

Public Copy

# Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, November 28, 2017

6:00 P.M.

Woodbury Leadership Academy School

600 Weir Drive, Woodbury, MN – Room 1500 (1<sup>st</sup> 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

---



~~DRAFT~~  
~~DRAFT~~

**Meeting:** Board of Directors Regular Meeting

**Date:** Tuesday, November 28, 2017

**Time:** 6:00 P.M.

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

## 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: Claudia George) 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  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
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. **Committee Reports** Info (10 minutes)
  - 6.1. Finance Committee (Presenter: Jess Erickson, Treasurer)
    - 6.1.1. Financial Statements (**Action Items if needed**)  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- 6.2. Governance Committee (Presenter: Ro Krejci, Governance Chair)
- 6.2.1. Policy Recommendations 2nd Readings 303, 537 and 538 (**Action Items if needed**)  
 Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

**7. Board and Administration Reports** Info (20 minutes)

- 7.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 7.2. Executive Director Report (Presenter: Dr. Mortensen, Executive Director)
- 7.3. Finance Director Report (Presenter: Judith Darling)

**8. Development & Discussion** (Presenter: Mandi Folks, Board Chair) Discussion (20 minutes)

- 8.1. WLA ByLaws (review before Board meeting and share reflections)
- 8.2. Discussion regarding adjusting current budget or adjusting staffing levels
- 8.3. Middle School Presentation (Presenter: Dr. Mortensen, Executive Director)

**9. Closed Session**

Pursuant to MN Statute 13D.05 subd. 2 for the discussion of considerations of allegations against individuals subject to the boards authority.

- Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 9.1. Re-Open Meeting  
 Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 9.2. Action Item(s)  
 Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

**10. Business/Board Action** (Presenter: Mandi Folks, Board Chair) **Action (10 minutes)**

- 10.1. Open Board of Directors Seats  
 Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 10.2. Budget recommendation for 2017-2018 school year.  
 Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 10.3. Grade offerings for 2018-2019 school year.  
 Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

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

- 11.1. Board Communication - Reflection
- 11.2. Future Items

**12. Housekeeping** (Presenter: Mandi Folks, Board Chair) Info (1 minute)

- 12.1. Next Regularly Scheduled WLA Board of Directors Meeting  
 Date: Tuesday, December 19, 2017  
 Time: 6:00 P.M.  
 Location: WLA – 600 Weir Drive, Woodbury, MN 55125 –1st Grade Pod Area
- 12.2. Delegation of Public Comment Items (if necessary)
- 12.3. New Board Members Oath of Office

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

- 13.1. Adjournment  
 Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_



**Meeting:** Governance Committee

**Date:** Monday, November 21, 2017

**Time:** 2:30 P.M.

**Location:** Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044/Main Office

### AGENDA

**This meeting was cancelled - As stated at the October 24, 2017 Board Meeting the Governance Committee will be presenting the following policies for 2nd Readings:**

- 303 - Background Check
- 537 - Kindergarten Lottery
- 538 - Enrollment

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: December 19, 2017

Time: 2:30 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044 in the Main Office.

*Adopted: August 12, 2014*

## **537 KINDERGARTEN LOTTERY POLICY**

### **I. PURPOSE**

The purpose of this policy is to establish a clear understanding of the Woodbury Leadership Academy Kindergarten lottery process.

### **II. GENERAL STATEMENT OF POLICY**

Woodbury Leadership Academy practices a Kindergarten enrollment process that is fair and balanced. Woodbury Leadership Academy will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124D.10 subdivision 9.

### **III. DEFINITION**

“Enrolled” means when the application is received and a student is placed in an open position within a grade level.

### **IV. PROCEDURE**

- A. The Kindergarten lottery for children eligible to enter Kindergarten in September will be held each year on the first business day in February.
- B. 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.woodburyleadershipacademy.com](http://www.woodburyleadershipacademy.com)
- C. A completed application is required for anyone wishing to be considered for enrollment. It is the responsibility of the applicant to retain confirmation from Woodbury Leadership Academy of the receipt of application. If confirmation of receipt is not received, it is upon the applicant to follow up with Woodbury Leadership Academy to request the confirmation.
- D. All applications must be received by the school by 3:30 pm the last business day in January. All applications received after the deadline will be stamped according to date received.
- E. Openings will be filled per Minnesota State Statute as follows:
  - i. A sibling of an enrolled student and/or a foster child of that

student's parents/guardians.

- a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a sibling who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
    1. When one twin/multiple is drawn to fill an open position, the other twin/multiples are automatically considered a sibling of an enrolled student and receive sibling preference.
    2. If the Kindergartner has siblings in other grades, they will now be considered a sibling of an enrolled student and receive sibling preference.
  - ii. Child/children of Woodbury Leadership Academy staff.
    - a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a child of a teacher who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
    - b. A person is considered a staff member after completing their first day of work as outlined in their contract.
  - iii. General Lottery
    - a. General lottery applications will be pulled randomly by two Enrollment Committee members or one Enrollment Committee member and the Director. The names are added, in the order drawn, to fill all openings. The applications will be pulled in accordance with enrollment policy 538.
    - b. Parents/guardians will be notified in writing (electronic or otherwise) within 10 business days of the lottery results.
- F. Waiting list placement will begin with the first student in sequence after all the existing openings are filled. After the February lottery has taken place, all new registrations will be placed in sequence on the waiting list.

## V. REVIEW

The Board of Directors will review this policy annually after the yearly lottery process.

*Note: The applicability and enforceability of this policy 537 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.*

**Policy 538: Enrollment**

*Adopted: July 12<sup>th</sup>, 2016*

**I. PURPOSE**

The purpose of this policy is to establish a clear understanding of the Woodbury Leadership Academy enrollment process.

**II. GENERAL STATEMENT OF POLICY**

Woodbury Leadership Academy practices an enrollment process that is fair and balanced. Woodbury Leadership Academy will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124D.10 subdivision 9.

**III. DEFINITIONS**

“Enrolled” means when the application is received and a student is placed in an open position within a grade level and enrollment materials have been received by the school.

**IV. PROCEDURES**

- 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.woodburyleadershipacademy.com](http://www.woodburyleadershipacademy.com)
- B. All applications must be received by the school by the last business day in January. All applications will be stamped according to date received.
- C. Lottery will take place on the first business day in February.
- D. Kindergarten: Refer to the Kindergarten Enrollment Policy #537.
- E. Grades 1-6:
  - i. A completed application is required for any student wishing to be considered for enrollment. Applications do not carryover from year to year and must be resubmitted. Current students of Woodbury Leadership Academy need to return Letter of Intent to return for the following school year.
  - ii. Openings will be filled per Minnesota State Statute as follows:
    - a. A sibling of an enrolled student and/or a foster child of that student's parents/guardians.
    - b. When one twin/multiple is drawn to fill an open position, the other twin/multiples are automatically considered a sibling of an enrolled student and receive sibling preference.
    - c. If the student has siblings in other grades, they will now be [woodburyleadershipacademy.com](http://www.woodburyleadershipacademy.com)

- considered a sibling of an enrolled student and receive sibling preference.
- d. Child/children of Woodbury Leadership Academy staff
    1. A person is considered a staff member after completing their first day of work as outlined in their contract.
  - e. General Lottery Waiting lists, if needed, should be re-established after the lottery that follows each enrollment deadline. Families may not retain a waiting number from a previous year. Waiting lists should not be established before enrollment deadline in lieu of lotteries; open enrollment is **NOT** first-come, first-served prior to the enrollment deadline.
    1. New applications will be drawn randomly by two Enrollment Committee members OR one Enrollment Committee member and the Director. The applications will be pulled starting with the highest grade.
    2. New applicants are added to the existing waiting list in the order drawn.
  - iii. Annual lottery results will be mailed (electronically or otherwise) within 10 days after the lottery.
  - iv. As students from the list are offered positions and/or become enrolled, positions on the lists will be adjusted accordingly.
  - v. The waiting list is intended for the sole purpose of enrollment and distribution of information deemed appropriate by Woodbury Leadership Academy. Woodbury Leadership Academy will not sell, distribute or otherwise disseminate waiting list information. Woodbury Leadership Academy will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at Woodbury Leadership Academy.

F. 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.

## **V. STUDENT WITHDRAWAL**

When a student withdraws from Woodbury Leadership Academy, a Student Withdrawal Form must be completed and returned by a parent/guardian to the Woodbury Leadership Academy's business office. To obtain the Student Withdrawal Form, please contact the business office.





Woodbury Leadership Academy will recognize a request of records from another school district as an official notification of that student's withdrawal.

*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:

Revised:

### 303 BACKGROUND CHECKS

#### 1. PURPOSE

- 1.1. The Board of Directors recognizes the importance of providing a safe school environment to ensure the physical, social and psychological well-being of all of its students, teachers and staff.

#### 2. GENERAL STATEMENT OF POLICY

- 2.1. The Board of Directors of Woodbury Leadership Academy requires that a criminal background check be completed for any and all applicants who receive an offer of employment, volunteers serving in any capacity at/or on behalf of Woodbury Leadership Academy, independent contractors, and student employees.

