

Meeting: Board of Directors Regular Meeting

Date: 7/26/17

Time: 6:00 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – 1st Grade Pod Area (Room 1500)

AGENDA

1. Meeting Call to Order and Roll Call

- 1.1 Meeting Call to Order (Barbara Young, Board Chair) Info (1 minute)
- 1.2 Roll Call (Barbara Young, Board Chair & Kylie Griffith, Board Secretary) Info (1 minute)

2. WLA Mission & Vision

- 2.1 WLA Mission (Presenter: Ro Krejci, Board Member) Info (1 minute)
 - The mission of WLA is to empower dedicated staff to deliver academically rigorous curriculum to students and prepare them with exceptional leadership skills.
- 2.2 WLA Vision (Presenter: Ro Krejci, Board Member) Info (1 minute)
 - The vision of WLA is to be a sustainable K-8 public school where learning empowers students to be future leaders and global citizens.

3. Conflict of Interest Declaration

- 3.1 Conflict of Interest Declaration (Presenter: Barbara Young, Board Chair) Info (1 minute)

4. Consent Agenda (Presenter: Barbara Young, Board Chair)

- 4.1 Approval of Meeting Agenda **Action (1 minute)**
 - 4.1.1 June 27
 - 4.1.2 July 11
- 4.2 Approval of Previous Meeting Minutes

5. Public Comment

- 5.1 WLA Board of Directors Procedure on Public Comment Info (10 minutes)

*Woodbury Leadership Academy welcomes and values the contribution of stakeholders in creating a learning environment where students can achieve goals and aspirations. Individuals must sign up in advance to speak during the Public Comment by signing up prior to the start of the meeting. **The sign-up ends when the meeting is called to order.** Individuals when addressing the board must indicate their name, connection to the school, and the subject they are addressing, noting if it is related to an agenda specific item or a non-agenda related topic. Individuals will have two (2) minutes to address the board. The Board will not engage in a discussion or debate with individuals, but will take the information and find answers if appropriate. Individuals **MUST NOT** include names of school employees and/or titles, or names of students in their remarks for their own legal protection and the legal rights of staff or students. Issues with school employees should be made directly to the School Administration in accordance with school policy. Professional conduct is expected when participating in the public comment. No protesting, signs, or posters are allowed during open forums. Per Minnesota's Open Meeting Law, if a person becomes disruptive or abusive and chooses to disregard the policy requirements, they will be asked to leave the meeting.*

6. Financial Report (Anna Yang)

- 6.1 Recommended Financial Statements and Transactions **Action (1 minute)**
- 6.2 Meeting minutes
- 6.3 Committee charge **Action (5 minute)**
- 6.4 Committee Recommendations **Action (5 minute)**
- 6.5 Contracts, (all renewals) **Action (5 minute)**

7. Committee Reports

- | | |
|--|---|
| <p>7.1 Governance Committee Report (Presenter: Ro Krejci, Board Member)</p> <p>7.1.1 Items</p> <p>7.1.1.1 Policy 304 Director Evaluation-first reading</p> <p>7.1.1.2 Community Member Board Seat</p> <p>7.1.1.3 Written complaints</p> | <p>Info (3 minutes)</p> <p>Discussion (5 minutes)</p> <p>Discussion (10 minutes)</p> <p>Information (! minutes)</p> |
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| 8. Board and Administration Reports | |
| <p>8.1 Board Report (Presenter: Barbara Young, Board Chair)</p> <p>8.2 Executive Director Report (Presenter, Interim Director)</p> <p>8.2.1 Enrollment</p> | <p>Info (5 minutes)</p> <p>Info (5 minutes)</p> |
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| 9. Board Development & Discussion | |
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| 10. Personnel (Presenter, Interim Director) | |
| <p>10.1 New employments/Resignations</p> <p>10.2 Executive Director employment</p> <p>10.3 Benefits Overview</p> | <p>Information (as needed)</p> <p>Action (10 minutes)</p> <p>Information (2 minutes)</p> |
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| 11. Board Communications (Barbara Young, Board Chair) | |
| <p>11.1 Board Member Communications</p> <p>11.2 Future Items (Barbara Young, Board Chair)</p> | <p>Discussion (5 minute)</p> <p>Discussion (5 minute)</p> |
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| 12. Housekeeping | |
| <p>12.1 Next Regularly Scheduled WLA Board of Directors Meeting (Barbara Young, Board Chair)</p> <ul style="list-style-type: none"> ● Date: Tuesday, August 8 ● Time: 6:00 P.M. ● Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – 1st Grade Pod Area (Room 1500) – Enter through WLA Front Entrance <p>12.2 Delegation of Public Comment Items (if necessary) (Board Chair)</p> | <p>Info (1 minute)</p> <p>Info (1 minute)</p> |
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| 13. Adjournment | |
| <p>13.1 Adjournment (Board Chair)</p> | <p>Action (1 minute)</p> |

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
June 27, 2017**



Directors Present: Jessica Erickson, Kylie Griffith, Ro Krejci, Anna Yang, Barbara Young

Directors Absent: Mandi Folks, Karin Swainey

Administration/Advisors Present: Judith Darling (BKDA), Stephanie Olsen (VOA)

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms Young called the meeting to order at 6:00 PM. Ms Griffith took roll call of members.

2. WLA Mission and Vision

Ms Krejci read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms Krejci moved "to amend the agenda to remove the Executive Director's Report under item 9" since Mr Strassburg was not in attendance. Ms Griffith seconded. Motion passed unanimously.

Ms Krejci moved "to approve the amended agenda of the WLA Board of Directors regular meeting for Tuesday, June 27, 2017 at 6:00 PM as presented." Ms Griffith seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

Ms Young asked if there were any conflicts of interest of members for items on the agenda. None were noted.

5. Approval of Previous Minutes

Ms Erickson moved "to approve the previous minutes from the WLA Board of Directors regular meeting held on Thursday, June 8, 2017 at 4:30 PM as presented." Ms Griffith seconded. There was discussion. Motion passed unanimously.

6. Summary of Previous Closed Sessions

Ms Young reported the Board of Directors held closed meeting sessions for the purpose of the Executive Director's performance review during the May 23, 2017 and June 8, 2017 Board of Directors meetings, noting that a question and answer portion of the closed meeting on June 8, 2017 was open at the request of Mr Strassburg. Pursuant to MN Statute 13D.05, Ms Young provided a summary of

the sessions noting that the Board felt Mr Strassburg performed well in some areas of his job as Executive Director, but that he was deficient in other areas. Overall, the Board felt the deficiencies outweighed the positive areas and thus the Board decided they will not offer Mr Strassburg an employment agreement for 2017-2018.

7. Public Comment

A parent and a faculty member provided public comment on recent actions of the Board of Directors.

8. Committee Reports

Governance Committee: Ms Krejci reported that the Governance Committee continues to work on policy review and has added several meetings to its schedule. All are encouraged to attend, or to provide comment on policies under review. Comments should be e-mailed directly to Ms Krejci.

