the old gym space and minor changes to the front office layout.
- Staff is developing plans to address traffic challenges resulting from the construction: busing, parent drop off/pick up, parking, etc.
- A second playground area is needed due to growth. Plans are underway for a Rainbow system to be constructed at the northeast corner of the building, using Fund 4 Community Service funds. The \$35,000 playground project quote will be reviewed at the August Finance Committee meeting prior to ordering.
- Spring 2021 MCA results will be released publically on August 27th.
- The application to expand to a Pre-K to Grade 12 setting has been submitted to VOA, the first step in a lengthy process. Ms Mortensen reminded the Board that no action has been taken to expand at this time. If WLA's application is approved, it will provide the Board the ability to expand if and when the Board decides to do so.
- WLA applied to MDE for provisional approval to offer an online option for families for Trimester 1. We can apply to extend online learning, if needed.
- WLA will be receiving \$48,000 to use for mental health services.
- Ms Sjoberg is coordinating grade level service learning projects that align with core virtues, presentations of those projects by students and/or teachers to the Board, and plans to welcome staff back in August.
- Ms Folks explained the composition and purpose of the ICT, and the decision making process which involves the ICT consulting with MDE and MDH. The ICT will resume meeting weekly to develop WLA Covid protocols as students and staff return to school.

6.3 Financial Director Report

Ms Kes reviewed the Executive Summary and preliminary unaudited June FY21 financial statements, noting the financials are in the process of being finalized. Audit fieldwork is scheduled for mid-September and audited financials are due to MDE by November 30. She shared that FY21 ADM ended 4 under budget. Expenses also came in under budget. Overall, WLA is financially sound. The 10% State holdback funds are scheduled to be repaid in August, September and October. Ms Kes explained that since WLA now has a building company, WLA will undergo an annual investor's review by Standard & Poor's of the school's year end financials.

6.4 Finance Committee Report

Ms Folks reported the Finance Committee met and reviewed the preliminary June financial statements. Other topics discussed included employee benefit offerings, property management, the need to increase the daily ACH limit on the WLA checking account, and the status of the Executive Director's employment agreement.

6.4.1 Accept July Finance Committee Minutes and June Financials

Ms Folks moved "to accept the July Finance Committee minutes and the June financials." Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the

motion; there were no votes against. Motion passed.

Ms Folks moved "to raise the ACH limit to \$150,000 on the WLA checking account at Old National Bank." Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

6.5 Governance Committee Report

6.5.1 No Meeting this month.

6.6 Facilities Committee Report

Ms Folks reported the two parcels of green space on the north side of Globe Drive have been donated to Friends of WLA. The building lease with Friends of WLA only reflects the parcel of land on which the building resides, so the lease needs to be amended to reflect all three parcels of land.

Ms Folks moved “to approve amending the ABC Lease and Lease Memorandum to reflect all three parcels of land.” Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks shared that the facilities committee meets onsite with the construction team weekly, reviewing project progress and costs.

6.6.1 Accept July Facilities Committee Minutes

Ms Folks moved “to accept the July 13th Facilities Committee minutes.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

6.6.2 Approve Amending Lease to Include Adjacent Land

Completed under agenda item 6.6.

7. Academic Update

Ms Folks shared that VOA recommended adding an Academic Update as a standing agenda item for Board meetings. Ms Mortensen reviewed the WLA Assessment plan for the 2021-22 school year, describing the purpose and timing of each assessment. She also shared information on Reading Well by Third Grade, a national initiative for K-3 students to obtain grade level literacy skills. She shared a preliminary review of WLA’s progress in achieving literacy goals. An analysis of assessment data will be shared at a future meeting.

8. Board Training, Discussion and Business

8.1 Adopt/Approve the Board training calendar

Ms Folks shared a monthly schedule of training topics used to create monthly Board meeting agendas. The schedule ensures important topics are covered each year. No motion needed.

8.2 Discuss Board member’s roles, responsibilities and code of ethics

Ms Folks directed members to the Board tab on the WLA website. She reviewed information included on the tab: the Board meeting schedule, Board member job description, Performance Expectations, and the Board Code of Ethics.

8.3 Review VOA expectations

Ms Folks shared that a representative of VOA, WLA’s authorizer, attends one or more Board meeting during the year and provides feedback to the Board using an observation checklist. She reviewed the Observation Checklist results from a prior meeting with Board members.

8.4 Elect Board Officers - Chair, Secretary, Treasurer

Ms Folks explained stakeholders elect the Board, while Board members choose officers for the year. Conversations have been held with Board members to discuss interest and potential in serving.

Chair: Mr Patrick moved “to appoint Ms Folks as Board Chair for the 2021-2022 year.”

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

Secretary: Ms Folks moved “to appoint Ms Sjoberg as Board Secretary for the 2021-2022 year.” Seconded by Mr Patrick. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks stated former secretary Ms Erickson will continue as Governance Committee chair.

Ms Mortensen suggested succession planning for Board officer positions. Ms Folks ask newly seated Board members where they would be interested in serving. Mr Patrick expressed

interest in the Facilities Committee and Ms Pool expressed interest in the Governance Committee.

Treasurer: Ms Folks moved “for Ms Skordahl to serve as Board Treasurer for the 2021-2022 year.” Seconded by Ms Sjoberg. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

8.5 Discuss Board Committee Roles

Previously discussed.

8.6 New Employee Contract (s)

Ms Mortensen shared information about Ms Bernard, a newly hired Middle School Language Arts teacher. Ms Folks motioned “to ratify the staff contract presented tonight.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Member Appointments (Finance, Facilities, Governance)

Ms Folks pointed out that Ms Pool and Mr Patrick expressed their interest in committees, but the Board needs to appoint them as Committee members.

Ms Folks motioned “to add Ms Pool to the Governance Committee.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks motioned “to add Mr Patrick to the Facilities Committee.” Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

8.7 Vote on WLA Mascot – Owls or Eagles

Ms Mortensen shared the process of identifying a mascot for Woodbury Leadership Academy, and how it has been narrowed down to two options: WLA Eagles or WLA Owls. There was discussion. Ms Folks motioned “for WLA to adopt the owl as it’s official mascot.” Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared “9 Things Great Leaders Say Everyday” which is posted in Ms Mortensen’s office. There was discussion as to whether future meetings be in person or virtual or a combination.

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 in person on Wednesday, August 25, 2021 at 5:30 PM. The official Ground Breaking ceremony will be held prior to the meeting.

11. Adjournment

Ms Sjoberg moved “to adjourn.” Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:59 PM.

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