

**Woodbury Leadership Academy
Board of Directors Annual Meeting Minutes
January 26, 2022**



Directors Present: Mandi Folks, Shannon Kelly, Jason Livingston, Ryan Patrick, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl

Directors Absent: None

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

Advisors Virtual: Brenda Kes (BerganKDV), Bridget Merrill-Myhre (BerganKDV), Shawn Smith (Wildamere), Gail Gullman (MSBA), Bonnie Schwieger (Abdo)

Others in Attendance: WLA staff

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 Folks called the meeting to order at 5:31 PM.

1.2 Roll Call

Ms Baumann took roll.

2. WLA Mission and Vision

Mr Patrick read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Folks moved “to approve tonight’s meeting agenda, with a couple of edits to the timing of presentations.” Ms Kelly seconded. Motion passed unanimously.

3.2 Approval of December 15, 2021 Meeting Minutes

Ms Skordahl moved “to approve the December 15, 2021 meeting minutes.” Ms Pool 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. Annual Meeting State of the School Presentation

Service Learning at WLA:

Ms Mortensen shared that each grade completes a service learning project during the year. She introduced Middle School teachers, Kaleigh May and Autumn Handhal. The teachers presented video clips about the Grade 7/8 service learning project, in which students shared information about making fleece blankets to donate to the NICU at Children’s Hospital and lessons learned from the project. Several completed blankets were displayed.

Expansion Progress and Facilities Update:

Mr Livingston provided a history of WLA’s facilities, from the initial leased space at Crosswinds, the move to our current location, the purchase of the building and land parcels, and the expansion project currently in process. Site plans and floor plans for the new building were presented. Mr Smith shared photos and described the construction process to date.

Issuance of a Certificate of Occupancy is targeted for June 1st. The next anticipated project will be to develop the land parcels for school use.

Finance Update:

Ms Kes presented an overview of FY 20-21 year-end finances, the FY 21-22 budget and December 31, 2021 financial balances. She described the process and timing of preparing the FY 22-23 budget.

Curriculum and Leadership Update:

Kylie Griffith, WLA Curriculum Coordinator, presented information on how administrators and classroom teachers use data to drive decisions. Data is obtained thru standardized testing, class tests, quizzes and observations. Administrative changes made in response to data include the addition of Rtl staff, hiring school counselors, adding leadership classes and hiring an EL teacher. Teachers meet weekly in PLC's, and on data dig days, to analyze data and generate plans for academic improvement.

Strategic Planning Consultant Proposal

Gail Gullman from Minnesota School Boards Association (MSBA) introduced herself and described her role at MSBA, while Ms Folks distributed copies of MSBA's Strategic Planning brochure, a sample planning timeline and a summary of five standards of school board leadership. Ms Gullman reviewed the strategic planning process and deliverables offered by MSBA.

6. Public Comment

6.1 Delegation of Public Comment Items

There was no public comment.

7. Board and Administration Reports

7.1 Service Learning Showcase

Grade 4 teachers, Steffani Jones and Radhika Sharma described the animal supply drive for the Animal Humane Society for their grade's service learning project. They presented video clips, in which students shared information about the project and how the core virtue of perseverance was incorporated in the project. Examples of student prepared posters and items collected were shared.

7.2 Board Report

Ms Folks reported that a teacher has expressed interest in applying for the open teacher board member seat. She described the process that would be conducted to interview and determine if the candidate would be recommended for appointment.

7.3 Executive Director Report

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

- On-time enrollment for next year closes on January 31, with a lottery being held on February 1.
- A Calendar committee has prepared a draft of the 2022-23 calendar and is waiting for ISD 833 to publish their calendar before finalizing and bringing to the Board for approval.
- MDE has approved the Expansion Affidavit. Approval does not expire, so if the Board were to decide to add Pre-K, a High School, or another site, they are poised to move ahead.
- Working on permissions for a food service program thru the City of Woodbury and MN Department of Health.
- WLA qualifies for additional ESSER III funds of \$122,000.
- A student teacher started at WLA and will work thru May.

- 4 teachers will be on leave starting in February and sub coverage is in place for those positions.
- Plans have been developed for any weather related closure dates so that teachers can continue to provide instruction on those days.
- The WLA PTO is sponsoring a Virtual Dance in February.
- Mr Broderick presented the WLA Marketing Plan. Components of the plan include:
 - Digital Marketing: Updating and adding presentations to the WLA website, Facebook promotional pushouts about WLA, SWCTC Channel 18 is preparing a feature on WLA
 - Marketing Partners: Looking to partner with businesses & organizations to display WLA banners, host their events at WLA facilities
 - Tours, Virtual K Round-Up, Signage for the new building
 - Student Focus Groups to identify their interests and develop retention strategies
 - Working with PTO to have parents promote WLA word-of-mouth or thru social media
 - WLA was featured in the January issue of Woodbury Magazine