9. Board and Administration Reports

Finance Report: Ms Darling reported on the May financials, indicating that enrollment ended strong and expenses were well controlled which will likely result with the year ending with a small surplus. Cash flow continues to be strong.

Board Report: Ms Young reported that two proposals were accepted by the Minnesota Department of Administration regarding the future of the 600 Weir Drive facility: 1) WLA would lease the entire building for the 2017-2018 school year, and 2) St Paul Public Schools would continue the operation of Crosswinds for next year and lease space to WLA. Either way, WLA would remain in the current location for the upcoming school year. Ms Young reported that enrollment ended at 258 this school year, but WLA will need to increase marketing efforts this summer to meet the enrollment numbers needed to make next year's budget which is based on enrollment of 318 students.

10. Development & Discussion

1st Reading of Policy of a Website Accessibility Policy: Ms Krejci reported that this is a required policy and will need to be numbered. She asked Board members to review and send comments/questions to her.

MN School Board Association Membership: Ms Krejci discussed the benefits of MN School Board Association (MSBA) membership and that the MSBA had recently added a Charter School Division. The Governance Committee recommends membership as their resources will be helpful in policy development. MSBA also provides legislative updates, trainings, and legal services. The annual membership fee is \$1,500, plus there is a \$1,850 fee for initial access to their policy services. The membership year runs July to June and the annual cost will be less for renewal years.

Facilities Update/Discussion: Ms Young reiterated her previous report that WLA will remain in its current location for the 2017-2018 school year.

Article: "Innovation: Unleashing Education from Convention": Ms Krejci stated that leadership is part of the foundation of WLA and is in the school's mission and vision. She reviewed highlights of a presentation on innovation in charter schools. Board members recalled ways leadership is currently developed in students and things done in the past that they would like to see continued. Ms Krejci challenged board members to come up with ideas to encourage leadership development at WLA and hold teachers accountable for incorporating leadership in their classrooms. She suggested this discussion continue at future meetings.

Grade 6 Enrollment: Ms Young led a discussion on the status of enrollment in Grade 6, noting that at the present time, it appears there will be 6 students for the 2017- 2018 year. Board members questioned at what point the student count could drop to and still make sense to offer Grade 6. Ms Erickson stated that she believed WLA should honor the families who have been loyal to the school by offering Grade 6, and this would also continue WLA on the path to becoming a K-8 school as was the plan when chartered. Ms Erickson was asked to provide a presentation at a future meeting of options to teach a small class size.

WLA Board of Directors Meeting Schedule for June-August 2017: Ms Young led a discussion about adding additional meeting dates to the calendar for this summer. Three additional dates will be added to the two scheduled meetings in July and August, for a total of five regular meetings scheduled for July and August.

11. Consent Agenda

Motion by Ms Krejci "to approve the Consent Agenda as presented..

1. Recommended Financial Statements and Transactions

- a. Approve the WLA Financial Statements and Transactions for May 1-May 31, 2017, as presented.

Seconded by Ms Yang. Motion passed unanimously.

12. Business/Board Action

1. Approve WLA membership with the MN School Board Association

Ms Griffith moved to "approve a 1 year subscription to the MN School Boards Association from July 1, 2017 – June 30, 2018 as presented." Ms Krejci seconded. Motion passed unanimously.

2. Approve the WLA Board of Directors Meeting Schedule for June-August 2017

Ms Griffith moved to "add the following regular meetings to the WLA Board of Directors Meeting Schedule for June - August 2017:

- Wednesday, July 5, 2017 at 6:00 pm
- Tuesday, July 11, 2017 at 6:00 pm
- Tuesday, August 8, 2017 at 6:00 pm."

Motion was seconded by Ms Erickson. Motion passed unanimously.

13. Board Communication and Future Items

Ms Young opened up the opportunity for Board members to discuss any other items not on the agenda and to request items to be added to future board agendas.

Ms Young stated that at future meetings, the Board would have to firm up its plan that it is proceeding with for the future

Ms Krejci requested the Board of Directors would need to acknowledge the complaints it received and add a discussion to a future meeting agenda.

14. Housekeeping Items

The next Board meeting is scheduled for Wednesday, July 5, 2017 at 6:00 pm in the 1st Grade pod area.

Delegation of Public Comment items: There was no follow-up needed for the Public Comment.

15. Adjournment

Ms Krejci moved to adjourn the meeting. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:58 PM.

Minutes submitted by Kylie Griffith, Board Secretary.

Woodbury Leadership Academy
Board of Directors Meeting Minutes
July 11, 2017



Directors Present: Jessica Erickson, Mandi Folks, Kylie Griffith, Ro Krejci, Anna Yang, Barbara Young

Directors Absent: None

Administration/Advisors Present: Mary Apuli (Consultant)

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms Young called the meeting to order at 6:00 PM. Ms Griffith took roll call of members.

2. WLA Mission and Vision

Ms Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms Griffith moved "to approve the agenda of the WLA Board of Directors regular meeting for Tuesday, July 11, 2017 at 6:00 PM as presented." Ms Folks seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

Ms Young asked if there were any conflicts of interest of members for items on the agenda. None were noted.

5. Public Comment

There was no public comment.

6. Discussion & Board Action

Consultant Agreement and Interim Director

Discussion: Ms Young introduced Mary Apuli, a retired charter school director. Ms Apuli is an independent consultant that WLA has an ongoing agreement with from Summer 2016. Ms Young requested the Board extend the agreement to have Ms Apuli fill the role of Interim Director for two months to assist with the search of a permanent director, manage staff hiring, renew consulting and other service contracts, and fulfill other functions necessary to continue school operations over the summer. After that time, her role would return to a consultant with the purpose of mentoring the new director.

Action: Ms Griffith moved "to approve contracting with Ms Apuli as Interim Director for a maximum of two months." Ms Erickson seconded. Motion passed unanimously.

Hiring Process of Director

Discussion: Ms Apuli distributed a process and timeline that will be used for the search of a "Managing Director" with the intent of bringing a recommendation to the Board at the next regular Board meeting. The position has been posted on MACS and EdPost and approximately 15 applications have been received. A committee will be needed to select and interview candidates and make a recommendation to the Board. Ms Young and Ms Erickson volunteered for the committee. An additional teacher and parent will be asked to join the committee. Compensation and benefits were discussed. Ms Apuli lead a discussion with Board members on important characteristics/qualities to look for in a director.

IOWA Contact

Discussion: Ms Apuli explained that MDE requires all schools have a designated IOWA, an "Identified Official with Authority" that oversees all MDE reporting and is the only person allowed to authorize access to MDE secure reporting sites. Ms Young stated that the previous director had been the IOWA for WLA and recommended that it be changed to Ms Apuli, Interim Director.

