

Public Copy

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, December 19, 2017

5:30 P.M.

Woodbury Leadership Academy School

600 Weir Drive, Woodbury, MN – Room 1200 (2nd Grade Pod Area)

**PLEASE LEAVE THIS BINDER ON THE BACK SIGN-IN TABLE AND DO NOT
REMOVE ANY DOCUMENTS.**

THANK YOU.

Property of: Woodbury Leadership Academy Board of Directors

Meeting: Board of Directors Regular Meeting

Date: Tuesday, December 19, 2017

Time: 5:300 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – 2nd Grade Pod Area (Room 1200)

AGENDA

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

2. **WLA Mission & Vision** (Presenter: Jason Livingston) Info (1 minute)

The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

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 as they transition into high school.

3. **Approval of Agenda** (Presenter: Mandi Folks, Board Chair) **Action (1 minute)**
 - 3.1. Approval of Meeting Agenda

4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair) Info (1 minute)
 - 4.1. Conflict of Interest Declaration

5. **Public Comment** Info (10 minutes)
WLA Board of Directors Procedure on Public Comment

*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. Wildamere Real Estate Presentation (Info 15 minutes)
7. Recognition of Gifts & Donations to WLA (Info 2 minutes)
Sota Wood Company - Aly Nelson
Lipsense - Taryn Peterson

Tupperware - Vanessa Hernandez
Paparazzi - Dana Dahl LeVasseur
Daisy Donna - Donna Carlson
Crafty Southern Girl - Candace Hanes
Plexus - Karyn Ekelin
Peekaboo Beans - Rachel Jokela
Timbra Delgado
Vegetarian Traveler - Christy and Chuck Krejci
Usborne Books - Kati Stewart
Norwex - Barb Hamilton
Physician Skin Services - Tara Schattman
Cub Foods - frosting and sprinkles for "Cocoa and Cookies Night"
Costco - Hot cocoa and cups for (Cocoa and Cookies Night"
Woodbury 10 Theatres - popcorn for "Movie Night"
Kowalskis - water bottles for "Movie Night"
State of MN, and Perpich Center - surplus furniture and books
Folks family - P. A. system

8. **Committee Reports** Info (10 minutes)
 - 8.1. Finance Committee (Presenter: Jess Erickson, Treasurer)
 - 8.1.1. Financial Statements (Action Items if needed)
 - 8.2. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 8.2.1. Policy Recommendations 2nd Readings 303, 537 and 538 (Action Items if needed)
9. **Board and Administration Reports** Info (20 minutes)
 - 9.1. Board Report (Presenter: Mandi Folks, Board Chair)
 - 9.2. Executive Director Report (Presenter: Dr. Mortensen, Executive Director)
 - 9.3. Finance Director Report (Presenter: Judith Darling)
10. **Development & Discussion** (Presenter: Mandi Folks, Board Chair) Discussion (20 minutes)
 - 10.1. Special Education Finance Training (Mary Kelly, Special Education Director)
 - 10.2. The Growth Mindset discussion (led by Mandi Folks, Board Chair)
 - 10.3. Board and Director Committee Updates (Ro Krejci)
11. **Business/Board Action** (Presenter: Mandi Folks, Board Chair) Action (10 minutes)
 - 11.1. Music Teacher Contract
 - 11.2. Change signers on Anchor Bank account (add Jess Erickson, Treasurer, add Kathleen Mortensen, Executive Director and remove Nancy Baumann, Office Manager as signer)
 - 11.3. Remove Nancy Baumann from IoWA status
 - 11.4. Facility Update
 - 11.4.1. Wildamere Contract (Action if needed)
 - 11.5. Spirit wear Update

12. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair) Discussion (5 minutes)
Board Communication - Reflection
Future Items

13. **Housekeeping** (Presenter: Mandi Folks, Board Chair) Info (1 minute)
 - 13.1. Next Regularly Scheduled WLA Board of Directors Meeting
Date: Tuesday, January 23, 2017
Time: 5:30 P.M.
Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – 1200 (2nd Grade Pod Area)
 - 13.2 Delegation of Public Comment Items (if necessary)

14. **Adjournment** (Presenter: Mandi Folks, Board Chair) Action (1 minute)
Adjournment

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
November 14, 2017**

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Directors Present: Jessica Erickson, Mandi Folks, Ro Krejci, Jolene Skordahl

Directors Absent: None

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director)

Others in Attendance: Rochel Manders (VOA), WLA staff and parents

1. Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 6:00 PM.

1.2 Roll Call

Ms Krejci took roll call.

2. WLA Mission and Vision

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Meeting Agenda

Ms Krejci moved "to amend the agenda to add item 3.2 Open Board Seat Recommendations, renumber 11.3 New Member: Board of Directors Oath of Office to 3.3, and change item 9.1 to remove the words Teacher and Community Member." Motion was seconded by Ms Erickson. Motion passed unanimously.

3.2 Open Board Seat Recommendations

Ms Krejci reported that two self-nomination applications were received to join the board: one for a teacher seat and one for a community member seat. Ms Krejci and Ms Skordahl interviewed both applicants and feel that both individuals would add knowledge and experience to the board. Ms Krejci "moved to approve Ms Claudia George as a Teacher Member and Ms Mary Hitzemann as a Community Member to the WLA Board of Directors." Ms Erickson seconded the motion. Motion passed unanimously.

3.3 New Member Oath of Office

Ms Folks administered the oath of office to Ms George. Ms George then joined the Board at the table. Ms Hitzemann was absent so the oath will be administered at a future meeting.

4. Conflict of Interest Declaration

4.1 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. Approval of Previous Minutes

5.1 Approval of Previous Minutes

Ms Krejci moved “to approve the meeting minutes for the September 26, 2017 and October 24, 2017 Board of Directors meetings.” Motion was seconded by Ms Erickson. Motion passed unanimously.