#### 3. SPECIFIC POLICY CONDITIONS

- 3.1. Woodbury Leadership Academy shall require all applicants who receive an offer of employment submit to a criminal background check at their expense. The offer of employment shall be based upon a determination by school administrators that an applicant's criminal history does not preclude the applicant from employment with the school.
- 3.2. Adherence to this policy by the school shall in no way limit Woodbury Leadership Academy from requesting or requiring additional information. When required as follow-up to a properly executed background check, employees, applicants, volunteers, or independent contractors must provide fingerprints to assist in finalizing a criminal background check. If the fingerprints provided are unusable, the individual will be requested to submit another set of prints. In no case will fingerprints be required of any applicant, volunteer, consultant or student in order to complete the initial required background check.
- 3.3. Woodbury Leadership Academy will pay the costs of background checks for applicants to official WLA Job Postings and for current and continuing employees requiring a background check renewal. Costs of background checks for volunteers or consultants shall be the responsibility of the volunteer or consultant. These costs will be passed through to the volunteer or consultant matching the expected invoiced amount from the vendor.
- 3.4. Woodbury Leadership Academy may use the results of a previous background check, as long as it was completed within the past 24 months and it was completed by an appropriate authority, as determined by Woodbury Leadership Academy Administrative staff. The resulting background check report must be transmitted directly from the responsible organization maintaining the background check report to Woodbury Leadership Academy administration.
- 3.5. The Director and the Administrative Staff of Woodbury Leadership Academy are responsible for selecting a reputable vendor to perform the background checks. Such vendor must be able to perform a nationwide search, if necessary. The cost of the background checks should also be considered as part of the selection criteria, so as to keep the cost to a minimum.
- 3.6. Woodbury Leadership Academy administration will ensure that all background checks are held in compliance with all state and federal statutes, such as Fair Consumer Reporting Act. Information contained in background checks will be treated as confidential.
- 3.7. Copies of this policy will be available from the school's business office and web page, and a physical copy will be made available upon written request at the business office.
- 3.8. Background checks shall be required at these intervals:

- 3.8.1. Background checks for professional licensed employees and staff shall be completed in conjunction with the individuals professional license renewal
- 3.8.2. All non-licensed staff, contractors and volunteers will complete a background check every 3 years.
- 3.9. Procedures regarding background checks for employment
  - 3.9.1. An individual will not commence employment until the school receives the results of the criminal background check.
    - 3.9.1.1. The school may conditionally hire an individual pending completion of the background check, but shall notify the individual that the individual's employment may be terminated based on the results of the background check.
    - 3.9.1.2. The school's hiring authority is not liable for failing to hire or terminating an individual's employment or other service based on the outcome of the criminal background check. An individual who is offered employment must sign a background check consent form.
  - 3.9.2. Copies of this policy will be distributed to applicants for employment upon request. The need to submit to a background check may be included with the basic criteria for employment in the job posting or advertisements
  - 3.9.3. The applicant will be informed of the results of the background check to the extent required by law.
  - 3.9.4. If the background check precludes employment with the school, the individual will be so advised.
- 3.10. Procedures regarding background checks for volunteers:
  - 3.10.1. Background checks must be completed before a volunteer can coach either athletic or non-athletic activities, chaperone field trips, attend overnight activities, work with students, or run for a seat on the school's Board of Directors.
  - 3.10.2. Volunteers need to sign in and out at the school, following current school security process, prior to working with students or attending field trips.
  - 3.10.3. The volunteer will be notified of the results of the background check to the extent required by law.
  - 3.10.4. Background checks for volunteers must be updated every 3 years in the same manner which you originally applied, including payment.
- 3.11. Procedures regarding background checks for Independent Contractors and guests:
  - 3.11.1. Independent contractors subject to this policy who possess professional licensure granted by the State of Minnesota and whose professional license is in the field directly related to the service they are contracted for, may be allowed to commence work provided that a background check is a condition for the issuance of their license. Such independent contractors must provide proof of licensure and proof of their background check prior to commencing work.
  - 3.11.2. Should a background check not be a requirement of licensure, the contractor will need to fill out a consent form from our business office and pay for the background check.
  - 3.11.3. Guests will not be required to have a background check completed. All guests are required to have a visible badge or other form of identification distributed by school staff that signifies they are permitted to be in the building. Guests include: one time repair technicians, guest speakers, and anyone who has a specific reason to visit during the regular school day and are approved by administration.
- 3.12. Complaints Process - Complaints regarding the proper processing of, resulting decisions arising from, or efficacy and truthfulness of a background check report should follow the WLA complaint process as stated in WLA policy number 103 – "Complaints – Students, Employees, Parents, Other Persons".

**WOODBURY LEADERSHIP ACADEMY**

Adopted: August 12, 2014

Revised: May 2, 2016

**538 ENROLLMENT AND LOTTERY POLICY****I. PURPOSE**

Woodbury Leadership Academy follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students.

**II. DEFINITIONS**

“Enrolled” means when the application is received and a student is placed in an open position within a grade level and enrollment materials have been received by the school.

**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](http://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 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 1<sup>st</sup> of the year in which they start kindergarten and 6 years old by September 1<sup>st</sup> of the year in which they start first grade.
  - 2. Parent/guardian(s) of students enrolled in the school must indicate their intent to retain their seat for the following year annually in writing, by the designated date.
    - a. Unclaimed seats may be considered open and offered to students by lot at that time.



- 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 described under section H.
  2. If a student does not accept a position, s/he will not forfeit his/her position on the waitlist, but 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 as official notification of that student's withdrawal.
- F. 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, with all students on the sibling preference list offered a seat prior to any student on the staff preference list, and so on.
  2. On the date of a lottery, all students shall be assigned a random number; those not granted seats in the lottery will be placed in order according to their randomly assigned number on the appropriate preference list.
  3. Students whose siblings later accept enrollment at Woodbury Leadership Academy may be moved to the bottom of the sibling preference list.
  4. 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.
  5. 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.
- G. Students on a current year waitlist will be entered into a lottery for the upcoming school year, if they have not accepted a seat prior to the next lottery.
- H. 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.

- I. Students may apply to transfer to Woodbury Leadership Academy, even if Woodbury Leadership Academy is not one of the student's schools of residence.



## 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 substitutes who interact with students and/or who could potentially be left unsupervised with a student.

#### II. GENERAL STATEMENT OF POLICY

- A. Anyone on WLA's grounds or at one of its events 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 emergency replacements.
  2. At the time of hire, all employees shall complete a background check.
  3. Volunteers shall acquire the necessary paperwork at the front office.
- B. Substitute Teachers:
1. All substitute teachers are required to pass a criminal history background check for conditional employment.
  2. No substitute shall be in contact with student other than to provide direct instruction or other services for which the substitute was hired, except as deemed appropriate by the Lead School Administrator.
  3. WLA specifically reserve 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, but not under the supervision of a licensed teacher.



2. Volunteers who will be left unsupervised with students shall undergo a check against the state sex offender registry and undergo a criminal history background check.
3. WLA school volunteers shall complete a background check annually.
4. WLA board members shall undergo a criminal history background check once per term.

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.
3. All substitute teachers are required to pass a criminal history background check for conditional employment.

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 Minnesota Bureau of Criminal Apprehension and the national sex registry.
3. The cost of a staff and board member background checks will be paid by WLA. The cost of school volunteer background check will be paid by the volunteer.
4. 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, NOVEMBER 28, 2017**

*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

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

- Conferences were conducted on November 21-22, with strong turn-out by our families!
- We have been planning to move forward with a Middle School model, and to date, have drafted enrollment projections, budget models, space needs, scheduling, curriculum development, and extra-curricular plans.
- Our 2018-2019 Enrollment Drive will begin on December 1st. Open Houses will be held on December 5<sup>th</sup> and 14<sup>th</sup>, as well as January 18<sup>th</sup>, and 30<sup>th</sup>.

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 completed MAP testing, and the results are extremely positive. Our students and staff members worked hard to complete the tests over a two-week test window. WLA students continue to exceed grade level standards in math and reading, across all grade levels. (see attachment for grade level summaries, additional documents will be provided at the Board meeting.)

Oversee development of internal processes for effective management and control of the school's resources

- Meeting with bus company on November 6<sup>th</sup>, to begin the bid process for the 2018-19 school year.

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

- Board Meeting, November 14, 2017
- Facilities Planning Committee met on October 30<sup>th</sup>

**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 November 16<sup>th</sup> to review early plans for Middle School curriculum.

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

- Our English Language Learners began receiving services today, November 28, 2017.
- 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, and the Literacy Grant has been submitted and approved for WLA.
- The Fundraising and Marketing Committee met on November 8<sup>th</sup>.
- Regular discussions with Mandi Folks, Board Chair, and Judith Darling, Finance Director.

### **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 expect to have a name and start date to the board by the December 19<sup>th</sup> Board meeting. Until then, we did hire a substitute teacher who has committed for the month for December.

Oversee conflict resolution and all other personnel matters

- No issues at this time.

### **V. Provision for a Safe and Effective Learning Environment**

Guide the process of effective dissemination of information between teachers and parents

- Thursday folders, and The Principal's Corner are going out regularly.

Monitor reporting systems involving health and safety of students

- Bus evacuation drills were held on October 25<sup>th</sup>.

Oversee development and implementation of student/parent activities

- WLA volunteers are continually assisting with a rich student/parent/staff member activity calendar.
- We are almost ready to distribute a 'Family Directory' at the request of some of our parents.

### **VI. Communications Management**

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

- Give to the Max was a success, and we are thankful to the many families and community members that contributed to this campaign, and WLA.
- The Volunteers of America (VOA) conducted their site visit on October 27<sup>th</sup>. Stephanie Olsen was very supportive of WLA efforts, as well as pointing out items that need to be addressed.