7.4 Audit Presentation

Ms Schwieger from Abdo, an independent public accounting firm, presented the FY21 audited financial statements and management letter. Ms Schwieger reported the audit opinion is a “clean” or un-modified opinion which reflects that the financial statements are materially accurate and follow Generally Accepted Accounting Principles. As part of the audit, internal controls and compliance with Minnesota Statutes are reviewed: there were no findings this year. Ms Schwieger reviewed a PowerPoint overview of key FY21 financial information, with comparative information between years and with charter school and statewide averages. She also reviewed the sources and uses of funds (i.e., revenue and expenditure types). Financial information for the first year of the Building Company was also presented.

7.5 Financial Director Report

Ms Merrill-Myhre reviewed the December Executive Summary and financial statements in the Board packet, noting actual ADM is on target with the revised budget, a small surplus is projected at year end, and that overall spending is on track with the revised budget. She pointed out the financial dashboard and visual graphs highlighting enrollment and financial trends. The additional ESSER funds of \$122,000 are not yet included in the financials.

7.6 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the December financial statements, discussed the purchase of items for the new building, and reviewed the annual VOA finance report, on which WLA received a score of 100%.

7.6.1 Accept January Finance Committee Minutes and December Financials

Ms Skordahl moved “to accept the January Finance Committee minutes and the December financials.” Ms Sjoberg seconded. Motion passed unanimously.

7.7 Governance Committee Report

Ms Sjoberg reported that the Committee met and reviewed the Field Trip Policy and the Development of Parental Involvement Policies for Title I Programs. The committee plans to finalize these policies at the February meeting. Future plans include work on a Conduct Policy for Staff and Board members, review of the 800 series and reviewing the Uniform Policy to address feedback received. Ms Folks shared that WLA also received the VOA Governance Award this year.

7.7.1 Accept January Governance Committee Minutes and enter policy 801, 806 and 807 into first reading

Ms Sjoberg moved “to accept the January Governance Committee minutes and enter policy

- 801 Equal Access to School Facilities

- 806 Crisis Management Policy, and
- 807 Health and Safety Policy

into first reading.” Ms Skordahl seconded. Motion passed unanimously.

7.8 Facilities Committee Report

Mr Livingston stated both December and January committee minutes were in the Board packet. He reported on the December meeting last month, but minutes were not available for the packet. The committee met in January meeting and discussed the tax exemption application which has been filed, and a value appeal which is in process and could result in a tax refund. Stage, theatre and sound decisions were discussed, as well as the priority of “wish” list items for the new facility. The progress of the expansion project was reviewed. The move in date has been moved to June.

7.8.1 Accept December and January Facilities Committee Minutes

Mr Livingston moved “to accept the December and January Facilities meeting minutes.” Ms Kelly seconded. Motion passed unanimously.

8. Board Training, Discussion and Business

8.1 Discussion on choosing a company and timeframe to conduct Strategic Planning

Board members discussed the strategic planning consulting proposals from Big River Group and MSBA, comparing the processes, scope, timing, cost, and experience with other schools. Ms Folks motioned “to move forward with the proposal from Big River Group for strategic planning.” Ms Sjoberg seconded. Motion passed unanimously.

8.2 ICT Team Update

Ms Folks shared the ICT team continues to meet weekly. Covid numbers within the school had increased after winter break, but since declined and leveled off. The Board had given the ITC decision making authority, with no end date. There was discussion as to how long the ICT will continue to meet.

8.3 Discussion to cap grades 7 & 8 for the remainder of the school year

Ms Mortensen interjected that she wanted to inform the Board that Grade 2 is looking at an out of state Field Trip. Ms Folks shared that she did not think the Board needed to approve out of state field trips, but appreciated the information.

Ms Mortensen shared that WLA has previously capped enrollment in the Spring for Grades 7 & 8 and that she is requesting the Board to do so again for the current year. Adding new students at the higher grade levels can be challenging late in the school year. Mr Livingston moved “to cap enrollment for Grade 7 at 42 students and Grade 8 at 23 students for the remainder of the 2021-22 school year.” Ms Skordahl seconded. Motion passed unanimously.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

Ms Folks stated that teachers and students presenting Service Learning projects were a positive addition to the agenda. Ms Skordahl requested a committee be created to finalize the school logo and mascot and volunteered to be on the committee. Ms Mortensen suggested the PTO participate on the committee.

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 onsite at 8089 Globe Drive on Wednesday, February 23, 2022 at 5:30 PM. She shared the details of board members participating virtually for an in person meeting.

11. Adjournment

Ms Folks moved “to adjourn.” Mr Livingston seconded. Motion passed unanimously. The meeting adjourned at 8:12 PM.

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