6. Public Comment

6.1 There was no public comment.

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7. Board and Administration Reports

7.1 Board Report

Ms Folks shared that her family has been with WLA since inception and that being on the Board is rewarding. She recognized several individuals in the audience:

- Paul and Bryan are in attendance as potential applicants for open board seats
- Rochelle Manders from VOA, WLA’s authorizer
- Dave Peterson from The Nest, a consulting firm

Ms Folks reported VOA’s annual visit resulted in several suggestions, one of which is to add a Board Reflection time at the end of each Board meeting. Beginning with this meeting, a Reflection time will be added to the Board communication item of the agenda.

Ms Folks has been working with Dr Mortensen on a Marketing Plan and obtaining a building lease. Dr Mortensen interjected that Board members will be asked at a future meeting to join a Board Committee: Finance, Governance or Facilities.

Ms Folks reported that a Professional Development component will be included in each Board meeting. Board members were asked to review WLA’s Bylaws before the next meeting and be ready for discussion.

Ms Folks thanked George Wei and Amanda Gu for a generous donation to the school.

8. Development and Discussion

8.1 Winter Retreat

Ms Folks introduced Dave Peterson from The Nest. WLA is considering using The Nest to assist with Board development and other needs of the school. Mr Peterson provided an overview of The Nest consulting group, his experience working with Charter Schools and the services that The Nest can provide.

Ms Folks asked members about their availability for a Board retreat. Members agreed on Saturday, January 20, 2018 from 9:00 AM to 1:30 PM. An alternative date would be February 3, 2018. The retreat will be open to the public.

8.2 Upcoming Board Training Opportunities

Ms Kejci provided an overview of required Board training. She directed Board members to a catalog of MACS trainings and MSBA Board trainings which were included in the Board packet. Depending on the agenda for the Board retreat, some of the trainings may be covered there.

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9. Business/Board Action

9.1 Open Board of Director seats

Ms Folks reminded the Board that the Bylaws call for a 9 member Board of Directors. She reported that Ms Young had resigned from her parent member board seat on November 11, 2017 and thanked Ms Young for her service to the school. There are currently 3 open seats: 1 parent and 2 community member. She also reviewed the process for self-nomination and appointment to the board for open seats.

9.2 Board Consultant Contract

Ms Folks provided information on a contract WLA has with a Board consultant, Mary Apuli. Administration is looking at other consulting options to meet the school's needs. Ms Erickson moved "to end the contract with Ms Apuli." Seconded by Ms Krejci. Motion passed unanimously.

10. Board Communication and Future Items

10.1 Board Communication

Ms Folks requested Board members read the Bylaws before the next meeting. She also asked Board members to reflect on the meeting. There was input from all members. Ms Folks reminded members that Give to the Max Day will be on Thursday, November 16 and is an opportunity for families to support the school financially.

10.2 Future Items

Ms Krejci expressed a need for additional members for the Governance Committee, and clarified that Committee members do not have to be Board members.

11. Housekeeping Items

11.1 Next Regularly Scheduled Meeting

Ms Folks reminded members that the next regular Board meeting is scheduled for Tuesday, November 28, 2017 at 6:00 PM in the 1st Grade pod area.

11.2 Delegation of Public Comment

There were no Public Comment items for which to delegate follow-up.

11. Adjournment

11.1 Adjournment

Ms Krejci moved to adjourn. Ms Ericson seconded. Motion passed unanimously. The meeting adjourned at 6:50 PM.

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

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**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
November 28, 2017**

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Directors Present: Jessica Erickson, Mandi Folks, Claudia George, Mary Hitzemann, Ro Krejci, Jolene Skordahl

Directors Absent: None

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

Others in Attendance: Rochel Manders (VOA), WLA staff and parents

1. Call to Order and Roll Call

1.1 Call to Order

Ms Folks called the meeting to order at 6:03 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms George read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Meeting Agenda

Ms Krejci moved "to amend the agenda to renumber 12.3 New Board Member Oath of Office to 3.2, remove item 6.2.1 Policy Recommendations for 2nd Reading, and add 8.4 Future Board Meeting Time and Location." Motion was seconded by Ms Erickson. Motion passed unanimously.

3.2 New Member Oath of Office

Administering the Oath of Office to new Board member Mary Hitzemann was deferred to a future meeting.

4. Conflict of Interest Declaration

4.1 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

There was no public comment.

6. Committee Reports

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6.1 Finance Committee

Ms Erickson reported that the committee met in November and worked on updating the 2017-18 working budget and discussed fundraising opportunities, the lease aid application and purchase order system options.

6.1.1 Financial Statements

Financial Statements will be addressed under agenda item 7.3 Finance Director Report.

6.2 Governance Committee

Ms Krejci reported that the November Governance Committee meeting was cancelled. The next meeting is scheduled for December 19 at 2:30 PM at which time they will be reviewing Policies 303 Background Checks, 537 Kindergarten Lottery, and 538 Enrollment. The Committee continues to look for new members.

7. Board and Administration Reports

7.1 Board Report

Ms Folks reported that she and Dr Mortensen are working with a consulting firm to bring a proposal to the Board for training at a Board retreat, facilitating a future lease and strategic planning. She would like to add a meeting next week for review and approval of the proposal.

Ms Krejci moved "to schedule a regular meeting of the Woodbury Leadership Academy Board of Directors on Tuesday, December 5, 2017 at 6:00 PM. Ms Erickson seconded. Motion passed unanimously.

Ms Folks introduced Rochel Manders from VOA who was observing and will provide recommendations on how to improve the Board meetings. Ms Folks reviewed fundraising efforts at WLA: \$2,600 was raised from Give to the Max Day, a Vendor Fair is being held on December 7 with anticipated proceeds of \$1,500, an Apex Fun Run will be held in the Spring with the potential of raising \$10,000 and a Gala will be held on April 7 with a goal of \$2,500.