Action: Ms Krejci "Resolvd, that the Board appoint Ms Apuli, Interim Director, as the Identified Official with Authority (IOWA) for Woodbury Leadership Academy." Ms Folks seconded. Motion passed unanimously.

Enrollment and Staff Update

Discussion: Ms Apuli reported that she is reviewing staffing needs based on current enrollment numbers for 2017-2018. There is a possibility that WLA will need to offer one or more combined grade level classes based on enrollment numbers. WLA currently has a maximum class size of 20 for K and 22 for other grades, but no minimum class size. Board members discussed setting a minimum at 18, but requested to readdress this at a future meeting as enrollment numbers continue to change over the summer.

Policy Update 908

Discussion: Ms Krejci introduced Board Policy 908 Website Accessibility for a first reading. This policy is needed as part of the settlement agreement of an OCR complaint.

Action: Ms Krejci moved "to approve the first reading of Board Policy 908 Website Accessibiity." Ms Yang seconded. Motion passed unanimously.

Recognition of Former Board Member

Discussion: Ms Young reported that Ms Swaney had resigned from her Community Member board seat in June. She thanked her for her service to the school.

7. Board and Administration Reports

Board Report: Ms Young reported that there will be changes to the format of the agenda to make meetings more efficient. Two applications have been received

for the 3 vacant Community Member board seats and will be reviewed prior to the next meeting.

8. Committee Reports

Governance: Ms Krejci reported that the committee continues to work on reviewing policies. A large number of policies will be sent out prior to the next Board meeting. She requested Board members review the policies and email all questions/comments directly to her.

9. Board Communication and Future Items

Ms Young opened up the opportunity for Board members to discuss any other items not on the agenda or to request items to be added to future board agendas.

Board members requested the following items be discussed at future meetings:

- Process to establish expectations for the new director and monitor accountability throughout the year
- Updated on 2017-2018 lease
- Revised Finance Committee charge

10. Housekeeping Items

Ms Krejci moved to "change the date of the next regular Board of Directors meeting from Tuesday, July 25, 2017 to Wednesday, July 26, 2017." Ms Erickson seconded. Motion passed unanimously.

The next Board meeting is scheduled for Wednesday, July 26, 2017 at 6:00 PM in the 1st Grade pod area.

11. Adjournment

Ms Krejci moved to adjourn. Ms Griffith seconded. Motion passed unanimously. The meeting adjourned at 7:55 PM.

Minutes submitted by Kylie Griffith, Board Secretary.



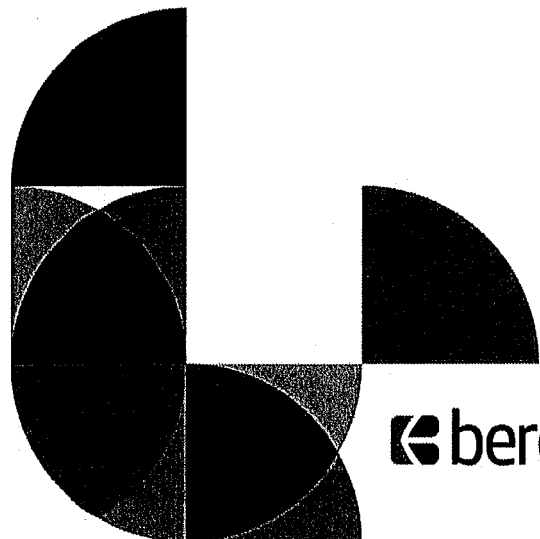
WOODBURY LEADERSHIP *Academy*

**Woodbury Leadership Academy
Woodbury, MN
District 4228**

Financial Statements

June 2017

DRAFT



Prepared by:
Judith Darling, CPA
Finance Manager

**Woodbury Leadership Academy
Woodbury, Minnesota**

June 2017 Financial Statements

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DRAFT

Woodbury Leadership Academy
Woodbury, Minnesota

June 2017 Financial Statements

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the actual ending information as of June 30, 2016 while the ending balances reflect the YTD balances.

Cash and Investments represent the amount of cash available to use for the operations of our school.

Accounts Receivable are amounts owed to the school by an outside vendor or parent. Typically this could be for a school lunch program, before/after school program or a vendor credit.

Due From Other Governmental Units represents a credit received from the Department of Revenue related to an Unemployment Insurance Tax reduction.

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this will be paid to the school by the state during August, September, and October of 2016.

CY State Aid Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year. If this amount is negative that indicates that the State has overpaid the school at this point in time.

Federal Aids Receivable represents the amount of federal funds that are owed to the School at this point in time.

Prepays represent items that have been paid for as of June 30th but the expense will not be realized until after July 1.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30th but will not be paid until after July. This primarily consists of the "summer paychecks" and related benefits for the teachers. Payroll Deductions and Contributions may have a debit balance at month end due to the timing of payments to the vendors.

Accounts Payable represent amounts due to vendors for invoices received but not yet paid as of the end of the period.

The Line of Credit Payable is the amount we owe on the line of credit as of month end. At this time, we do not have a line of credit available to us.

Summary of Key Indicators

- **ENROLLMENT:** Our projected average daily membership (ADM) for the 2016-2017 year is 251 which is three more than our budget of 248!
- **CASH FLOW:** Our cash flow continues to be strong.
- **P&L:** YTD, our net income is \$72,057.
- **Other Items:**

Although our official budget projects a deficit of \$19,893, we should end the year with a small surplus.

With the 16-17 fiscal year almost behind us, we will be focusing most of our attention on the 17-18 budget as we move forward. The primary factor which will influence our budget is enrollment. As the summer progresses, we hope to have a good idea of how many students will be attending in the fall. We will then update our budget with current enrollment numbers.

Supplemental Information for June 2017

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during June 2017.

Please feel free to contact Judith Darling at judith.darling@BerganKDV.com or 651-463-2233 ext. 202 should you have questions related to the financial statements.

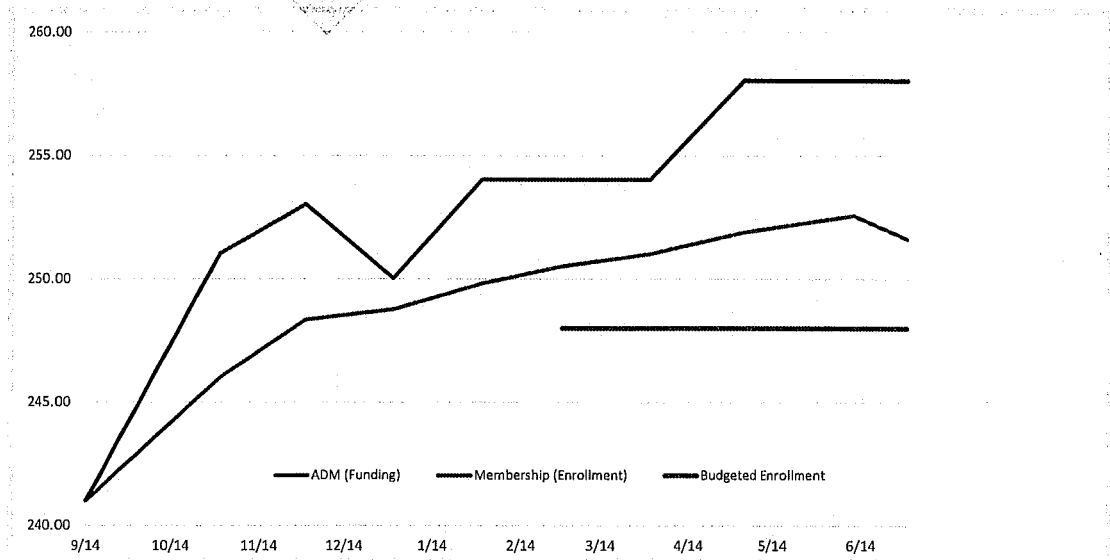
**Woodbury Leadership Academy
Woodbury, Minnesota**