# NWEA Measures of Academic Progress (MAP) Normative Data Analysis for WLA, Fall 2017

## NWEA

WLA utilizes the Northwest Evaluation Association (NWEA) MAP tests as part of our annual assessment plan. MAP tests allow us to compare the achievement of WLA students to other nationally normed, grade level, student reference groups. (WLA scores are compared across 23,500 schools nationwide, serving 10.2 million students as of 2015) By contextualizing student performance:

- Teachers can plan for individual students, and confer with parents
- Support administration focus on allocating resources
- Empowering school staff to improve student outcomes for *ALL* learners

## MAP TESTING

WLA has been conducting MAP testing during the Spring and Fall of each school year, and thus we have longitudinal data per student and for the school as a whole. Although we have such data, there are limitations to the comparisons we can make. Limitations include:

- Any school demographic changes
- Methodological changes in instruction
- Changes in staffing levels
- Changes in the rigor of curriculum and instruction

## Terminology

Standard Deviation (SD) is a simple measure of dispersion around the mean value, the smaller the SD, the more compact the scores are around the mean. This is helpful when we consider if our school falls well above, or well below other similar schools.

Growth Norms reflect student growth. Students with high growth typically started out at a lower performance level when compared to their peers. (Students with starting scores above grade level, typically show less growth on average.)

RIT Scores show norms for schools, in addition to student norms for status and growth. For instance, RIT scores can be used to compare the performance of students across classrooms in the same school, across the school district, or compared to other schools nationwide. (RIT scores are thus, more muted than individual growth scores)

## WLA FALL 2017 RESULTS SUMMARY

- Students demonstrated 100% growth in math across grade level classes as a whole
- Students demonstrated near 100% growth in reading across grade level classes as a whole
- All grade level averages in math and reading, were significantly above national norms (WLA students as a whole, demonstrated that they are achieving at graded levels 6 months, to 1 year and 6 months above their national peer groups)

**WLA  
FALL 2017  
NWEA MAP RESULTS**

GR	TEA	MATH STUDENTS			STUDENTS AT OR ABOVE GR LEVEL	READING STUDENTS			STUDENTS AT OR ABOVE GR LEVEL
		W/VALID GROWTH	MEAN RIT	NATIONAL MEAN RIT		W/VALID GROWTH	MEAN RIT	NATIONAL MEAN RIT	
1	AI	100%	172.8	162.4	14 of 16	100%	170.1	160.7	13 of 16
1	KH	100%	178.1	162.4	17 of 18	17 of 18	175.3	160.17	15 of 17
1	CG	100%	172.7	162.4	18 of 19	100%	169.7	160.7	16 of 19
2	KC	100%	186.3	176.9	16 of 18	100%	188.4	174.7	17 of 18
2	CC	100%	187.4	176.9	18 of 21	19 of 21	182.8	174.7	14 of 19
2	KE	100%	183.1	176.9	12 of 16	16 of 17	185.4	174.7	12 of 16
3	AK	100%	197.8	190.4	13 of 18	100%	198.1	188.3	14 of 18
3	EC	100%	196.5	190.4	14 of 19	100%	196.7	188.3	15 of 19
4	MW	100%	215.2	201.9	22 of 25	100%	210.5	198.2	20 of 25
5	KC	100%	219.2	211.4	22 of 27	100%	214.6	205.7	22 of 27
6	JE	100%	222.75	218	3 of 4	100%	216	211	2 of 3

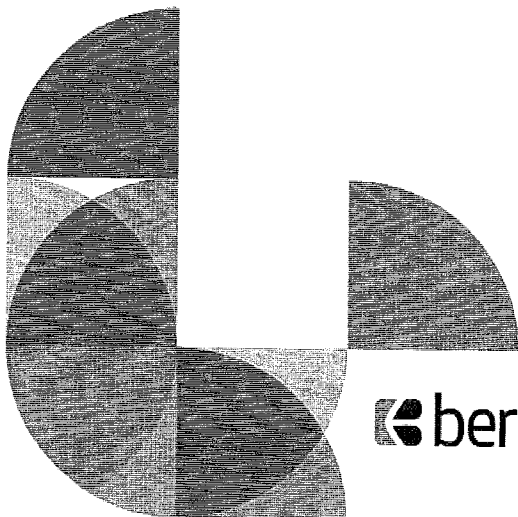


**WOODBURY LEADERSHIP**  
*Academy*

Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Statements

October 2017



 **bergankDV**  
CPAS | ADVISORS

*Prepared by:*  
Judith Darling, CPA  
Finance Manager

**Woodbury Leadership Academy  
Woodbury, Minnesota**

**October 2017 Financial Statements**

**Table of Contents**

Executive Summary	Page 3
Enrollment Graph	Page 5
Balance Sheet	Page 6
Statement of Revenues and Expenditures	Page 7
Cash Flow Projection Summary	Page 12
Supplemental Information – See Separate Document	
Checks and Wires	
Cash Receipts	
Journal Entries	

Woodbury Leadership Academy  
Woodbury, Minnesota

October 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 30<sup>th</sup> 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 30<sup>th</sup> 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 October was 254.

Our cash balance is strong at \$672K. This balance will decrease once MDE begins to pay us based on 251 students versus 318. However, even with this adjustment, we will have sufficient cash to continue normal operations.

We are asking the board to adopt an amended budget which projects a deficit of \$154,839. This includes a deficit in the General Fund of \$145,379 (page 9) and a deficit in the Community Services Fund of \$9,460 (page 10). This will leave our General Fund with a fund balance percent of 15.7% at June 30, 2018.

Our proposed budget is based on an average of 251 students. The primary differences between our original budget and the proposed budget relate to the reduced enrollment (318 ADM versus 251 ADM) and the leasing of the entire building versus the partial space we originally intended to occupy. There have been some reduction in various expense line items as a result of the lower enrollment.

The finance committee will now turn its focus to updating the three year budget model.

## **Supplemental Information for October 2017**

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

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



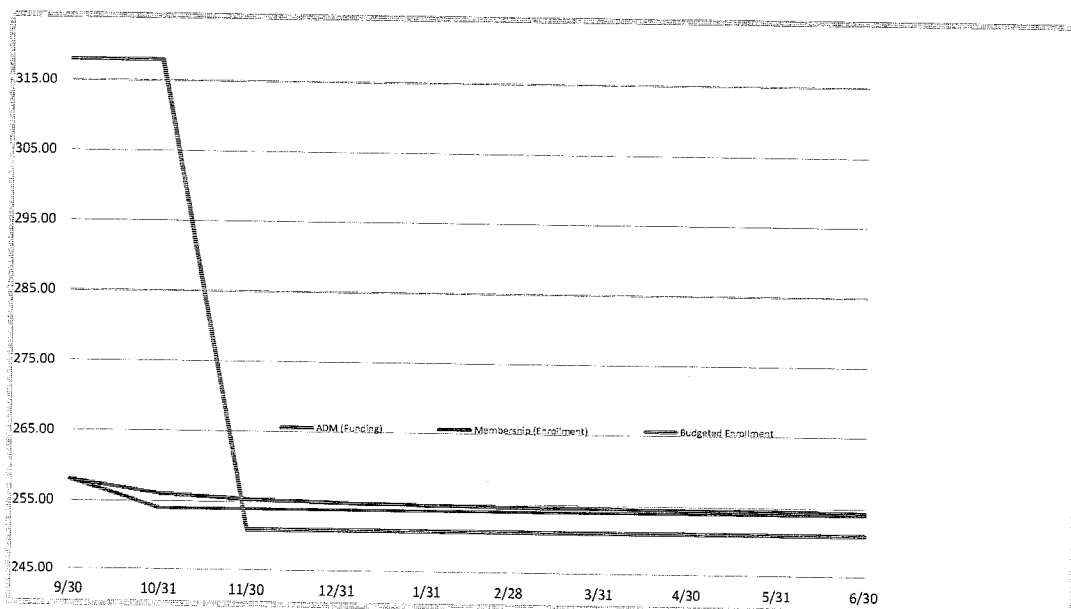
**Woodbury Leadership Academy  
Woodbury, Minnesota**

**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	52	52	52	52	51	51	51	51	
1	54	54	54	54	54	54	54	54	54	54	
2	56	56	56	56	56	56	56	56	56	56	
3	37	37	37	37	37	37	37	37	37	37	
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	255	255	255	255	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	51	51	51	51	51	51	51	51	
1	54	54	54	54	54	54	54	54	54	54	
2	56	56	56	56	56	56	56	56	56	56	
3	37	37	37	37	37	37	37	37	37	37	
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	254	254	254	254	254	254	254	254	

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  
October 31, 2017**

	Balance July 1, 2017	Balance October 31, 2017
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash and Investments	525,296	672,129
Accounts Receivable	0	0
PY State Aid Receivable	176,995	(64,580)
CY State Aid Receivable/(Deferred Rev)	0	(194,367)
Federal Aids Receivable	1,380	0
Prepaid Expenses and Deposits	42,381	1,142
<b>Total Current Assets</b>	<b>746,052</b>	<b>414,325</b>
<b>Total All Assets</b>	<b>746,052</b>	<b>414,325</b>
<b><u>Liabilities and Fund Balance</u></b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	68,946	13,257
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	12,196
Payroll Deductions and Contributions	47,071	(1,003)
Deferred Revenue	0	0
<b>Total Current Liabilities</b>	<b>143,763</b>	<b>24,450</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	(212,414)
<b>Total Fund Balance</b>	<b>602,289</b>	<b>389,875</b>
<b>Total Liabilities and Fund Balance</b>	<b>746,052</b>	<b>414,325</b>