7.2 Executive Director Report

Ms Mortensen distributed a summary of fall MAP testing data to Board members indicating that she was pleased overall with the results. She also pointed highlighted several items in the Executive Director Report in the Board packet including a Middle School presentation, receipt of a Literacy Grant and information on class sizes and grade offerings at WLA. She indicated that options for classes for the 2018-19 school year will be discussed at the December 19th meeting.

7.3 Finance Director Report

Ms Darling presented the October financial statements which were included in the Board packet. She stated that State aid is currently being overpaid based on an ADM of 318, but will even out by year end. She has no cash flow concerns. Ms Darling highlighted the General Fund working budget for 2017-18 which results in a \$145,379 deficit, stating that two major changes from the originally approved budget were a reduction in ADM and an increase in lease costs. Although she does not generally recommend passing a deficit budget, the fund balance is currently solid for the age of the school. She will be working with the Finance Committee to develop a 3-year budget, and that budget will need to be a break-even or a surplus budget.

Ms Erickson moved “to accept the October financial statements as presented.” Seconded by Ms Skordahl. Motion passed unanimously.

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8.1 Development & Discussion

8.1 WLA ByLaws

Ms Folks asked Board members to reflect on their review of the WLA Bylaws. Discussion followed and members agreed that the Bylaw review was beneficial to all in understanding the functioning of the school and Board. Ms Folks requested that Board members read the book “The Growth Mindset” and be prepared for discussion at the December 19 Board meeting.

8.2 Discussion Regarding Adjusting Current Budget or Adjusting Staffing Levels

Ms Mortenson reviewed information presented at a prior Board meeting comparing WLA’s fund balance to that of other schools that were approximately the same age as WLA, noting that WLA was in a strong financial position. She indicated that the Board would have to either reduce staffing levels to balance the 2017-18 budget or pass a deficit budget. Ms Mortenson recommend passing a deficit budget.

Ms Hitzemann moved “to approve the adjusted school-wide budget with a \$154,839 deficit for the current school year.” Ms Erickson seconded. Motion passed unanimously.

8.3 Middle School Presentation

Dr Mortensen gave a PowerPoint presentation of the process, timeline and ideas for implementing a Middle School at WLA. The assumption would be to add a Middle School in one year instead of growing into a Middle School over several years. She requested approval from the Board to move forward. There was discussion. Board members agreed that planning for the Middle School could continue and Board action deciding on whether to implement would be taken at a future Board meeting.

8.4 Future Board Meeting Time and Location

Ms Krejci suggested the Board change the time and location of future Board meetings. She moved to “to amend the time of the December 5, 2017 meeting and future meetings to 5:30 PM and hold future Board meetings in the 2nd Grade pod area.” Seconded by Ms Skordahl. Motion passed unanimously.

9. Closed Session

Ms Krejci moved “to close the meeting pursuant to MN Statute 13D.05 subd. 2 for the discussion of considerations of allegations against individuals subject to the Board’s authority.” Ms Erickson seconded. Motion passed unanimously. Board members moved to the Food Lab and the meeting closed at 7:18 PM.

9.1 Reopen Meeting

Board members returned to the 1st Grade pod area at 8:30 PM. Ms Krejci moved to reopen the November 28, 2017 Board of Directors meeting.” Ms Erickson seconded. Motion passed unanimously.

9.2 Action Items(s)

Ms Folks stated that the Board has completed its discussion regarding allegations against two former board members.

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Ms Erickson moved “that based on findings of the investigation of allegations against Board Member A, the Board recommends removal from the Board.” Seconded by Ms Hitzemann. A roll call vote was taken and all members voted in favor. There were no votes against and no abstentions. Ms Folks stated that since Person A is no longer a member of the Board, no action is required.

Ms Krejci moved “that based on findings of the investigation of allegations against Board Member B, the Board finds that there are no negative findings and therefore does not recommend removal from the Board.” Seconded by Ms George. A roll call vote was taken and all members voted in favor. There were no votes against and no abstentions.

10. Business/Board Action

10.1 Open Board of Director Seats

Ms Folks reminded Board members that there are currently two open Community Member seats and one open Parent Member seat. There are no nominations at this time so no action is needed.

10.2 Budget Recommendation for the 2017-2018 school year

The revised budget for 2017-18 was passed in agenda item 8.2.

10.3 Grade offerings for the 2018-2019 school year

Administration will continue researching implementing a Middle School. No action needed at this time.

11. Board Communication & Future Items

11.1 Board Communication - Reflection

There was board discussion reflecting on the board agenda and actions taken.

11.2 Future Items

Future meeting items requested include reviewing the consulting agreement, Board trainings, and an update on the progress towards adding a Middle School.

12. Housekeeping

12.1 Next Regularly Scheduled Meeting

Ms Folks reminded members that the next regular Board meetings are scheduled for Tuesday, December 5, 2017 and Tuesday, December 19, 2017 at 5:30 PM in the 2nd Grade pod area.

12.2 Delegation of Public Comment

There were no Public Comment items for which to delegate follow-up.

13. Adjournment

13.1 Adjournment

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:44 PM.

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

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
December 5, 2017**



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Directors Present: Jessica Erickson, Mandi Folks, Claudia George, Mary Hitzemann, Ro Krejci, Jolene Skordahl

Directors Absent: None

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director)

Others in Attendance: Rochel Manders (VOA), WLA staff and parent

1. Call to Order and Roll Call

1.1 Call to Order

Ms Folks called the meeting to order at 6:00 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Hitzemann read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Agenda

Ms Krejci moved "to approve the agenda for the December 5, 2017 regular Board meeting as presented." Motion was seconded by Ms Erickson. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 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 There was no public comment.