**Attendance / Enrollment Report
2016-2017**

Average Daily Membership (ADM)											
Grade	9/14	10/31	11/30	12/31	1/31	2/28	3/31	5/3	6/11	6/30	
K	46	48	49	50	51	51	52	53	53	53	
1	57	58	58	58	58	59	59	59	59	59	
2	33	34	34	34	34	34	34	35	35	35	
3	32	32	32	32	31	31	31	31	31	31	
4	32	33	34	34	34	34	34	35	35	35	
5	23	24	25	25	25	25	25	25	25	25	
6	8	8	8	8	8	8	7	7	7	7	
7	10	10	9	9	9	9	9	8	8	8	
YE Rounding Adjustment											-1.5
GRAND TOTAL	241	246	248	249	250	251	251	252	253	252	

Membership (Enrollment) as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	3/31	5/3	6/11	6/30	
K	46	50	50	52	55	55	55	57	57	57	
1	57	59	59	58	59	59	59	59	59	59	
2	33	34	34	33	35	35	35	37	37	37	
3	32	32	32	31	30	30	30	31	31	31	
4	32	34	35	35	35	35	35	36	36	36	
5	23	25	26	26	25	25	25	25	25	25	
6	8	8	8	7	7	7	7	6	6	6	
7	10	9	9	8	8	8	8	7	7	7	
GRAND TOTAL	241	251	253	250	254	254	254	258	258	258	

Budgeted Enrollments as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	3/31	5/3	5/30	6/30	
K	60	60	60	60	51	51	51	51	51	51	
1	66	66	66	66	58	58	58	58	58	58	
2	44	44	44	44	33	33	33	33	33	33	
3	44	44	44	44	31	31	31	31	31	31	
4	44	44	44	44	34	34	34	34	34	34	
5	44	44	44	44	26	26	26	26	26	26	
6	22	22	22	22	7	7	7	7	7	7	
7	20	20	20	20	8	8	8	8	8	8	
GRAND TOTAL	344	344	344	344	248	248	248	248	248	248	



**Woodbury Leadership Academy
Woodbury, Minnesota**

**Balance Sheet
June 30, 2017**

	Balance July 1, 2016	Balance June 30, 2017
<u>Assets</u>		
Current Assets		
Cash and Investments	391,695	525,296
Accounts Receivable	503	0
Due from Other Governmental Units	5,465	0
PY State Aid Receivable	227,641	0
CY State Aid Receivable/(Deferred Rev)	0	177,742
Federal Aids Receivable	7,384	0
Prepaid Expenses and Deposits	37,649	42,381
Total Current Assets	670,337	745,419
Total All Assets	670,337	745,419
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	74,132	68,946
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	14,840	21,846
Payroll Deductions and Contributions	43,455	44,661
Deferred Revenue	0	0
Total Current Liabilities	132,427	135,452
Fund Balance		
Fund Balance 7-1-2016	537,910	537,910
Net Income To Date	0	72,057
Total Fund Balance	537,910	609,967
Total Liabilities and Fund Balance	670,337	745,419

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
June 30, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	June 2017 YTD Activity	100% Percent of Amended Budget
General Fund - 01				
Revenues				
State Revenues				
General Education Aid	1,830,586	1,667,712	1,447,519	86.8%
Literacy Aid	23,104	36,233	0	0.0%
Charter School Lease Aid	0	0	0	0.0%
Long-Term Facilities Maintenance Revenue	0	8,486	9,774	115.2%
Special Education Aid	329,085	311,362	301,809	96.9%
PY Over/Under Accrual	4,225	0	(1,253)	0.0%
Endowment Aid	6,730	6,981	10,171	145.7%
CY Estimated State Aid Receivable/(Deferred Rev)			177,742	0.0%
Total State Revenues	2,193,730	2,030,774	1,945,762	95.8%
	2,193,730	2,030,774	1,945,762	
Federal Revenues				
Federal CSP Grant (Imp 002)	52,302	0	0	0.0%
Federal CSP Grant \$225K (Imp 003, 9-30-16)	59,702	165,141	165,298	100.1%
Federal Special Education Aid	26,066	38,980	21,971	56.4%
PBIS Individuals with Disabilities Grant		15,000	10,935	72.9%
Title II	4,540	4,406	185	4.2%
Total Federal Revenues	142,609	223,527	198,389	88.75%
	142,609	223,527	198,389	
Local Revenues				
Interest Earnings	94	125	157	125.7%
Donations and Grants	4,241	100	88	88.3%
Give to the Max (course 200)	4,017	3,026	3,026	100.0%
Fees from Students (Field Trip, Other)	4,143	6,125	8,305	135.6%
Miscellaneous Revenues	2,072	250	947	378.7%
Sale of Merchandise/Fundraising - Net	6,448	1,000	2,517	251.7%
071 Third Party Billing	0	0	134	#DIV/0!
Total Local Revenues	21,015	10,626	15,174	142.8%
	21,015	10,626	15,174	
Total Revenues	2,357,354	2,264,927	2,159,325	95.3%