*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**  
**October 31, 2017**

	FY 2017 Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Proposed Budget 251 ADM	October 2017 YTD Activity	Percent of Proposed Budget
<b>General Fund - 01</b>					
<b>Revenues</b>					
<b>State Revenues</b>					
General Education Aid	1,682,101	2,070,734	1,642,486	581,215	35.4%
Literacy Aid	0	36,233	25,956	0	
Charter School Lease Aid	0	0	14,429	0	0.0%
Long-Term Facilities Maintenance Revenue	8,591	27,030	21,335	0	0.0%
Special Education Aid	241,346	312,439	186,676	0	0.0%
PY Over/Under Accrual	(1,253)	0	0	0	0.0%
Endowment Aid	10,171	9,003	9,053	4,527	50.0%
CY Estimated State Aid Receivable/(Deferred Rev)		0	0	(194,367)	0.0%
<b>Total State Revenues</b>	<b>1,940,956</b>	<b>2,455,438</b>	<b>1,899,936</b>	<b>391,375</b>	<b>20.6%</b>
<b>Federal Revenues</b>					
Federal CSP Grant \$225K (Imp 003, 9-30-16)	165,298	0	0	0	
Federal Special Education Aid	23,351	33,203	40,862	6,232	15.3%
PBIS Individuals with Disabilities Grant	14,994	0	6	6	100.0%
Title II	185	4,000	4,928	0	0.0%
<b>Total Federal Revenues</b>	<b>203,828</b>	<b>37,203</b>	<b>45,795</b>	<b>6,238</b>	<b>13.6%</b>
<b>Local Revenues</b>					
Interest Earnings	157	125	125	65	52.0%
Donations and Grants	88	0	500	354	0.0%
Give to the Max (course 200)	3,026	0	0	0	
Fees from Students (Field Trip, Other)	8,305	8,000	8,750	3,187	36.4%
Miscellaneous Revenues	947	0	1,000	(8)	-0.8%
Sale of Merchandise/Fundraising - Net	2,517	0	1,000	858	85.8%
071 Third Party Billing	134	0	150	0	0.0%
<b>Total Local Revenues</b>	<b>15,174</b>	<b>8,125</b>	<b>11,525</b>	<b>4,456</b>	<b>38.7%</b>
<b>Total Revenues</b>	<b>2,159,958</b>	<b>2,500,767</b>	<b>1,957,256</b>	<b>402,069</b>	<b>20.5%</b>

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**October 31, 2017**

33%

FY 2017 Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Proposed Budget 251 ADM	October 2017 YTD Activity	Percent of Proposed Budget
------------------------------	---------------------------------------	---------------------------------------	------------------------------	----------------------------------

**Expenditures**

100's Salaries	880,071	948,157	811,505	198,213	24.4%
200's Benefits	195,927	252,201	207,647	63,917	30.8%
305 Contracted Services	323,915	300,696	433,435	164,535	38.0%
315 Technology Services	9,157	13,200	15,155	8,753	57.8%
320 Communications Services	550	600	21,482	2,995	13.9%
329 Postage	752	2,500	2,500	637	25.5%
330 Utilities	47,158	48,573	119,360	46,263	38.8%
340 Property and Liability Insurance	8,774	9,000	11,000	4,568	41.5%
350 Repairs and Maintenance	53,579	60,950	50,413	19,113	37.9%
360 Transportation for Field Trips	1,998	4,000	4,375	0	0.0%
366 Travel, Conferences, and Staff Training	1,395	7,000	1,000	606	60.6%
369 Field Trips / Registration Fees	3,894	4,000	4,375	189	4.3%
370 Building Lease	29,492	30,377	16,033	5,830	36.4%
370 Other Rentals and Operating Leases	0	300	42,358	17,008	40.2%
380 Computer and Tech Related Hardware Rental			10,275	3,635	35.4%
401 Supplies - Non Instructional	11,848	32,800	12,000	6,285	52.4%
401 Maintenance Supplies	35	2,100	750	13	1.7%
405 Non-Instructional Software and Licensing	8,262	11,194	9,715	6,392	65.8%
406 Instructional Software	1,198	1,600	2,500	2,201	88.0%
430 Instructional Supplies	12,153	24,500	7,500	3,580	47.7%
455 Non-Instructional Tech Supplies	407	1,200	1,600	552	34.5%
456 Instructional Tech Supplies	639	3,000	500	29	5.8%
460 Textbooks and Workbooks	1,657	20,000	20,000	14,531	72.7%
461 Standardized Tests	0	5,000	5,000	3,104	62.1%
470 Media/Library Resources	0	2,500	500	0	0.0%
490 Food Purchased	771	400	800	359	44.9%
530 Furniture and Other Equipment	0	3,500	0	0	
555 Technology Equipment	513	10,000	1,000	0	0.0%
556 Instructional Technology Equipment	2,485	3,000	0	0	

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**October 31, 2017**

	FY 2017 Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Proposed Budget 251 ADM	October 2017 YTD Activity	33% Percent of Proposed Budget
580 Capital Leases (copier)	8,309	10,275	0	0	
740 Interest Expense	0	3,000	0	0	
820 Dues and Memberships, Fees	28,543	32,724	28,335	1,516	5.4%
State Special Ed Expenditures	259,512	332,382	200,727	25,927	12.9%
Federal CSP Grant (003)	166,547	0	0	0	
Federal Special Education Program	23,351	33,203	40,862	13,567	33.2%
PBIS Individuals with Disabilities Grant	14,994	0	6	6	100.0%
Title II	185	4,000	4,928	0	0.0%
Extended Time Expenses	0	5,425	0	0	
Give to the Max CRS 200	(2,934)	0	0	0	
Directors Discretionary Fund	0	15,000	15,000	0	0.0%
<b>Subtotal Expenditures</b>	<b>2,095,137</b>	<b>2,238,357</b>	<b>2,102,635</b>	<b>614,325</b>	<b>29.2%</b>
	2,095,137	2,238,357	2,102,635	614,325	
<b>Transfers to Other Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Expenditures</b>	<b>2,095,137</b>	<b>2,238,357</b>	<b>2,102,635</b>	<b>614,325</b>	<b>29.2%</b>
<b>General Fund Net Income</b>	<b>64,821</b>	<b>262,410</b>	<b>(145,379)</b>	<b>(212,256)</b>	
<b>Beginning Fund Balance, General Fund, July 1</b>	<b>410,862</b>	<b>475,683</b>	<b>475,683</b>	<b>475,683</b>	
<b>Projected Fund Balance, General Fund, June 30</b>	<b>475,683</b>	<b>738,093</b>	<b>330,303</b>	<b>263,426</b>	
	22.7%	33.0%	15.7%		

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
October 31, 2017**

	FY 2017 Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Proposed Budget 251 ADM	October 2017 YTD Activity	33% Percent of Proposed Budget
<b>Fund 04 Program</b>					
<b>Revenues</b>					
040 Tuition Revenue	240	5,200	0	0	
<b>Total Revenues</b>	<b>240</b>	<b>5,200</b>	<b>0</b>	<b>0</b>	
<b>Expenditures</b>					
Salaries and Wages	0	0	5,000	0	0.0%
Employee Benefits	0	0	800	0	0.0%
Purchased Services	500	5,200	3,410	0	0.0%
Supplies and Materials, Snacks	30	0	250	158	63.1%
Equipment	0	0	0	0	
Dues and Memberships	150	0	0	0	
<b>Total Expenditures</b>	<b>680</b>	<b>5,200</b>	<b>9,460</b>	<b>158</b>	
<b>Community Services Fund Net Income</b>	<b>(440)</b>	<b>0</b>	<b>(9,460)</b>	<b>(158)</b>	
Beginning Fund Balance, Fund 04, July 1	127,047	126,607	126,607	126,607	
Projected Fund Balance, Fund 04, June 30	126,607	126,607	117,147	126,449	