6. Board Action

6.1 Services provided by The Nest

Ms Folks provided background information on The Nest consulting contract that is up for Board action. The VOA audit this fall indicated that Board stability at WLA is a concern and suggested the Board would benefit from additional training. Ms Mortensen had prior

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experience with The Nest and reached out to them for assistance. After meeting with them, The Nest came up with a proposal of services they could provide WLA. Ms Folks reached out to other schools that utilized The Nest for references and she and Ms Mortensen discussed the proposal with VOA. During the discussion, the question came up as to whether it was fiscally responsible for WLA to enter into a high cost agreement in a year when the school is working with a deficit budget. Could the school achieve the priority items without the help of outside services, or could the use of outside services be limited?

Ms Krejci moved "to postpone executing The Nest contract indefinitely." Ms Erickson seconded the motion. Ms Hitzemann suggested amending the motion to "not engaging with The Nest during the current fiscal year." Ms Folks suggested the motion be to "decline the contract as currently written." Ms Hitzemann moved "to not engage in the contract at this time." Ms Krejci seconded. Motion passed unanimously.

Discussion followed on how the board would achieve priorities without The Nest contract. All agreed the highest priority for the board was obtaining a lease for a facility for the upcoming school year. Additional priorities include renewing our Charter Agreement with VOA, creating a 5-year strategic plan, and developing a high functioning Board of Directors.

6.2 Open Enrollment 2018-2019 SY

Ms Folks shared that enrollment for the 2018-19 school year opened on December 1, 2017 and will close on January 31, 2018 for on-time enrollment. A lottery would be held if needed on February 1, after which time open spots will be offered to students. Clarification was made that families were currently applying to the school, not enrolling. Applications are being taken for Grades K thru 8. Enrollment will take place after spots are offered.

Ms Krejci moved "to table the vote on grade level offerings for the 2018-19 school year to the January meeting." Ms Hitzmann seconded. Motion passed unanimously.

6.3 Open Board Positions

Ms Krejci reported that Jason Livingston had submitted a self-nomination form for the open Parent board seat. She and Ms Skordahl interviewed Mr Livingston and they felt that he would add a different perspective to the board and recommended him being seated.

Motion by Ms Krejci "to appoint Mr Livingston to the Woodbury Leadership Academy Board of Directors as a Parent Member to the term ending June 2018." Ms Skordahl seconded. Motion passed unanimously.

Ms Krejci stated the Board still had two open Community Member seats and asked members to consider whether they knew of anyone to fill the seats that would add value to the Board.

7. Board Communication and Future Items

7.1 Board Communication

Ms Folks asked Board members to reflect on the meeting. There was input from all members.

Ms Krejci reminded new board members of the training requirements for charter school board members.

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7.2 Future Items

Ms Folks reminded members to read the book “The Growth Mindset” prior to the next meeting as there will be a discussion about it during the professional development portion of the agenda.

8. Housekeeping Items

8.1 Next regularly scheduled meeting

Ms Folks reminded members that the next regular Board meeting is scheduled for Tuesday, December 19, 2017 at 5:30 PM in the 2nd Grade pod area.

8.2 Delegation of Public Comment

There were no Public Comment items for which to delegate follow-up.

8.3 New Board Members Oath of Office

New Board members Mary Hitzemann and Jason Livingston shared a brief background of their work experience and their connection to WLA. Ms Folks administered the oath of office to Ms Hitzemann, who was absent at the November 14, 2017 meeting at which she was appointed, and to the newly appointed member, Mr Livingston.

9. Adjournment

9.1 Adjournment

Ms Krejci moved to adjourn. Ms Ericson seconded. Motion passed unanimously. The meeting adjourned at 6:55 PM.

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

The Finance Committee meeting minutes will be made available at the board meeting scheduled on:

Tuesday, December 19, 2017 at 5:30 P.M.



Governance Committee Meeting Minutes

Date and Time of Meeting: Tuesday, December 12, 2017 at 2:30p

Location: WLA - 600 Weir Dr Woodbury Mn 55125- Room 1044 (conference room in the main office)

Committee Members in Attendance:

Ro krejci - Chair and Kathy Mortensen

Others in Attendance:

No others in attendance

Meeting called in session and roll call

2:31 p.m.

Development, Discussion and Action

Discussed and Reviewed Policy 303, 538 and 537 - Will recommend final reading at the next board meeting with amendments to 303 and 538 and remove 537.

Housekeeping

Next regularly scheduled WLA Board of Directors Governance Committee Meeting

- Date: Tuesday, January 16th, 2017
- Time: 2:30pm
- Location: WLA - 600 Weir Drive, Woodbury Mn 55125 - Room 10444 (Conf. Rm in the main office)

Adjournment

3:02 p.m.

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: May 2, 2016

538 ENROLLMENT ADMISSIONS POLICY

I. PURPOSE

Woodbury Leadership Academy follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students. It is the policy of Woodbury Leadership Academy to comply with Federal and State laws prohibiting discrimination. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

II. DEFINITIONS

"Enrolled" means when the application is received and a student is placed in an open position within a grade level and enrollment forms has been received by the school.

"Enrollment Committee" will include at least one (1) board member, one (1) office staff and the Executive Director.

III. GENERAL STATEMENT OF POLICY

- A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.wlamn.org.
- B. All applications must be received by the school by the last business day in January. All applications will be stamped according to date and time received.
- C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.
- D. Conditions for Enrollment:
 - 1. Students must be 5 years old by September 1st of the year in which they start kindergarten.
 - 2. Students currently attending WLA do not need to reapply.