Expenditures

100's Salaries	887,081	906,119	885,651	97.7%
200's Benefits	187,536	206,119	193,517	93.9%
305 Contracted Services	310,196	314,748	319,300	101.4%
315 Technology Services (New Code)	0	12,000	9,157	76.3%
320 Communications Services	0	550	550	100.0%
329 Postage	1,117	750	752	100.2%
330 Utilities	47,158	47,158	47,158	100.0%
340 Property and Liability Insurance	6,244	8,768	8,774	100.1%
350 Repairs and Maintenance	54,218	63,359	53,579	84.6%
360 Transportation for Field Trips	568	3,063	1,998	65.2%
366 Travel, Conferences, and Staff Training	595	2,000	1,395	69.7%
369 Field Trips / Registration Fees	609	3,063	3,894	127.2%
370 Building Lease	29,492	29,492	29,492	100.0%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
June 30, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	June 2017 YTD Activity	100% Percent of Amended Budget
370 Other Rentals and Operating Leases	0	250	0	0.0%
401 Supplies - Non Instructional	14,612	25,050	11,702	46.7%
401 Maintenance Supplies	0	2,000	35	1.8%
405 Non-Instructional Software and Licensing	7,507	10,225	8,262	80.8%
406 Instructional Software		1,200	1,198	99.9%
430 Instructional Supplies	1,340	14,940	12,153	81.3%
455 Non-Instructional Tech Supplies (new code)	0	500	407	81.3%
456 Instructional Tech Supplies (new code)	0	1,000	639	63.9%
460 Textbooks and Workbooks	2,360	10,000	1,657	16.6%
461 Standardized Tests	0	0	0	0.0%
470 Media/Library Resources	0	0	0	0.0%
490 Food Purchased	840	300	771	257.1%
530 Furniture and Other Equipment	0	5,000	0	0.0%
555 Technology Equipment	15,859	1,515	513	33.9%
556 Instructional Technology Equipment (new code)	0	2,485	2,485	100.0%
580 Capital Leases (copier)	1,459	8,499	8,309	97.8%
740 Interest Expense	0	3,000	0	0.0%
810 Judgment Agnst Sch Dist	10,000	0	0	0.0%
820 Dues and Memberships, Fees	28,870	30,133	28,543	94.7%
State Special Ed Expenditures	351,962	333,007	256,762	77.1%
Federal CSP Grant (002)	52,302	0	0	0.0%
Federal CSP Grant (003)	59,702	165,141	166,547	100.9%
Federal Special Education Program	26,066	38,980	23,191	59.5%
PBIS individuals with Disabilities		15,000	11,185	74.6%
Title II	4,540	4,406	185	4.2%
Give to the Max CRS 200	3,061	0	(2,934)	0.0%
Directors Discretionary Fund CRS 104	0	15,000	0	0.0%
Subtotal Expenditures	2,105,292	2,284,820	2,086,827	91.3%
	2,105,292	2,284,820	2,086,827	
Transfers to Other Funds	0	0	0	
Total Expenditures	2,105,292	2,284,820	2,086,827	91.3%
General Fund Net Income	252,062	(19,893)	72,498	
Beginning General Fund Balance 7-1-2016		410,138	410,138	
Projected Ending General Fund Balance 6-30-2017		390,245	482,636	
		17.1%		

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
June 30, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	June 2017 YTD Activity	100% Percent of Amended Budget
Fund 04 Program				
Revenues				
040 Tuition Revenue	104,303	5,000	240	4.8%
Total Revenues	104,303	5,000	240	4.8%
	104,303	5,000	240	
Expenditures				
Salaries and Wages	23,858	2,174	0	0.0%
Employee Benefits	3,636	326	0	0.0%
Purchased Services	450	2,500	500	20.0%
Supplies and Materials, Snacks	5,672	0	30	0.0%
Equipment	2,673	0	0	0.0%
Dues and Memberships	0	0	150	0.0%
Total Expenditures	36,289	5,000	680	13.6%
	36,289	5,000	680	
Fund 04 Program Surplus	68,014	(0)	(440)	
Beginning Fund 04 Balance 7-1-2016		127,047	127,047	
Projected Ending Fund 04 Balance 6-30-2017		127,047	127,047	
Total All Funds				
Revenues				
State Revenues	2,193,730	2,030,774	1,945,762	95.8%
Federal Revenues	142,609	223,527	198,389	88.8%
Local Revenues	125,318	15,626	15,414	98.6%
Total Revenues	2,461,657	2,269,927	2,159,565	95.1%
	2,461,657	2,269,927	2,159,565	
Expenditures				
Salaries and Wages	910,939	908,293	885,651	97.5%
Employee Benefits	191,173	206,445	193,517	93.7%
Purchased Services	450,647	487,699	476,549	97.7%
Supplies and Materials	32,330	80,215	36,855	45.9%
Equipment	19,990	17,499	11,307	64.6%
Short Term Financing Costs	0	3,000	150	5.0%
Other (Fundraising, Special Ed, Dues, etc.)	536,503	586,668	483,478	82.4%
Total Expenditures	2,141,582	2,289,820	2,087,507	91.2%
	2,141,582	2,289,820	2,087,507	
Total Revenues All Funds	2,461,657	2,269,927	2,159,565	95.1%
Total Expenditures All Funds	2,141,582	2,289,820	2,087,507	91.2%
Net Income - All Funds	320,075	(19,893)	72,057	
		(19,893)	72,057	
Beginning Fund Balance, All Funds, July 1, 2016	217,835	537,910	537,910	
Projected Fund Balance, All Funds, June 30, 2017	537,910	518,017	609,967	