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**October 31, 2017**

	FY 2017 Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Proposed Budget 251 ADM	October 2017 YTD Activity	Percent of Proposed Budget
<b>Total All Funds</b>					33%
<b>Revenues</b>					
State Revenues	1,940,956	2,455,438	1,899,936	391,375	20.6%
Federal Revenues	203,828	37,203	45,795	6,238	13.6%
Local Revenues	15,414	13,325	11,525	4,456	38.7%
<b>Total Revenues</b>	<u>2,160,198</u>	<u>2,505,967</u>	<u>1,957,256</u>	<u>402,069</u>	<u>20.5%</u>
	<small>2,160,198</small>	<small>2,505,967</small>	<small>1,957,256</small>	<small>402,069</small>	
<b>Expenditures</b>					
Salaries and Wages	880,071	948,157	816,505	198,213	24.3%
Employee Benefits	195,927	252,201	208,447	63,917	30.7%
Purchased Services	481,164	486,396	735,170	274,132	37.3%
Supplies and Materials	37,001	104,294	61,115	37,204	60.9%
Equipment	11,307	26,775	1,000	0	0.0%
Short Term Financing Costs	150	0	0	0	
Other (Fundraising, Special Ed, Dues, etc.)	490,198	425,734	289,857	41,017	14.2%
<b>Total Expenditures</b>	<u>2,095,818</u>	<u>2,243,557</u>	<u>2,112,095</u>	<u>614,483</u>	<u>29.1%</u>
	<small>2,095,818</small>	<small>2,243,557</small>	<small>2,112,095</small>	<small>614,483</small>	
<b>Total Revenues All Funds</b>	<b>2,160,198</b>	<b>2,505,967</b>	<b>1,957,256</b>	<b>402,069</b>	<b>20.5%</b>
<b>Total Expenditures All Funds</b>	<b>2,095,818</b>	<b>2,243,557</b>	<b>2,112,095</b>	<b>614,483</b>	<b>29.1%</b>
<b>Net Income - All Funds</b>	<u>64,380</u>	<u>262,410</u>	<u>(154,839)</u>	<u>(212,414)</u>	
	<small>64,380</small>	<small>262,410</small>	<small>(154,839)</small>	<small>(212,414)</small>	
<b>Beginning Fund Balance, All Funds, July 1</b>	<b>537,909</b>	<b>602,289</b>	<b>602,289</b>	<b>602,289</b>	
<b>Projected Fund Balance, All Funds, June 30</b>	<b>602,289</b>	<b>864,699</b>	<b>447,451</b>	<b>389,875</b>	
	<small>602,289</small>	<small>864,699</small>	<small>447,451</small>	<small>389,875</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)				Total Receipts	Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback		Salaries** (Cash flow budgeted at Gross but updated at Net)	Other Expenses*** Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Total Expenses		
								<b>Beginning Balance</b>	<b>525,296</b>	
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	140,525	4,945		0	145,470	113,337	63,204	176,542	641,057	
Dec 31	140,525	4,945		0	145,470	113,337	63,204	176,542	609,986	
Jan 31	140,525	4,945		0	145,470	113,337	63,204	176,542	578,915	
Feb 28	140,525	4,945		0	145,470	113,337	63,204	176,542	547,843	
Mar 31	140,525	4,945		0	145,470	113,337	63,204	176,542	516,772	
Apr 30	140,525	4,945		0	145,470	113,337	63,204	176,542	485,700	
May 31	140,525	4,945		0	145,470	113,337	63,204	176,542	454,629	
June 30	140,525	4,945		0	145,470	113,337	63,204	176,542	423,558	
<b>Projected</b>	1,709,942	45,795	8,663	245,955	<b>2,010,356</b>	1,119,280	992,815	2,112,095		
	1,709,942	45,795	4,456			1,119,280	992,815	<b>2,112,095</b>		
<b>Totals</b>	1,709,942	45,795	8,663	245,955	<b>2,010,356</b>	1,119,280	992,815	<b>2,112,095</b>	423,558	

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.



# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 10/01/2017 - 10/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1	Public Employee Retirement Association	10/13/2017	\$820.13	3915	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1	Teachers Retirement Association	10/13/2017	\$4,942.80	3916	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1	Internal Revenue Service	10/13/2017	\$5,808.92	3917	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1	Internal Revenue Service	10/13/2017	\$3,434.26	3917	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1	MN Department of Revenue Service	10/13/2017	\$1,469.02	3918	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1	AssociatedBank	10/13/2017	\$75.00	3919	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1	Amazon.com	10/19/2017	\$13.95	3941	E 01 010 203 000 000 430	Instructional Supplies: Red Painters Tape PE
ANCH		WX	1	Amazon.com	10/19/2017	\$24.95	3942	E 01 010 203 000 000 401	Non-Instructional Supplies: 10 Color Maskin
ANCH		WX	1	Amazon.com	10/19/2017	\$29.28	3943	E 01 005 108 000 000 455	Tech Supplies: Three 8-Port Ethernet Switch
ANCH		WX	1	Amazon.com	10/19/2017	\$59.97	3944	E 01 010 203 000 000 401	Non-Instructional Supplies: Sheet Protectors
ANCH		WX	1	Amazon.com	10/19/2017	\$37.84	3945	E 01 010 420 000 740 401	Non-Instructional Supplies: LEGOs and Velc
ANCH		WX	1	Amazon.com	10/19/2017	(\$37.84)	3945	E 01 010 420 000 740 401	Non-Instructional Supplies: LEGOs and Velc
ANCH		WX	1	Amazon.com	10/19/2017	\$37.84	3945	E 01 010 420 000 419 401	Rcls to FIN 419
ANCH		WX	1	Sam's Club	10/19/2017	\$60.46	3946	E 01 010 203 000 000 401	Friends of WLA-Astronomy Night Supplies
ANCH		WX	1	Sam's Club	10/19/2017	\$20.40	3946	E 01 005 107 000 000 401	Oakdale Business Showcase Booth- Candy
ANCH		WX	1	Walmart	10/19/2017	\$12.74	3940	E 01 010 420 000 740 401	SPED Curtains for OT Room
ANCH		WX	1	Walmart	10/19/2017	(\$12.74)	3940	E 01 010 420 000 740 401	SPED Curtains for OT Room
ANCH		WX	1	Walmart	10/19/2017	\$12.74	3940	E 01 010 420 000 419 401	Rcls to FIN 419
ANCH		WX	1	SFM	10/19/2017	\$6,903.00	3967	E 01 005 110 000 000 270	Workers Comp FY17 Audit Assessment
ANCH		WX	1	USPS	10/24/2017	\$4.53	3962	E 01 005 110 000 000 329	Postage-Box Tops for Education
ANCH		WX	1	Amazon.com	10/24/2017	\$10.00	3963	E 01 005 110 000 000 401	Admin Supplies: Staples High Capacity Stap
ANCH		WX	1	Amazon.com	10/24/2017	\$28.99	3965	E 01 010 630 000 000 456	Tech Supplies: Cables for Computer Lab
ANCH		WX	1	Amazon.com	10/24/2017	\$957.36	3966	E 01 010 203 000 000 460	Instructional Supplies: Science Text Gr 4
ANCH		WX	1	Amazon.com	10/24/2017	\$103.38	3968	E 01 005 110 000 000 401	Phone Headset, Laminating Pouches, Doc S
ANCH		WX	1	Amazon.com	10/24/2017	\$366.92	3970	E 01 010 640 000 316 366	MACS Monthly Membership Fee- October
ANCH		WX	1	MN Association of Charter Schools	10/24/2017	\$119.00	3969	E 01 010 640 000 316 366	Integrating Literacy Into PE Training- Skordal
ANCH		WX	1	S&S Worldwide	10/24/2017	\$120.00	3971	E 01 010 640 000 316 366	First Aid/CPR/AED Training- Cahlander
ANCH		WX	1	American Red Cross	10/24/2017	\$20.98	3964	E 01 010 203 000 000 490	Food Supplies: Astronomy Night Marshmallo
ANCH		WX	1	Aldi	10/24/2017	\$182.10	3973	E 01 005 110 000 000 305	Account Service Charge
ANCH		WX	1	Anchor Bank	10/30/2017	\$668.62	3974	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1	Public Employee Retirement Association	10/31/2017	\$4,731.00	3975	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1	Teachers Retirement Association	10/31/2017	\$5,646.72	3976	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1	Internal Revenue Service	10/31/2017	\$3,359.46	3976	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1	Internal Revenue Service	10/31/2017	\$1,440.52	3977	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1	MN Department of Revenue Service	10/31/2017	\$75.00	3978	B 01 215 022	Payroll Deductions - HSA