- E. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.
1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist.
 2. If a student does not accept a position, s/he will forfeit his/her position on the waitlist, and the current position shall be offered to the next student on the list.
 3. A Student Withdrawal Form may be completed and returned by a parent/guardian to the Woodbury Leadership Academy business office. To obtain the Student Withdrawal Form, please contact the business office.
 4. Woodbury Leadership Academy will recognize a request of records from another school district with a parent/guardian signature as official notification of that student's withdrawal.
- F. If a lottery is needed, new applications will be generated by the enrollment committee
- G. Following a lottery, a waitlist for an upcoming school year shall be constructed and maintained until the next lottery date as follows:
1. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with no preference.
 - a. These waitlists shall be exhausted in priority order:
 - All students on the sibling preference list are offered a seat prior to any student on the staff preference list.
 - All students on the staff preference list are offered a seat prior to any student on the general wait list.
 - After preference is given to both sibling and staff, the general wait list will be offered a seat.
 2. Students whose parents later accept an offer of full-time employment at Woodbury Leadership Academy may be moved to the bottom of the staff preference list.
 3. Students who submit a complete application for an enrollment to a grade level that is at capacity after the lottery date will be added to the bottom of the applicable preference list in the order in which the complete application was received.
- H. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be received.
- I. Woodbury Leadership Academy may consider lack of response to an offer of enrollment a decline of the offer.
1. Necessary timelines for response will be outlined in offer letters and will be the same for all offers extended at the same time.

2. Timelines for response will be no less than five business days and no more than ten business days.

Note: The applicability and enforceability of this Policy 538 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.

WOODBURY LEADERSHIP ACADEMY

Adopted: January 26, 2016

Revised: _____

303 BACKGROUND CHECKS

I. **PURPOSE**

For the health and safety of all Woodbury Leadership Academy's students, this policy requires that Woodbury Leadership Academy (hereafter referred as WLA) require criminal history background checks for all school employees, volunteers, and non licensed contracted service providers who interact with students and/or who could potentially be left unsupervised with a student.

II. **GENERAL STATEMENT OF POLICY**

- A. Anyone on the grounds of WLA, when school is in session, or at a WLA event with significant access to students, or unsupervised time spent with students, is required to submit to a criminal history background check prior to engaging with students.
1. This includes all school employees, volunteers, substitutes, or non licensed contracted service providers..
 2. All new employees shall complete a background check, with repeated background checks every 3 years.
 3. Volunteers shall complete a background check annually.
- B. Substitute Teachers and Non Contracted Service Providers:
1. All are required to pass a criminal history background check for conditional employment.
 2. No non-licensed contracted service provider shall be in contact with students other than to provide services for which they are hired, except as deemed appropriate by the lead school administrator.
 3. WLA specifically reserves any and all rights it may have to conduct background checks regarding employees, applicants, or service providers with the consent of such individuals.
- C. Volunteers (guest speakers, chaperones, teacher's assistant, etc.):
1. WLA requires criminal history background checks on any volunteer who accompanies students off campus (i.e., chaperones for field trips), and any

volunteer who is responsible for working with students on campus, when not under the supervision of a licensed teacher.

D. Emergency Replacement:

1. In the case that an emergency replacement is necessary (i.e., a teacher suffers a medical emergency or is involved in a severe accident), an emergency replacement will be provided immediately.
2. Until the results of the emergency replacements criminal history background check are determined, the lead school administrator or the designee is required to supervise the class.

E. Criminal History Background Check Procedures:

1. At the beginning of the school year, all parents will be notified that WLA requires criminal history background checks on all school personnel, including board members, volunteers with unsupervised access to students, emergency replacements and substitutes.
2. Background checks will be conducted through the service provider of WLA's choosing. The service provider shall include State of Minnesota and/or the service provider of WLA's choosing.
3. The cost of the background check for WLA staff and board members will be paid by Woodbury Leadership Academy.
4. The cost of the background check for WLA volunteers will be paid by the volunteer.
5. If a person is denied employment or dismissed based on information in a background check, he/she will receive notice of the reason, and will have the opportunity to respond.

F. Supervision Policy

1. The lead school administrator is responsible for supervising students to ensure their safety, and shall provide heightened supervision of substitutes, emergency replacements, volunteers and/or guest speakers.

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, DECEMBER 19, 2017**

Dr. Kathleen Mortensen

I. Organizational Leadership

Exercise strong leadership skills in promoting the mission and vision of the school

- Our 2018-2019 Enrollment Drive has begun and will remain open until January 31st. Four Open Houses will be held during December and January.

Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Woodbury Leadership Academy. (WLA)

- Ongoing curriculum alignment as specified in strategic plan

Provide leadership and monitor continuous school improvement

- WLA has almost completed our Special Education Corrective Action Plan, which is due at the end of January.

Direct and supervise the development, maintenance, updating and distribution of WLA Board of Directors (BOD) policies and procedures

- Board Meeting November 28, 2017
- Governance Committee met on December 12, 2017

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

- The Curriculum Team met on December 14th to continue planning for Middle School curriculum. The group worked on pacing guides for science in grades 6-8
- During grade level PLC's we have been discussing options to address class sizes in grades 4-6. Teachers explanation is as follows:
 - Coming into the 2017-2018 school year, the three teachers covering grades 4-6 understood that they would need to divide students by grade level to fully implement the CKLA curriculum.
 - In the fall, they assessed student's math ability based on Saxon Math and split students into ability level groups based on their performance on the placement exam. Students then rotated to the teacher that taught their Saxon Math level.
 - Students stayed in their assigned home rooms for science and social studies.
 - On October 9, 2017, the team changed their schedule to better fit the needs of students. That decision was based upon:
 - Teachers did not feel students were receiving enough teacher support and were often left to read and answer questions on their own.
 - Students were missing out on hands-on learning experiences
 - Knowledge retention seemed low because of excessive independent study time

Suggested revision at this time: Leave the current schedule intact, but have CKLA grade 4 taught by Ms. Walsh instead of Ms Erickson. (This would provide 4th graders with more time with their 4th grade teacher and address some parent concerns.) We are also advertising for a para professional who may be able to assist in the larger classes. Finally, we are looking into logistics to see if two teachers can work in the same area and assist with indirect instructional support.

- High Quality Charter School Appeal has been filed. WLA is requesting that MDE recognize us as a HQCS, based on our NWEA MAP test scores.