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 06/01/2017 - 6/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	1001	WX	1001	Public Employee Retirement Association		06/15/2017	\$1,297.22	3578	B 01 215 017	Payroll Deductions PERA
ANCH	1002	WX	1002	Teachers Retirement Association		06/15/2017	\$5,329.84	3579	B 01 215 018	Payroll Deductions TRA
ANCH	1003	WX	1003	Internal Revenue Service		06/15/2017	\$6,711.78	3580	B 01 215 010	Payroll Deductions FICA
ANCH	1003	WX	1003	Internal Revenue Service		06/15/2017	\$3,278.10	3580	B 01 215 011	Payroll Deductions Fed Tax
ANCH	1004	WX	1004	MN Department of Revenue Service		06/15/2017	\$1,454.93	3581	B 01 215 013	Payroll Deductions MN Tax
ANCH	1128	WX	1128	AssociatedBank		06/15/2017	\$270.83	3582	B 01 215 022	Payroll Deductions - HSA
ANCH	1014	WX	1014	Trusted Employees		06/22/2017	\$296.00	3610	E 01 005 110 000 000 305	Volunteer
ANCH	1027	WX	1027	Amazon.com		06/22/2017	\$105.47	3598	E 01 005 110 000 000 401	Non-Instructional supplies
ANCH	1027	WX	1027	Amazon.com		06/22/2017	\$15.53	3599	E 01 010 203 000 000 430	Instructional Supplies
ANCH	1027	WX	1027	Amazon.com		06/22/2017	\$12.87	3609	E 01 010 203 000 000 430	Music and hanging folders
ANCH	1027	WX	1027	Amazon.com		06/22/2017	\$14.48	3611	E 01 010 203 000 000 401	K graduation and 6/7 awards
ANCH	1027	WX	1027	Amazon.com		06/22/2017	\$30.75	3612	E 01 010 203 000 000 401	Heavy duty 3 hole punch
ANCH	1027	WX	1027	Amazon.com		06/22/2017	\$15.99	3618	E 01 005 108 000 000 455	Flash Drive
ANCH	1027	WX	1027	Amazon.com		06/22/2017	\$22.99	3619	E 01 005 110 000 000 401	Envelopes
ANCH	1030	WX	1030	Target		06/22/2017	\$8.76	3608	E 01 005 107 000 000 401	School Picnic supplies
ANCH	1031	WX	1031	Sam's Club		06/22/2017	\$80.51	3601	E 01 005 107 000 000 401	School picnic supplies
ANCH	1031	WX	1031	Sam's Club		06/22/2017	\$84.78	3617	E 01 010 203 000 000 401	Cupcakes and Awards
ANCH	1032	WX	1032	Walmart		06/22/2017	\$56.59	3600	E 01 005 107 000 000 401	School picnic supplies
ANCH	1032	WX	1032	Walmart		06/22/2017	\$15.84	3602	E 01 005 107 000 000 401	School picnic supplies
ANCH	1032	WX	1032	Walmart		06/22/2017	\$16.88	3603	E 01 005 107 000 000 401	School picnic supplies
ANCH	1143	WX	1143	Cub Foods		06/22/2017	\$4.49	3614	E 01 010 203 000 000 490	6/7 and K Year End Celebration
ANCH	1143	WX	1143	Cub Foods		06/22/2017	\$8.54	3615	E 01 010 203 000 000 401	Tables clothes for 6/7 ceremony
ANCH	1143	WX	1143	Cub Foods		06/22/2017	\$31.28	3616	E 01 010 203 000 000 401	Balloons, table clothes - K graduation
ANCH	1364	WX	1364	Pizza Hut		06/22/2017	\$68.47	3604	E 01 010 203 000 000 490	Field Day Grade 6/7
ANCH	1365	WX	1365	Shell Oil		06/22/2017	\$10.97	3605	E 01 005 107 000 000 401	School Picnic ice
ANCH	1366	WX	1366	Aldi		06/22/2017	\$6.08	3606	E 01 005 107 000 000 401	School Picnic food
ANCH	1366	WX	1366	Aldi		06/22/2017	\$6.98	3607	E 01 005 107 000 000 401	School Picnic food
ANCH	1367	WX	1367	Pinz		06/22/2017	\$262.25	3613	R 01 005 000 000 000 619	Field Trip - paid for with School store funds
ANCH	1047	WX	1047	MN Association of Charter Schools		06/29/2017	\$447.42	3632	E 01 005 110 000 000 820	Monthly association payment
ANCH	1337	WX	1337	Anchor Bank		06/29/2017	\$181.57	3631	E 01 005 110 000 000 305	Account Service Charge
ANCH	1019	WX	1019	USPS		06/30/2017	\$6.05	3638	E 01 005 110 000 000 329	Postage
ANCH	1368	WX	1368	Survey Monkey		06/30/2017	\$300.00	3639	B 01 131 000	Survey Monkey Annual License
ANCH	1019	WX	1019	USPS		06/30/2017	\$104.16	3640	E 01 005 110 000 000 329	Postage - record requests, stamps
ANCH	1027	WX	1027	Amazon.com		06/30/2017	\$49.69	3641	E 01 010 640 806 316 366	PBIS - Solving Thorny Behavior Problems
ANCH	1027	WX	1027	Amazon.com		06/30/2017	\$200.31	3642	E 01 010 640 806 316 366	PBIS - PD books and instructional supplies

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 06/01/2017 - 6/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1027	Amazon.com	06/30/2017	\$3.01	3642	E 01 010 203 000 000 430	PBIS - PD books and instructional supplies
					Check Total:	\$20,811.41			
ANCH	5119	CH	1 1008	Beltz, Kes, Darling & Associates	06/20/2017	\$4,650.00	3597	E 01 005 110 000 000 305	June Financial Mgmt & Acct Services
ANCH	5120	CH	1 1238	CPI INC	06/20/2017	\$2,995.00	3583	B 01 131 000	SPED: CPI Training - Goveronski
ANCH	5121	CH	1 1064	HealthPartners - Group	06/20/2017	\$5,025.97	3584	B 01 131 000	July medical premiums
ANCH	5122	CH	1 1054	Integrative Therapy, LLC.	06/20/2017	\$1,827.00	3585	E 01 010 420 000 740 394	OT: 5/24-6/2/2017 21.75hrs@\$84
ANCH	5123	CH	1 1363	Jessica Erickson	06/20/2017	\$11.76	3586	E 01 010 203 000 000 401	Reim: Family Fun Night signs, refreshments
ANCH	5123	CH	1 1363	Jessica Erickson	06/20/2017	\$20.07	3586	E 01 010 203 000 000 401	Reim: Family Fun Night signs, refreshments
ANCH	5124	CH	1 1150	JR Computer Associates	06/20/2017	\$750.00	3587	E 01 005 605 000 000 315	June Tech monthly retainer fee
ANCH	5125	CH	1 1240	Keys to Communication	06/20/2017	\$1,891.25	3588	E 01 010 401 000 740 394	Speech: 21hrs@\$85 2.5hrs@\$42.50 5/16-5,
ANCH	5126	CH	1 1288	Lydia Peterson	06/20/2017	\$18.75	3589	E 01 010 406 000 740 394	Visually Impaired5/31/2017 .25hrs@\$75
ANCH	5127	CH	1 1233	Reno Mothes	06/20/2017	\$437.50	3590	E 01 010 420 000 740 394	DAPE: 5/1-5/31/2017 8.75hrs@\$50
ANCH	5128	CH	1 1010	SFM	06/20/2017	\$6,260.00	3591	B 01 131 000	Workers Comp Installment 7/1/2017
ANCH	5128	CH	1 1010	SFM	06/20/2017	\$25.00	3591	E 01 005 110 000 000 305	Late payment fee
ANCH	5129	CH	1 1070	South Washington County Schools	06/20/2017	\$373.19	3592	E 01 005 760 000 733 360	4th grade Field Trip to MN Zoo
ANCH	5130	CH	1 1116	Strategic Staffing Solutions	06/20/2017	\$481.25	3593	E 01 010 420 000 740 394	Psychologist: 5/5/2017 5.5hrs@\$87.50
ANCH	5131	CH	1 1098	Teachers on Call	06/20/2017	\$520.00	3594	E 01 010 203 000 000 305	GenEd
ANCH	5131	CH	1 1098	Teachers on Call	06/20/2017	\$1,144.00	3595	E 01 010 203 000 000 305	GenEd
ANCH	5131	CH	1 1098	Teachers on Call	06/20/2017	\$208.00	3595	E 01 010 201 000 000 305	Kindergarten
ANCH	5131	CH	1 1098	Teachers on Call	06/20/2017	\$936.00	3596	E 01 010 203 000 000 305	GenEd
					Check Total:	\$2,808.00			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 06/01/2017 - 6/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description		
ANCH	5132	CH	1	1139	Perpich Center for Arts Education	06/26/2017	\$22,480.57	3620	B 01 131 000	July Lease		
							Check Total:	\$22,480.57				
ANCH	5133	CH	1	1335	Bert Strassburg	06/29/2017	\$150.00	3621	E 01 005 110 000 000 320	Reim: Apr-June Cell phone, binders, parking		
ANCH	5133	CH	1	1335	Bert Strassburg	06/29/2017	\$8.88	3621	E 01 005 110 000 000 401	Reim: Apr-June Cell phone, binders, parking		
ANCH	5133	CH	1	1335	Bert Strassburg	06/29/2017	\$8.00	3621	E 01 005 110 000 000 366	Reim: Apr-June Cell phone, binders, parking		
							Check Total:	\$166.88				
ANCH	5134	CH	1	1082	Delta Dental of MN	06/29/2017	\$1,069.40	3622	B 01 131 000	July Dental Premiums		
							Check Total:	\$1,069.40				
ANCH	5135	CH	1	1341	Ferdinand F Peters, ESQ, Law Firm	06/29/2017	\$1,667.50	3623	E 01 005 111 000 000 305	Legal Service 5/31-6/15/2017		
							Check Total:	\$1,667.50				
ANCH	5136	CH	1	1334	Mary Kelly	06/29/2017	\$1,220.00	3624	E 01 010 420 000 419 303	SPED: 6/2-6/28/2017 15hrs@\$80		
							Check Total:	\$1,220.00				
ANCH	5137	CH	1	1313	Nancy Baumann	06/29/2017	\$12.44	3625	R 01 005 000 000 000 619	Reim: Mileage, supplies, picnic supplies		
ANCH	5137	CH	1	1313	Nancy Baumann	06/29/2017	\$10.00	3625	E 01 005 110 000 000 401	Reim: Mileage, supplies, picnic supplies		
ANCH	5137	CH	1	1313	Nancy Baumann	06/29/2017	\$22.74	3625	E 01 010 203 000 000 430	Reim: Mileage, supplies, picnic supplies		
ANCH	5137	CH	1	1313	Nancy Baumann	06/29/2017	\$43.81	3625	E 01 005 107 000 000 401	Reim: Mileage, supplies, picnic supplies		
ANCH	5137	CH	1	1313	Nancy Baumann	06/29/2017	\$263.54	3625	E 01 005 110 000 000 366	Reim: Mileage, supplies, picnic supplies		
							Check Total:	\$352.53				
ANCH	5138	CH	1	1097	PLIC - SBD GRAND ISLAND	06/29/2017	\$662.01	3626	B 01 131 000	July Life, AD&D, STD premiums		
							Check Total:	\$662.01				
ANCH	5139	CH	1	1070	South Washington County Schools	06/29/2017	\$257.69	3627	E 01 005 760 000 733 360	5/22/2017 Field Trip Grade 1 The Works		
ANCH	5139	CH	1	1070	South Washington County Schools	06/29/2017	\$315.44	3628	E 01 005 760 000 733 360	5.23.17 Field Trip Grade 2 Science Museum		
ANCH	5139	CH	1	1070	South Washington County Schools	06/29/2017	\$331.50	3629	E 01 005 760 000 733 360	5.31.17 Field Trip Grade 5 Valley Fair		
							Check Total:	\$904.63				
ANCH	5140	CH	1	1302	Toshiba Financial Services	06/29/2017	\$772.73	3630	E 01 010 605 000 000 380	Copier Lease		
ANCH	5140	CH	1	1302	Toshiba Financial Services	06/29/2017	\$503.77	3630	E 01 010 203 000 000 401	Overages		
							Check Total:	\$1,276.50				
Bank ANCH Total:											\$78,186.17	
Report Total:												\$78,186.17