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 10/01/2017 - 10/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	1027	WX	1	Amazon.com		10/31/2017	\$8.99	3997	E 01 010 203 806 000 401	PBIS Trophies
ANCH	1027	WX	1	Amazon.com		10/31/2017	\$17.96	3998	E 04 005 580 000 000 401	Family Movie Night - Emoji Movie
ANCH	1027	WX	1	Amazon.com		10/31/2017	\$221.80	3999	E 01 010 203 000 000 430	Asian Curriculum - grant purchases
ANCH	1027	WX	1	Amazon.com		10/31/2017	\$49.99	3995	E 01 005 010 000 000 401	Supplies - Digital Voice Recorded - Board
ANCH	1031	WX	1	Sam's Club		10/31/2017	\$39.88	4000	E 01 010 203 000 000 401	Applesauce and plates for Pizza Friday
ANCH	1031	WX	1	Sam's Club		10/31/2017	\$15.78	4000	E 01 010 203 000 000 401	Applesauce and plates for Pizza Friday
ANCH	1090	WX	1	Pine Tree Apple Orchard		10/31/2017	\$188.68	3994	E 01 010 203 000 000 369	Kindergarten Field Trip
ANCH	1101	WX	1	Papa John's		10/31/2017	\$117.75	4004	E 01 010 203 000 000 401	Pizza for Pizza Friday
ANCH	1101	WX	1	Papa John's		10/31/2017	\$76.64	4004	E 01 005 110 000 000 490	Pizza for Teachers
ANCH	1101	WX	1	Papa John's		10/31/2017	\$196.56	4005	E 01 010 203 000 000 401	Pizza for Pizza Friday
ANCH	1337	WX	1	Anchor Bank		10/31/2017	\$8.00	4006	R 01 005 000 000 000 099	Return Check - Unifrom Swap Sales
ANCH	1372	WX	1	Teachers Pay Teachers		10/31/2017	\$121.35	4007	E 01 010 203 000 000 430	Math Curriculum packet - Grade 2
ANCH	1372	WX	1	Teachers Pay Teachers		10/31/2017	\$38.00	3996	E 01 010 203 000 000 430	Math Curriculum bundle
ANCH	1391	WX	1	Alerus		10/31/2017	\$55.00	4002	E 01 005 110 000 000 305	COBRA Monthly service fee
ANCH	1396	WX	1	Flaghouse		10/31/2017	\$144.71	4001	E 01 010 203 000 000 430	Plastics cones and bean bag set for PhyEd
ANCH	1397	WX	1	Herman's Bakery		10/31/2017	\$27.05	4003	E 01 005 110 000 000 490	Donuts for Staff
							<b>Check Total:</b>			<b>\$43,075.44</b>
ANCH	5203	CH	1	Abdo, Eick & Meyers LLP		10/11/2017	\$6,500.00	3900	E 01 005 110 000 000 305	Certified Audit Services per Agreement YE 6/
							<b>Check Total:</b>			<b>\$6,500.00</b>
ANCH	5204	CH	1	BerganKDV Outsourced Services LLC		10/11/2017	\$5,494.00	3899	E 01 005 110 000 000 305	October Financial Mgmt and Acct Services
							<b>Check Total:</b>			<b>\$5,494.00</b>
ANCH	5205	CH	1	Booth Law Group, LLC		10/11/2017	\$225.00	3901	E 01 010 640 000 316 366	504 Seminar: Erickson
							<b>Check Total:</b>			<b>\$225.00</b>
ANCH	5206	CH	1	Como Park Zoo & Conservatory		10/11/2017	\$150.00	3902	E 01 010 203 000 000 305	Grade 3 Tropial Rainforst Presentation
							<b>Check Total:</b>			<b>\$150.00</b>
ANCH	5207	CH	1	Ferdinand F Peters, ESQ, Law Firm		10/11/2017	\$1,038.50	3903	E 01 005 111 000 000 305	Legal Services 8/17-9/15/2017
							<b>Check Total:</b>			<b>\$1,038.50</b>
ANCH	5208	CH	1	Integrative Therapy, LLC.		10/11/2017	\$315.00	3904	E 01 010 420 000 740 394	OT: 9/11-9/20/2017 3.75hrs@\$84
							<b>Check Total:</b>			<b>\$315.00</b>
ANCH	5209	CH	1	JR Computer Associates		10/11/2017	\$800.00	3905	E 01 005 605 000 000 315	Monthly tech retainer
							<b>Check Total:</b>			<b>\$800.00</b>
ANCH	5210	CH	1	Keys to Communication		10/11/2017	\$1,338.75	3906	E 01 010 401 000 740 394	Speech: 14.75hrs@\$85 2hrs\$42.50 9/19-9/2
							<b>Check Total:</b>			<b>\$1,338.75</b>

**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 10/01/2017 - 10/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5211	CH	1 1334	Mary Kelly		10/11/2017	\$3,200.00	3907	E 01 010 420 000 419 303	SPED Director Services 9/1-9/29/2017
							<b>Check Total:</b>	<b>\$3,200.00</b>		
ANCH	5212	CH	1 1233	Reno Mothes		10/11/2017	\$337.50	3908	E 01 010 420 000 740 394	9/1-9/30/2017 DAPE Services 6.75hrs@\$50
							<b>Check Total:</b>	<b>\$337.50</b>		
ANCH	5213	CH	1 1241	Sheila Merzer		10/11/2017	\$187.50	3909	E 01 010 408 000 740 394	Staff Consultation: Re Social Skills 1.5hrs@
ANCH	5213	CH	1 1241	Sheila Merzer		10/11/2017	\$250.00	3910	E 01 010 408 000 740 394	IEP Meeting 2hrs@\$125
							<b>Check Total:</b>	<b>\$437.50</b>		
ANCH	5214	CH	1 1098	Teachers on Call		10/11/2017	\$442.00	3911	E 01 010 203 000 000 305	2nd grade Reading Assessments
ANCH	5214	CH	1 1098	Teachers on Call		10/11/2017	\$110.50	3912	E 01 010 203 000 000 305	Sub Teachers 9/25-9/28/2017
ANCH	5214	CH	1 1098	Teachers on Call		10/11/2017	\$331.50	3912	E 01 010 201 000 000 305	Sub Teachers 9/25-9/29/2017
							<b>Check Total:</b>	<b>\$884.00</b>		
ANCH	5215	CH	1 1302	Toshiba Financial Services		10/11/2017	\$709.87	3913	E 01 010 605 000 000 580	Copier Lease
ANCH	5215	CH	1 1302	Toshiba Financial Services		10/11/2017	\$62.86	3913	E 01 010 605 000 000 581	Copier Lease
ANCH	5215	CH	1 1302	Toshiba Financial Services		10/11/2017	\$543.83	3913	E 01 010 605 000 000 581	Overages
							<b>Check Total:</b>	<b>\$1,316.56</b>		
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$2,170.00	3920	E 01 005 111 000 000 305	Legal Services Jan 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$1,935.00	3921	E 01 005 111 000 000 305	April 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$1,745.00	3922	E 01 005 111 000 000 305	April 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$242.50	3923	E 01 005 111 000 000 305	Legal Services May 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$22.50	3924	E 01 005 111 000 000 305	May 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$652.50	3925	E 01 005 111 000 000 305	May 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$884.00	3926	E 01 005 111 000 000 305	Legal Services - August 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$1,762.50	3927	E 01 005 111 000 000 305	August 2017
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$2,210.00	3928	E 01 005 111 000 000 305	Legal Services - September
ANCH	5216	CH	1 1291	Booth Law Group, LLC		10/19/2017	\$376.00	3929	E 01 005 111 000 000 305	September 2017
							<b>Check Total:</b>	<b>\$12,000.00</b>		
ANCH	5217	CH	1 1082	Delta Dental of MN		10/19/2017	\$926.20	3930	B 01 215 009	November dental insurance premiums
ANCH	5218	CH	1 1064	HealthPartners - Group		10/19/2017	\$3,452.60	3931	B 01 215 008	November medical premiums
							<b>Check Total:</b>	<b>\$926.20</b>		
							<b>Check Total:</b>	<b>\$3,452.60</b>		
ANCH	5219	CH	1 1054	Integrative Therapy, LLC.		10/19/2017	\$1,680.00	3932	E 01 010 420 000 740 394	OT: 9/15-10/6/2017 20hrs@\$84
ANCH	5220	CH	1 1240	Keys to Communication		10/19/2017	\$1,508.75	3933	E 01 010 401 000 740 394	Speech: 10/3-10/12/2017 16.75hrs@\$85
							<b>Check Total:</b>	<b>\$1,680.00</b>		
							<b>Check Total:</b>	<b>\$1,508.75</b>		
							<b>Check Total:</b>	<b>\$1,508.75</b>		

**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 10/01/2017 - 10/31/2017

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
ANCH	5221	CH	1 1220	Pearson Education Inc	10/19/2017	\$1,176.54	3934	E 01 010 203 000 000 460	Science Textbooks
						<b>Check Total:</b>	<b>\$1,176.54</b>		
ANCH	5222	CH	1 1393	Regents of the U of M	10/19/2017	\$600.00	3935	E 01 010 203 000 000 305	ExploreDome Programming 10/13/2017
						<b>Check Total:</b>	<b>\$600.00</b>		
ANCH	5223	CH	1 1013	Region V Computer Services	10/19/2017	\$1,411.00	3936	E 01 005 108 000 000 405	FY18 Quarterly Fee
						<b>Check Total:</b>	<b>\$1,411.00</b>		
ANCH	5224	CH	1 1098	Teachers on Call	10/19/2017	\$221.00	3937	E 01 010 203 000 000 305	GenEd
ANCH	5224	CH	1 1098	Teachers on Call	10/19/2017	\$663.00	3938	E 01 010 203 000 000 305	GenEd
						<b>Check Total:</b>	<b>\$884.00</b>		
ANCH	5225	CH	1 1293	Tierney	10/19/2017	\$235.00	3939	E 01 005 108 000 000 455	Replacement Lamp for projectors
						<b>Check Total:</b>	<b>\$235.00</b>		
ANCH	5226	CH	1 1139	Perpich Center for Arts Education	10/24/2017	\$10,583.33	3972	E 01 005 810 000 000 330	Utilities
ANCH	5226	CH	1 1139	Perpich Center for Arts Education	10/24/2017	\$21,750.00	3972	E 01 005 810 000 000 305	Janitorial
ANCH	5226	CH	1 1139	Perpich Center for Arts Education	10/24/2017	\$3,666.67	3972	E 01 005 810 000 000 350	Grounds Keeping
ANCH	5226	CH	1 1139	Perpich Center for Arts Education	10/24/2017	\$1,457.50	3972	E 01 005 850 000 348 370	Admin Fee
ANCH	5226	CH	1 1139	Perpich Center for Arts Education	10/24/2017	\$3,600.00	3972	E 01 005 850 000 000 370	Admin Fee
						<b>Check Total:</b>	<b>\$41,057.50</b>		