Provide leadership in the articulation among all instructional levels as well as special services within the school

- We are still looking for volunteers and/or staff to establish a Lego League, School House Chess Club, Mad Science Club, Knowledge Bowl, and Soccer and/or Basketball Clinics. We have a volunteer who will serve to coordinate these after school efforts.

III. Financial Management

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

- The Finance Committee is active.
- Regular discussions with Mandi Folks, Board Chair, and Judith Darling, Finance Director
- We have a volunteer that stepped forward to assist us with grant writing. She will be starting with some smaller grant initiatives for \$500-\$3,000, and in regard to promoting healthy lifestyles.
- Lease: The Facilities Committee, as well as the Finance Committee are working towards hiring a representative to spearhead obtaining a lease for WLA. Currently we are looking at bids for services and researching what parameters we want to set for the services rendered, expecting to present a vendor for board approval.

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 concluded the interview process for a new music teacher, and extended an offer. Per board ratification, the teacher will begin on January 3rd, 2018.

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

Drop off and pick up directional change - Beginning January 3rd, we will be changing the traffic direction in the parking lot for drop-offs and pick-ups. The current direction was necessary when Crosswinds traffic was part of the equation. However, we do not have the number of parent/guardian pick-up vehicles, or the number of buses that we have seen in the past, so we are not concerned about traffic congestion/piling up down the

roadway. Why the change? During our last icy/snowy patch, several concerned parents and staff members had near misses with fender-benders where traffic re-enters the roadway. By changing the traffic direction, drivers will more easily see approaching traffic. Thank you for your patience with WLA and with each other as we all strive for a safe parking lot.

Oversee development and implementation of student/parent activities

- The Holiday Shopping Extravaganza netted \$900 for WLA, with an additional \$500 raised for the grades 5-6 trip to Wolf Ridge!
- An upcoming event is scheduled for breakfast at Applebees, on January 20th, from 8-10 a.m. Tickets are \$10 per person

VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month

Toy Drive: Currently we are gathering toys for Children's Hospital. This initiative is being led by our 3rd grade class, as a service learning activity. The 3rd grade has set a goal of gathering 150 toys by Wednesday, December 20th. We have 152 toys that have already been donated. When the 3rd grade students reach their goal in generously giving to other children, they are hoping to "win" a free dress, and crazy hair day!

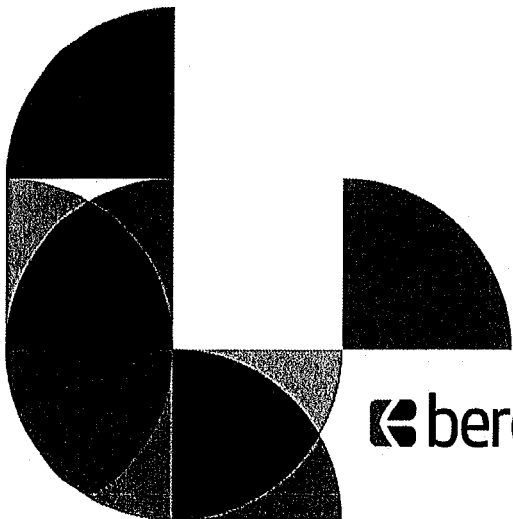


WOODBURY LEADERSHIP
Academy

Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

November 2017



 **bergankDV**
CPAS | ADVISORS

Prepared by:
Judith Darling, CPA
Finance Manager

**Woodbury Leadership Academy
Woodbury, Minnesota**

November 2017 Financial Statements

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Woodbury Leadership Academy
Woodbury, Minnesota

November 2017 Financial Statements

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the preliminary actual ending information as of June 30, 2017 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.

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 2017. If this amount is negative, this indicates that the State has paid the School more than anticipated for the previous year.

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

Our enrollment at the end of November was 253.

Our cash balance is strong at \$655K.

The finance committee has begun to work on updating the three year budget model.

Supplemental Information for November 2017

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

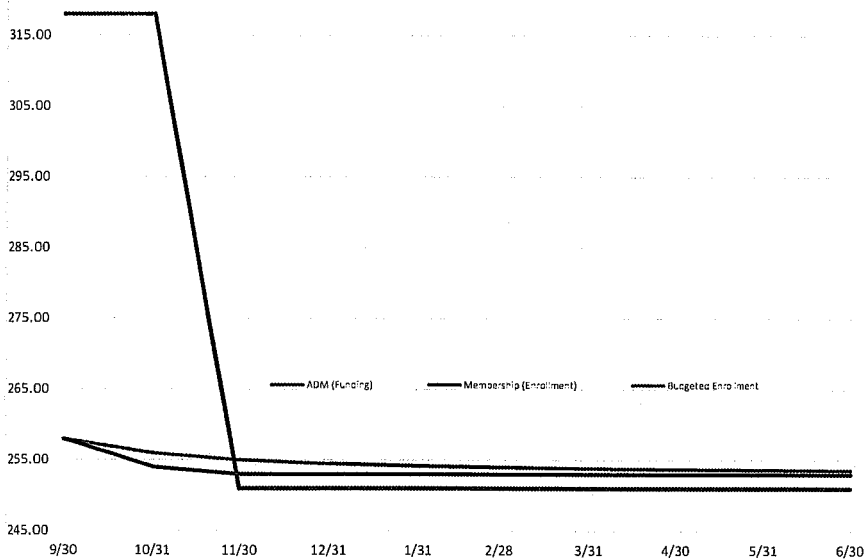
**Woodbury Leadership Academy
Woodbury, Minnesota**

**Attendance / Enrollment Report
2017-2018**

Average Daily Membership (ADM)											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	54	53	53	53	53	53	53	53	53	53	
1	54	54	54	54	53	53	53	53	53	53	
2	56	56	55	54	54	53	53	53	53	53	
3	37	37	38	38	38	38	38	39	39	39	
4	25	25	25	25	25	25	25	25	25	25	
5	28	28	27	27	27	27	27	27	27	27	
6	4	4	4	4	4	4	4	4	4	4	
GRAND TOTAL	258	256	255	255	254	254	254	254	254	254	