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1264	4228	ANCH	CR0617	1263	Credit	A	06/20/17	Check	1	1001	MN DEPT OF EDUCATION					
															21,330.22	0.00
															51,590.33	0.00
															\$72,920.55	\$0.00
															\$72,920.55	\$0.00
															74.00	0.00
															1,020.00	0.00
															338.00	0.00
															162.00	0.00
															504.00	0.00
															348.34	0.00
															133.86	0.00
															\$2,580.20	\$0.00
															\$2,580.20	\$0.00
1266	4228	ANCH	CR0617	1265	Credit	A	06/15/17	Check	1	1001	MN DEPT OF EDUCATION					
															10,935.00	0.00
															\$10,935.00	\$0.00
															\$10,935.00	\$0.00
1267	4228	ANCH	CR0617	1266	Credit	A	06/08/17	Check	1	1001	MN DEPT OF EDUCATION					
															2,000.00	0.00
															\$2,000.00	\$0.00
															\$2,000.00	\$0.00
1268	4228	ANCH	CR0617	1267	Credit	A	06/30/17	Check	1	1001	MN DEPT OF EDUCATION					
															63,580.94	0.00
															9,773.61	0.00
															\$73,354.55	\$0.00
															\$73,354.55	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
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1269	4228	ANCH	CR0617														
				1268	Credit	A	06/30/17	Check	1	1005	Anchor Bank						
							4228	R	01	005	000	000	000	092			

Receipt Total:	13.79	0.00
	\$13.79	\$0.00
Deposit Total:	\$13.79	\$0.00
Report Total:	\$161,804.09	\$0.00

WOODBURY LEADERSHIP ACADEMY

Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
2489	201712	06/26/2017	P	JE		To clear PY over/under accrual	To clear PY over/under accrual	B	01	121	000				Due Fm Mh Children	0.00	1,253.36
						To clear PY over/under accrual	To clear PY over/under accrual	R	01	005	000	999	000	211	General Education Aid	0.00	2,434.93
						To clear PY over/under accrual	To clear PY over/under accrual	R	01	005	000	999	000	360	State Aid for Spec Educator	3,688.29	0.00
																\$3,688.29	\$3,688.29

TO: Board of Directors
FROM: Anna Yang, Treasurer
DATE: July 26, 2017
AGENDA: Finance Committee Report
RE: Meeting Minutes

Information: Minutes from the WLA Finance Special Meeting held on Tuesday, July 18, 2017.

Finance Committee Special Meeting Minutes

Date: Tuesday, July 18, 2017

Time: 2:30 P.M.

Location: Woodbury Leadership Academy School - 600 Weir Drive, Woodbury, MN 55125
Rm 1500 / 1st Grade Pod Area

Committee Members in Attendance

Anna Yang and Judith Darling

Others in Attendance

Nancy Bauman

Meeting called in session

2:30 p.m.

WLA Mission & Vision Statement – Read by Anna Yang

Development, Discussion, and Action

3.1 Establish Committee Calendar

Discussed future dates for regular meetings. The committee will be meeting August 11, 2017 at 1:30 p.m. and September 14, 2017 at 4:30 p.m.

3.2 Create Agenda for Future Meetings

The committee agreed the layout of the agenda will be continued. If there needs to be any changes, it will be further discussed.

3.3 Review June Financial Statements and Annual Delegations

Reviewed the June Financial Statement and annual delegations. The report and the recommendations of approval of the annual delegations will be presented to the WLA BOD.