Bank ANCH Total: **\$130,043.84**

Report Total: **\$130,043.84**

# 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
1293	4228 ANCH CR1017		Credit A	10/05/17			Check 1	1001	MN DEPT OF EDUCATION						
	FY18 SERVS	1292	R	01 005 000 011	419	400			FY18 Special Education				1,687.21		0.00
		4228	R	01 005 000 012	419	400			FY18 Special Education				4,544.81		0.00
		Receipt Total: \$6,232.02													
		Deposit Total: \$6,232.02													
1294	4228 ANCH CR1017		Credit A	10/13/17			Check 1	1001	MN DEPT OF EDUCATION						
	FY18 IDEAS	1293	R	01 005 000 000	000	211			FY18 General Education Aid				82,722.51		0.00
		4228	R	01 005 000 000	000	211			FY18 General Education Aid				82,722.51		\$0.00
		Receipt Total: \$82,722.51													
		Deposit Total: \$82,722.51													
1295	4228 ANCH CR1017		Credit A	10/04/17			Check 1	M	Miscellaneous Customer				957.36		0.00
	FY18 Amazon Refund	1294	E	01 010 203	000	460			FY18 Amazon Refund				\$957.36		\$0.00
		4228	E	01 010 203	000	460			FY18 Amazon Refund				\$957.36		\$0.00
		Receipt Total: \$957.36													
		Deposit Total: \$957.36													
1296	4228 ANCH CR1017		Credit A	10/05/17			Check 1	M	Miscellaneous Customer				773.18		0.00
	FY18 Cobra Payment	1295	B	01 215	008				FY18 Medical Cobra B. Strass				22.00		0.00
		4228	B	01 215	007				FY18 Life Cobra B Strassburg				\$795.18		\$0.00
		Receipt Total: \$795.18													
		Deposit Total: \$795.18													
1297	4228 ANCH CR1017		Credit A	10/20/17			Check 1	1003	SCHOOL DEPOSIT				407.00		0.00
	FY18 School Deposit	1296	R	01 005 000 000	000	050			FY18 Kindergarten FT				\$407.00		\$0.00
		4228	R	01 005 000 000	000	050			FY18 Kindergarten FT				\$407.00		\$0.00
		Receipt Total: \$407.00													
		Deposit Total: \$407.00													
1298	4228 ANCH CR1017		Credit A	10/20/17			Check 1	1003	SCHOOL DEPOSIT				90.00		0.00
	FY18 School Deposit	1297	R	01 005 000 000	000	620			FY18 Uniform Swap				184.50		0.00
		4228	E	01 005 110	000	305			FY18 Background Checks				75.00		0.00
		4228	R	01 005 000	000	620			FY18 Planners				715.00		0.00
		4228	R	01 005 000	000	050			FY18 Milk Sales				715.00		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	Check	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount												
1298	4228	ANCH	CR1017	1297	Credit	A	10/20/17	4228	E	01	010	203	000	000	401	Check	1	1003	SCHOOL DEPOSIT							291.80	0.00		
FY18 School Deposit																													
Receipt Total: \$1,356.30																													
Deposit Total: \$1,356.30																													
1299	4228	ANCH	CR1017	1298	Credit	A	10/23/17	4228	R	01	005	000	000	000	050	Check	1	1003	SCHOOL DEPOSIT							1,264.00	0.00		
FY18 School Deposits																													
Receipt Total: \$1,264.00																													
Deposit Total: \$1,264.00																													
1300	4228	ANCH	CR1017	1299	Credit	A	10/30/17	4228	B	01	121	000				Check	1	1001	MN DEPT OF EDUCATION							50,533.87	0.00		
FY18 IDEAS																													
Receipt Total: \$53,088.34																													
Deposit Total: \$53,088.34																													
1301	4228	ANCH	CR1017	1300	Credit	A	10/31/17	4228	R	01	005	000	000	000	092	Check	1	1005	Anchor Bank							17.90	0.00		
FY18 October Interest																													
Receipt Total: \$17.90																													
Deposit Total: \$17.90																													
Report Total: \$146,840.61																													



Amended: 09.26.2017



# ByLaws



**I PURPOSE**

**II. DEFINITIONS**

**III. MINNESOTA LAW COMPLIANCE**

**IV. OFFICES**

**V. BOARD OF DIRECTORS**

- Section 1. General Powers
- Section 2. Number, Tenure and Qualifications
- Section 3. Resignation and Removal
- Section 4. Filling Vacancies Special and Emergency Meetings
- Section 5. Training
- Section 6. Regular Meetings Quorum and Adjourned Meeting
- Section 7. Special and Emergency Meetings
- Section 8. Quorum
- Section 9. Voting
- Section 10. Compensation
- Section 11. Presence at Meetings
- Section 12. Committees of the Board

**VI. OFFICERS**

- Section 1. Number; Election
- Section 2. Vacancies
- Section 3. Board Chair
- Section 4. Secretary
- Section 5. Treasurer
- Section 6. Removal of Officer
- Section 7. Resignation of Officer

**VII. EMPLOYEES**

- Section 7. Management and Administrative Employees
- Section 8. Compensation
- Section 9. Bond

**VIII. DISTRIBUTION OF ASSETS**

- Section 1. Right to Cease Operations and Distribute Assets
- Section 2. Cessation and Distribution

**IX. INDEMNIFICATION**

- Section 1. Indemnification
- Section 2. Insurance

**X. AMENDMENTS**

**XI. FINANCIAL MATTERS**

- Section 1. Contracts
  - Section 2. Loans and Pledges
-





- Section 3. Authorized Signatures
- Section 4. Deposits
- Section 5. Corporate Seal
- Section 6. Documents Kept at Registered Office
- Section 7. Accounting System and Audit



## OFFICIAL BYLAWS of WOODBURY LEADERSHIP ACADEMY

### **I. PURPOSE**

The objects and purposes of the Woodbury Leadership Academy ("WLA" or "School") are as stated in its Articles of Incorporation. Further, The Board's purpose is to promote effective education for students with attention in the areas of curriculum, staffing, policy formulation, community involvement, home-to-school communication, budget, and other appropriate matters affecting the wellbeing of the school. The Board's decisions govern the school and the actions of its employees.

### **II. DEFINITIONS**

#### A. Article of Incorporation

Also referred to as the certificate of incorporation or the corporate charter, act as a charter to establish the existence of a corporation in the United States, and are filed with the Secretary of State

#### B. Principal Office

Refers to the school's address

### **III. MINNESOTA LAW COMPLIANCE**

The governance of WLA will at all times be in accord with the provisions of the Minnesota Charter School Law, all other statutory requirements and in compliance with the Minnesota Open Meeting Law, and Minnesota Government Data Practices Act. The aforementioned statutes and any others that apply to Minnesota Charter Schools shall be available at every Board meeting either in hard copy or electronically. In the event that there are conflicts between the provisions of the Minnesota Charter School Law and the Non-Profit Corporation Act the provisions of the Minnesota Charter School Law shall govern.

### **IV. OFFICES**

The principal office of WLA in the State of Minnesota shall be as set forth in the Articles of Incorporation or in the most recent amendment of the Articles of Incorporation or the statement of the Board of Directors filed with the Minnesota Secretary of State changing the registered office in the manner prescribed by law. WLA may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of WLA may require from time to time.

WLA shall have and continuously maintain a registered office in the State of Minnesota. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

### **V. BOARD OF DIRECTORS**

#### Section 1. General Duties

The affairs of WLA shall be managed by its Board of Directors ("Board"), except as limited by the Articles of Incorporation, these Bylaws, Minnesota Charter School Law or other applicable law. The Board shall have the power and authority to do all acts and perform all functions WLA may do or perform.

- A. The Board shall decide and be responsible for policy matters related to the operation of the School, including budgeting, curriculum programming, personnel, and operating procedures. The Board shall adopt a policy on nepotism in employment. The Board shall adopt personnel evaluation policies and practices that, at a minimum:
1. carry out the school's mission and goals;
  2. evaluate the execution of charter contract goals and commitments;
  3. establish a teacher evaluation process; and
  4. provide professional development related to the individual's job responsibilities.

Section 2. Number, Tenure and Qualifications

The Board shall be composed of at least five non-related members and include:

1. at least one licensed teacher employed as a teacher by WLA or providing instruction under contract between WLA and a cooperative;
  2. at least one parent or legal guardian of a student enrolled in WLA who is not an employee of WLA; and
  3. at least one interested community member who resides in Minnesota and is not employed by WLA and does not have a child enrolled in WLA.
- A. A school teacher who is a Board member and who resigns their position at WLA or whose employment is terminated by WLA is ineligible to be a Board member and is removed from the Board as of the date of employment resignation or termination. A teacher employed by WLA who is also a parent of a child enrolled at the school is eligible for a teacher Board member position and is ineligible for a parent Board member position.
- B. A community Board member who, during their Board term, becomes employed by WLA or becomes a parent of a child enrolled at WLA is ineligible to be a community Board member and is removed from the Board as of the date of such employment or enrollment.
- C. A parent Board member who has unenrolled all of their children from WLA during such Board member's term is ineligible to be a parent Board member and is removed from the Board as of the date of such withdrawal.

The chief financial officer and the executive director of WLA may only serve as ex-officio nonvoting members of the Board. No employees of WLA are allowed to serve on the Board other than teachers under Section 2 (A). Contractors providing facilities, goods, or services to WLA shall not serve on the Board of Directors of WLA. No Board member may vote on any matter that could result in personal financial gain or loss. The Board additionally incorporates the content of statute pertaining to conflict of interest set forth in Minnesota Charter School Law.

WLA will have a governing board that is composed of three (3) community members, three (3) parents, and three (3) teachers, all of whom meet the qualifications in Section 2, items (A), (B) and (C).