Membership (Enrollment) as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	54	51	53	53	53	53	53	53	53	53	
1	54	54	53	53	53	53	53	53	53	53	
2	56	56	52	52	52	52	52	52	52	52	
3	37	37	39	39	39	39	39	39	39	39	
4	25	25	25	25	25	25	25	25	25	25	
5	28	27	27	27	27	27	27	27	27	27	
6	4	4	4	4	4	4	4	4	4	4	
GRAND TOTAL	258	254	253	253	253	253	253	253	253	253	

Budgeted Enrollments as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	60	60	53	53	53	53	53	53	53	53	
1	66	66	54	54	54	54	54	54	54	54	
2	66	66	54	54	54	54	54	54	54	54	
3	44	44	36	36	36	36	36	36	36	36	
4	30	30	24	24	24	24	24	24	24	24	
5	36	36	26	26	26	26	26	26	26	26	
6	16	16	4	4	4	4	4	4	4	4	
GRAND TOTAL	318	318	251	251	251	251	251	251	251	251	



Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

**Woodbury Leadership Academy
Woodbury, Minnesota**

**Balance Sheet
November 30, 2017**

	Balance July 1, 2017	Balance November 30,
Assets		
Current Assets		
Cash and Investments	525,296	655,274
Accounts Receivable	0	0
PY State Aid Receivable	176,995	(64,577)
CY State Aid Receivable/(Deferred Rev)	0	(164,272)
Federal Aids Receivable	1,380	0
Prepaid Expenses and Deposits	42,381	1,216
Total Current Assets	746,052	427,640
Total All Assets	746,052	427,640
Liabilities and Fund Balance		
Current Liabilities		
Salaries and Wages Payable	68,946	19,885
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	0
Payroll Deductions and Contributions	47,071	9,758
Deferred Revenue	0	0
Total Current Liabilities	143,763	29,643
Fund Balance		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	(204,292)
Total Fund Balance	602,289	397,997
Total Liabilities and Fund Balance	746,052	427,640

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	November 2017 YTD Activity	42% Percent of Revised Budget
General Fund - 01				
Revenues				
State Revenues				
General Education Aid	1,682,101	1,642,486	656,852	40.0%
Literacy Aid	0	25,956	7,787	30.0%
Charter School Lease Aid	0	14,429	0	0.0%
Long-Term Facilities Maintenance Revenue	8,591	21,335	0	0.0%
Special Education Aid	241,346	186,676	43,031	23.1%
PY Over/Under Accrual	(1,253)	0	0	0.0%
Endowment Aid	10,171	9,053	4,527	50.0%
CY Estimated State Aid Receivable/(Deferred Rev)		0	(164,272)	0.0%
Total State Revenues	1,940,956	1,899,936	547,925	28.8%
	1,940,956		547,925	
Federal Revenues				
Federal CSP Grant \$225K (Imp 003, 9-30-16)	165,298	0	0	
Federal Special Education Aid	23,351	40,862	12,844	31.4%
PBIS Individuals with Disabilities Grant	14,994	6	6	100.0%
Title II	185	4,928	0	0.0%
Total Federal Revenues	203,828	45,795	12,849	28.1%
	203,828		12,849	
Local Revenues				
Interest Earnings	157	125	82	65.6%
Donations and Grants	88	500	2,396	479.1%
Give to the Max (course 200)	3,026	0	0	
Fees from Students (Field Trip, Other)	8,305	8,750	5,894	67.4%
Miscellaneous Revenues	947	1,000	5,885	588.5%
Sale of Merchandise/Fundraising - Net	2,517	1,000	1,383	138.3%
071 Third Party Billing	134	150	0	0.0%
Total Local Revenues	15,174	11,525	15,639	135.7%
	15,174		15,639	
Total Revenues	2,159,958	1,957,256	576,414	29.5%

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	November 2017 YTD Activity	42% Percent of Revised Budget
Expenditures				
100's Salaries	880,071	811,505	270,672	33.4%
200's Benefits	195,927	207,647	83,609	40.3%
305 Contracted Services	323,915	433,435	201,004	46.4%
315 Technology Services	9,157	15,155	9,553	63.0%
320 Communications Services	550	21,482	2,995	13.9%
329 Postage	752	2,500	637	25.5%
330 Utilities	47,158	119,360	56,847	47.6%
340 Property and Liability Insurance	8,774	11,000	4,568	41.5%
350 Repairs and Maintenance	53,579	50,413	22,780	45.2%
360 Transportation for Field Trips	1,998	4,375	0	0.0%
366 Travel, Conferences, and Staff Training	1,395	1,000	621	62.1%
369 Field Trips / Registration Fees	3,894	4,375	666	15.2%
370 Building Lease	29,492	16,033	7,288	45.5%
370 Other Rentals and Operating Leases	0	42,358	20,608	48.7%
380 Computer and Tech Related Hardware Rental	8,774	10,275	3,635	35.4%
401 Supplies - Non Instructional	11,848	12,000	8,875	74.0%
401 Maintenance Supplies	35	750	13	1.7%
405 Non-Instructional Software and Licensing	8,262	9,715	6,392	65.8%
406 Instructional Software	1,198	2,500	2,201	88.0%
430 Instructional Supplies	12,153	7,500	2,324	31.0%
455 Non-Instructional Tech Supplies	407	1,600	552	34.5%
456 Instructional Tech Supplies	639	500	0	0.0%
460 Textbooks and Workbooks	1,657	20,000	14,897	74.5%
461 Standardized Tests	0	5,000	3,104	62.1%
470 Media/Library Resources	0	500	0	0.0%
490 Food Purchased	771	800	461	57.6%
530 Furniture and Other Equipment	0	0	0	0.0%
555 Technology Equipment	513	1,000	0	0.0%
556 Instructional Technology Equipment	2,485	0	0	0.0%