Housekeeping

4.1 Next regularly scheduled WLA Board of Directors Finance Committee Meeting

- Date: Friday, August 11, 2017
- Time: 1:30 p.m.
- Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – Rm 1500 Food Lab

4.2 Finance Committee Upcoming Meeting

- Thursday, September 14, 2017 at 4:30 p.m. – same location

Adjournment

3:31 p.m.

TO: Board of Directors

FROM: Anna Yang, Treasurer

DATE: July 26, 2017

AGENDA: Consent Agenda

RE: Recommended Financial Statements and Transactions for Approval

RECOMMENDATION: That the Board approves the Woodbury Leadership Academy Financial Statements and Transactions for June 1 – June 30, 2017, as presented.

Adopted:
Amended:

Woodbury Leadership Academy

Board of Directors (BOD)
Finance Committee Charge

Purpose:

The Finance Committee is charged by the Board of Directors to

- Collaborate with the Director and the Contracted Financial Manager to create the fiscal year budgets to recommend to the BOD.
- Govern the school's finances by monitoring the school's financials against budget and recommend budget revisions as necessary.
- Review and update financial controls and policies.
- Recommendation of external audit firm to the BOD.
- Address financial issues and make recommendations to the BOD.
- Ensure timely filing of required financial reporting to MDE, the State of MN, financial institutions and other stakeholders.

Membership:

The Finance Committee shall be composed of up to five (5) members appointed by the WLA board. The School Director and Contracted Financial Manager shall additionally serve as committee members. Membership may include other WLA board members, WLA staff, WLA parents or community members. The BOD Treasurer will serve as chair of the committee.

Products:

The Finance Committee shall

- Prepare an annual budget for the school.
- Develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.
- Arrange for an annual audit to be provided to the BOD.
- Review of financial policies and controls and recommend changes to the Governance Committee and/or BOD as appropriate.
- Review monthly financial statements and variances from the budget, and recommend action to the BOD, as appropriate.
- Ensure all BOD members meet state charter school financial training requirements.

Accountability:

The committee shall comply within the requirements of the MN Statute 13D (Open Meeting Law), WLA bylaws and Board Policies. The committee will present the product(s) in a timely manner to all members of the WLA board with any other

supporting documents in relation to any product(s) that is being presented for approval.

Duration:

The Finance Committee shall be a standing committee. Members of the committee shall serve until resignation or removal by the Board.

TO: Board of Directors
FROM: Anna Yang, Treasurer
DATE: July 26, 2017
AGENDA: Business/Board Action
RE: Finance Committee Charge

RECOMMENDATION: That the Board approves the revised Finance Committee Charge as presented.

Finance Committee Recommendations
July 18, 2017

June Finance Reports

Recommendation: That the Board approve the June 2017 Financial Statements and Transactions as presented.

Annual Delegations

MDE Designation-Title Grant Authorized Representative

Recommendation: That the Board designates Mary Apuli, Interim Director, as the Title Grant Authorized Representative for Woodbury Leadership Academy.

Designation of Depositories

Recommendation: That the Board designates Anchor Bank as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S. 118A.03 and:

- a) The Board Chair or School Director are authorized to accept and release collateral as required
- b) Nancy Baumann, WLA Office Manager is authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and
- c) This resolution shall be valid until superseded.

Delegation of Authority to Make Electronic Funds Transfers

Recommendation: That the Board delegates the authority to make electronic funds transfers to:

- Board Chair, Board Treasurer, or School Director
- Manager at BergankDV or his or her designee

Electronic Funds Transfers can be made for:

- Transfer of funds between school's accounts
- Payment of employee payroll direct deposits
- Payment of federal, state, and unemployment taxes (deductions and/or benefits)
- Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
- Payment of other payroll related deductions and benefits (when appropriate)
- Vendor payments (when appropriate)

Debit Card Authorization

Recommendation: That the Board authorizes the following employees to have Woodbury Leadership Academy issued debit cards with a daily transaction limit of \$3,000 to:

- Nancy Baumann, Office Manager

Designation of Official Newspaper

Recommendation: That the Board designate the Woodbury Bulletin as the official newspaper of Woodbury Leadership Academy for the posting of public notices.

6.5

**Woodbury Leadership Academy
Contract Renewals
2017-2018 School Year**

<u>Contractor Name</u>	<u>Purpose</u>	<u>2016-17 rate</u>	<u>2017-18 rate</u>
Booth Law Group	Legal services		
	Senior attorney	\$225 / hr	\$260 / hr
	Associate attorney	\$180 / hr	\$235 / hr
	Law clerk & senior paralegal	\$100 / hr	\$160-\$185 / hr
	Legal assistant	\$50-\$90 / hr	\$125 / hr
Teachers on Call	Substitute Teachers		
	Short term - full day	\$208.00	\$221.00
	Short term - half day	\$104.00	\$110.50
	Long term (>15 days) - full day	\$240.00	\$255.00
	Long term (>15 days) - half day	\$120.00	\$127.50
	Substitute Para's		
	Short term - full day	\$176.00	\$187.00
	Short term - half day	\$88.00	\$93.50
	Long term (>15 days) - full day	\$192.00	\$204.00
	Long term (>15 days) - half day	\$96.00	\$102.00
HCMC	Nursing services		
	On site - 2 hr minimum	\$110 / hr	\$110 / hr
	Off site	\$96 / hr	\$96 / hr
	Classes (onsite, 1 hour)	\$200 each	\$200 each
JR Computer Associates	Technology services	\$750 / mo	\$800 / mo
Mary Kelly	SpEd Director	\$80 / hr w/ \$7,000 cap	\$80 / hr w/ \$15,000 cap
Reno Mothes	SpEd - DAPE instructor	\$50 / hr	\$50 / hr
Integrative Therapy LLC	SpEd - Occupational Therapist	\$84 / hr	\$84 / hr
Strategic Staffing Solutions	SpEd - School Psychologist	\$75 / hr	\$87.50 / hr
Sheila Merzer	SpEd - Psychologist / Autism Specialist	\$140 / hr	\$160 / hr
	Autism Specialist	\$115 / hr	\$125 / hr
Keys to Communication	SpEd - Speech Therapist	\$85 / hr	\$85 / hr
YMCA	Before & after school child care	Paid by participants	Paid by participants

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

304 CHARTER SCHOOL DIRECTOR CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the charter school director, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The charter school director's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the director.

- B. The specific duties for which the charter school director is accountable shall be set forth in a position description for the director and shall be measured by a performance appraisal instrument approved by the Board of Directors in consultation with the director. The Board of Directors shall use this instrument to periodically evaluate the performance of the director. The performance of a director in their first year of employment as a director at the school shall include at minimum a 90-day, mid-year and final evaluation process. For subsequent years, the evaluation process will be reviewed and an evaluation schedule set.