---

Terms of Board members shall be three (3) years, running from July thru June, or until a successor has been elected or appointed, or until a Board member dies, resigns, is removed or the term otherwise expires as provided by the WLA By Laws. Each seat expiring seat will be up for election. New members to the Board shall take their office upon being seated at the first meeting in July, whereupon the member(s) whose term is expiring shall step down.

### Section 3. Resignation and Removal

Board members may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chair or the Board Secretary. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make the resignation effective. Resignation received verbally during a regular or special Board meeting shall constitute a binding resignation. A Board member may be removed at any time, with cause, by a majority vote.

### Section 4. Filling Vacancies

Vacancies on the Board caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new Board member by the affirmative vote of a majority of the remaining Board members, even if less than a quorum. An appointed Board member filling a vacancy shall hold that seat until the original term of the vacant Board member's expiration date. Upon taking the oath of membership, members will receive a copy of the Board of Directors performance expectations, job description, code of ethics and an agreement letter.

### Section 5. Training

Every charter school board member shall attend annual training throughout the member's term on the board. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months of being seated on the board is automatically ineligible to continue to serve as a board member. The school shall include in its annual report the training attended by each board member during the previous year.

### Section 6. Regular Meetings

Regular meetings of the Board shall be held in compliance with Minnesota Open Meeting Law.

### Section 7. Special and Emergency Meetings

The Board Chair or upon the written request of three (3) members of the Board, may call special meetings of the Board at any time, for any purpose with a three (3) day notice. Emergency meetings do not require the three (3) day notice. Notice of every special and emergency meeting of the Board shall be held in compliance with Minnesota Open Meeting Law.

### Section 8. Quorum

A Board meeting at which at least a majority of the members of the Board present shall constitute a quorum for the transaction of business at any meeting of the Board.

### Section 9. Voting



Each member of the Board shall have the power to exercise one (1) vote unless a member has declared a conflict of interest. The affirmative vote of a majority of a quorum of Board members shall constitute a duly authorized action of the Board.

#### Section 10. Compensation

The Board members of WLA may be reimbursed for reasonable out-of-pocket expenses incurred by them in the execution of the Board member's role as the Board from time to time determines such reimbursements to be directly in furtherance of the purposes and in the best interest of WLA.

#### Section 11. Presence at Meetings

Board members shall be personally present at any meeting or use alternatives that are permitted by Minnesota Open Meeting Law.

#### Section 12. Committees of the Board

The Board may, by resolution passed by a majority of the Board, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members may include non-members of the Board. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

##### A. Authority of Committees:

Committees shall have authority to consider assigned topics and to make recommendations to the Board. No actions of a committee shall be binding on WLA absent Board ratification of any such recommendations.

##### B. Procedures for Conducting Meetings:

All committees of WLA shall be conducted in the best interest of WLA. Each committee shall have a charge that identifies purpose, membership, deliverable, accountability and duration, which shall be consistent with the Articles of Incorporation, WLA Bylaws, WLA policies and adhering to the Minnesota Open Meeting Law. Board members may participate in any such meeting but may not vote unless such Board member is a member of the committee.

##### C. Limitation on authority of committees:

Each committee shall be under the direction and control of the Board and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board and shall be subject to revision and alteration by the Board. Each committee shall meet as provided by committee charge or by resolution of the Board. Notice of all meetings of any committee shall be given to all members of that committee as determined by the committee, or pursuant to Minnesota Open Meeting Law.

## VI. OFFICERS

### Section 1. Election

The officers of WLA shall be elected for one (1) year terms by an affirmative vote of a majority of the WLA Board, and shall consist of a Board Chair, Treasurer, Secretary, and such other officers as the Board shall determine from time to time.

#### Section 2. Vacancies

A vacancy in any officer (e.g. Board Chair, Treasurer and Secretary) of the Board occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board.

#### Section 3. Board Chair

The Board Chair shall:

- A. act as the chairperson of the Board and exercise the functions of the office of Board Chair;
- B. preside at all meetings of the Board; in case Board Chair is absent, the Secretary will conduct the meeting;
- C. perform such duties that are necessary or incident to the supervision and management of the business and affairs of WLA; which includes working with the Executive Director to complete the Board agenda and the Board packet;
- D. sign and deliver, in the name of WLA, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
- E. have the general duties usually vested in the office of the Board Chair; and
- F. will conduct orientation with incoming members upon being elected or appointed.

#### Section 4. Secretary

The Secretary responsibilities are as follows:

- A. in the absence of the Board Chair, the Secretary shall preside all meetings and act as the chairperson of the Board and exercise the functions of the office of the Board Chair.
  - B. record all proceedings of the Board meetings in a book or electronic device to be kept for that purpose;
  - C. preserve all documents and records belonging to WLA;
  - D. maintain a list of all Board members of WLA in good standing; with updated documents in the Board binder;
-

- E. provide notice of all Board meetings; and
- F. perform such other duties as may be prescribed by the Board or the Board Chair from time to time.

Section 5. Treasurer

The Treasurer shall:

- A. act as the chairperson of the WLA Finance Committee;
- B. make recommendations to the Board; and
- C. keep accurate accounts, in collaboration with business management firm, of all monies of WLA received or distributed.

Section 10. Removal of Officer

Any officer of the Board may be removed at any time, with or without cause, by the vote of a majority of a quorum of the Board at any regular meeting or at a special meeting called for that purpose.

Section 11. Resignation of Officer

Any Board officer may resign their officer position at any time without resigning as a Board member. Such resignation shall be made in writing to the Board Chair or the Secretary of the Board and shall take effect at the time specified therein or, if no time be specified, at the time of its receipt by the Board Chair or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

**VI. EMPLOYEES**

Section 1. Management and Administrative Employees

WLA may employ such management and administrative employees as from time to time are determined necessary by the Board. Such employees shall be appointed in a manner, have the duties and responsibilities and hold their positions for the time prescribed by the Board.

Section 2. Compensation

Administrative and other employees of WLA may be paid such reasonable compensation, if any, for their services rendered to WLA in such capacity, and may be reimbursed for reasonable out of pocket expenses, as the Board from time to time determines to be directly in furtherance of the purposes and in the best interests of WLA.

Section 3. Bond

The Board of WLA shall from time to time determine which, if any, of the officers, agents or employees of WLA shall be bonded and the amount of each bond.

**VII. DISTRIBUTION OF ASSETS**

Section 1. Right to Cease Operations and Distribute Assets

---

By a majority vote of all Board members, the Board may resolve that WLA cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of WLA to perform all acts necessary to effect dissolution. Written notice as required by these Bylaws shall be given to all eligible voters as defined by Minnesota Charter School Law stating that the purpose of the Board meeting shall be to vote upon the dissolution of WLA. A resolution to dissolve WLA shall be approved only upon the affirmative vote of a majority of a quorum of Board members of WLA taken at a meeting during which the resolution is considered. If such cessation and distribution is called for, the Board shall set a date for commencement of the distribution.

#### Section 2. Cessation and Distribution

When cessation of operations and distribution of assets has been called for, the Board and the designated officers shall cause WLA to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all of WLA's assets to other entities in accordance with Minnesota Non-Profit Corporation Act and in accordance with the Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State and/or the Minnesota Department of Education as required by law.

### **VIII. INDEMNIFICATION**

#### Section 1. Indemnification

Each director, officer and employee of WLA, past or present, and each person who serves or may have served at the request of WLA as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by WLA in accordance with, and to the fullest extent permitted by, Minnesota Indemnification Statute.. WLA shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board. Under Section 1 is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under VIII, Section 1 by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

#### Section 2. Insurance

WLA may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of WLA, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not WLA would have the power to indemnify such person against liability under Minnesota Indemnification Statute the Articles of Incorporation or the WLA Bylaws.

### **IX. AMENDMENTS**

In accordance with the Minnesota Non-Profit Corporation Act the Board members has the power to adopt, amend or repeal the Bylaws is vested in the Board.

However, the Board may amend its governance model, set forth in under V, only in accordance with Minnesota Charter School Law and with a majority vote amongst WLA teachers.

### **X. FINANCIAL MATTERS**

---





#### Section 1. Contracts

The Board may authorize any officer or officers, agent or agents of WLA to enter into any contract or execute and deliver any instrument in the name and on behalf of WLA, and any such authority may be general or confined to specific instances. Unless so authorized by the Board or these Bylaws, no officer, agent or employee shall have any power or authority to bind WLA by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any purpose or to any amount.

#### Section 2. Loans and Pledges

No loans shall be contracted nor pledges or guarantees given on behalf of WLA unless specifically authorized by the Board.

#### Section 3. Authorized Signatures

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of WLA shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board or these Bylaws.

#### Section 4. Deposits

All funds of WLA shall be deposited to the credit of WLA in such banks, trust companies or other depositories as the Board may designate and shall be disbursed under such general rules and regulations as the Board may from time to time determine.

#### Section 5. Corporate Seal

WLA shall not have a corporate seal.

#### Section 6. Documents Kept at Registered Office

The Board shall cause to be kept at the registered office of WLA originals or copies of:

- A. records of all proceedings of the Board and all committees;
- B. records of all votes and actions of the Board members;
- C. all financial statements of WLA; and
- D. Articles of Incorporation and Bylaws of WLA and all amendments and restatements thereof.

#### Section 7. Accounting System and Audit

The Board shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for WLA. The Board shall cause the records and books of account of WLA to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate, to the extent consistent with Minnesota Charter School Law and its Uniform Financial and Accounting Standards (UFARS) and audit references.