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	November 2017 YTD Activity	42% Percent of Revised Budget
580 Capital Leases (copier)	8,309	0	0	
740 Interest Expense	0	0	0	
820 Dues and Memberships, Fees	28,543	28,335	1,883	6.6%
State Special Ed Expenditures	259,512	200,727	40,258	20.1%
Federal CSP Grant (003)	166,547	0	0	
Federal Special Education Program	23,351	40,862	14,100	34.5%
PBIS Individuals with Disabilities Grant	14,994	6	6	100.0%
Title II	185	4,928	0	0.0%
Extended Time Expenses	0	0	0	
Give to the Max CRS 200	(2,934)	0	0	
Directors Discretionary Fund	0	15,000	0	0.0%
Subtotal Expenditures	<u>2,095,137</u>	<u>2,102,635</u>	<u>780,548</u>	<u>37.1%</u>
	2,095,137	2,102,635	780,548	
Transfers to Other Funds	0		0	
Total Expenditures	<u><u>2,095,137</u></u>	<u><u>2,102,635</u></u>	<u><u>780,548</u></u>	<u><u>37.1%</u></u>
General Fund Net Income	<u><u>64,821</u></u>	<u><u>(145,379)</u></u>	<u><u>(204,134)</u></u>	
Beginning Fund Balance, General Fund, July 1	410,862	475,683	475,683	
Projected Fund Balance, General Fund, June 30	475,683	330,303	271,548	
	22.7%	15.7%		

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	November 2017 YTD Activity	42% Percent of Revised Budget
Fund 04 Program				
Revenues				
040 Tuition Revenue	240	0	0	
Total Revenues	240	0	0	
Expenditures				
Salaries and Wages	0	5,000	0	0.0%
Employee Benefits	0	800	0	0.0%
Purchased Services	500	3,410	0	0.0%
Supplies and Materials, Snacks	30	250	158	63.1%
Equipment	0	0	0	
Dues and Memberships	150	0	0	
Total Expenditures	680	9,460	158	
Community Services Fund Net Income	(440)	(9,460)	(158)	
Beginning Fund Balance, Fund 04, July 1	127,047	126,607	126,607	
Projected Fund Balance, Fund 04, June 30	126,607	117,147	126,449	

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	November 2017 YTD Activity	42% Percent of Revised Budget
Total All Funds				
Revenues				
State Revenues	1,940,956	1,899,936	547,925	28.8%
Federal Revenues	203,828	45,795	12,849	28.1%
Local Revenues	15,414	11,525	15,639	135.7%
Total Revenues	2,160,198	1,957,256	576,414	29.5%
	<small>2,160,198</small>	<small>1,957,256</small>	<small>576,414</small>	
Expenditures				
Salaries and Wages	880,071	816,505	270,672	33.2%
Employee Benefits	195,927	208,447	83,609	40.1%
Purchased Services	481,164	735,170	331,201	45.1%
Supplies and Materials	37,001	61,115	38,977	63.8%
Equipment	11,307	1,000	0	0.0%
Short Term Financing Costs	150	0	0	
Other (Fundraising, Special Ed, Dues, etc.)	490,198	289,857	56,247	19.4%
Total Expenditures	2,095,818	2,112,095	780,706	37.0%
	<small>2,095,818</small>	<small>2,112,095</small>	<small>780,706</small>	
Total Revenues All Funds	2,160,198	1,957,256	576,414	29.5%
Total Expenditures All Funds	2,095,818	2,112,095	780,706	37.0%
Net Income - All Funds	64,380	(154,839)	(204,292)	
	<small>64,380</small>	<small>(154,839)</small>	<small>(204,292)</small>	
Beginning Fund Balance, All Funds, July 1	537,909	602,289	602,289	
Projected Fund Balance, All Funds, June 30	602,289	447,451	397,997	
	<small>602,289</small>	<small>447,451</small>	<small>397,997</small>	

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

Woodbury Leadership Academy
Cash Flow Projection Summary
2017-2018 School Year

Period Ending	Cash Inflows (Revenues)					Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback	Total Receipts	Salaries** (Cash flow budgeted at Gross but updated at Net)	Other Expenses*** Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Total Expenses		
								Beginning Balance	525,296	
Jul 31	177,733		13	2,995	180,741	50,440	65,775	116,215	589,823	589,823
Aug 31	152,810		116	124,881	277,806	51,682	100,972	152,654	714,975	714,853
Sept 30	169,922	0	3,736	67,546	241,204	54,320	190,388	244,708	711,471	711,471
Oct 31	85,277	6,232	4,798	50,534	146,841	56,139	130,044	186,182	672,129	672,129
Nov 30	126,455	6,612	12,240	(3)	145,305	52,157	110,003	162,160	655,274	655,274
Dec 31	142,535	4,707	0	0	147,242	122,078	56,519	178,596	623,919	
Jan 31	142,535	4,707	0	0	147,242	122,078	56,519	178,596	592,565	
Feb 28	142,535	4,707	0	0	147,242	122,078	56,519	178,596	561,211	
Mar 31	142,535	4,707	0	0	147,242	122,078	56,519	178,596	529,857	
Apr 30	142,535	4,707	0	0	147,242	122,078	56,519	178,596	498,503	
May 31	142,535	4,707	0	0	147,242	122,078	56,519	178,596	467,149	
June 30	142,535	4,707	0	0	147,242	122,078	56,519	178,596	435,795	
Projected	1,709,942	45,795	20,903	245,953	2,022,593	1,119,280	992,815	2,112,095		
	1,709,942	45,795	15,639			1,119,280	992,815	2,112,095		
Totals	1,709,942	45,795	20,903	245,953	2,022,593	1,119,280	992,815	2,112,095	435,795	

Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our working budget for the year that we will not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.