

Public Copy

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, January 23, 2018

5:45 P.M.

Woodbury Leadership Academy School

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

Property of: Woodbury Leadership Academy Board of Directors

DRAFT

Meeting: Board of Directors Regular Meeting

Date: Tuesday, January 23, 2018

Time: 5:45 P.M.

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

AGENDA

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

2. WLA Mission & Vision (Presenter: Mary Hitzemann) 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/Meeting Minutes (Presenter: Mandi Folks, Board Chair) Action (1 minute)
 - 3.1. Approval of Meeting Agenda
Motion: _____ 2nd: _____ Vote: _____
 - 3.2. Approval of December 19, 2017 Meeting Minutes
Motion: _____ 2nd: _____ 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.

DRAFT

6. **Committee Reports** Info (10 minutes)
 - 6.1. **Finance Committee (Presenter: Jess Erickson, Treasurer)**
 - 6.1.1. **Financial Statements** Action (1 minute)

Motion: _____ 2nd: _____ Vote: _____
 - 6.2. **Governance Committee (Presenter: Ro Krejci, Governance Chair)**
 - No report - January meeting cancelled
7. **Board and Administration Reports** Info (20 minutes)
 - 7.1. **Board Report (Presenter: Mandi Folks, Board Chair)**
 - ie. Pancake Breakfast, VOA Update, Facilities Update, Board Retreat, Board Training
 - 7.2. **Executive Director Report (Presenter: Dr. Mortensen, Executive Director)**
 - ie. NFL, Open Houses, Teacher/Staff Survey, APEX Fun Run Fundraiser
8. **Development & Discussion (Presenter: Mandi Folks, Board Chair)** Discussion (20 minutes)
 - 8.1. **"Growth Mindset" Discussion**
 - 8.2. **Next task is to read WLA Strategic Plan**
 - 8.3. **2018-2019 SY Grade Offering**
 - 8.4. **2017-2018 SY Class Size**
9. **Business/Board Action (Presenter: Mandi Folks, Board Chair)** Action (10 minutes)
 - 9.1. **2018-2019 SY Grade Offering**
 - 9.2. **2017-2018 SY class sizes**
10. **Board Communication & Future Items (Presenter: Mandi Folks, Board Chair)** Discussion (5 minutes)
 - 10.1. **Board Communication - Reflection**
 - 10.2. **Future Items**
11. **Housekeeping (Presenter: Mandi Folks, Board Chair)** Info (1 minute)
 - 11.1. **Next Regularly Scheduled WLA Board of Directors Meeting**

Date: Tuesday, February 27, 2018
Time: 5:45 P.M.
Location: WLA – 600 Weir Drive, Woodbury, MN 55125 1200 (2nd Grade Pod)
 - 11.2. **Delegation of Public Comment Items (if necessary)**
12. **Adjournment (Presenter: Mandi Folks, Board Chair)** Action (1 minute)
 - 12.1. **Adjournment**

Motion: _____ 2nd: _____ Vote: _____

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
December 19, 2017



Directors Present: Jessica Erickson, Mandi Folks, Claudia George, Ro Krejci, Jason Livingston, Jolene Skordahl

Directors Absent: Mary Hitzemann

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

Others in Attendance: Rochel Manders (VOA), Mary Kelly (Director of Special Ed), Shawn Smith (Wildamere), WLA staff

1. Call to Order and Roll Call

1.1 Call to Order

Ms Folks called the meeting to order at 5:34 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Mr Livingston read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Agenda

Ms Krejci moved "to amend the agenda to add item 3.2 Approval of the Meeting Minutes for November 14, November 28, and December 5, 2017." Motion was seconded by Ms Erickson. Motion passed unanimously.

3.2 Approval of Board Meeting Minutes

Ms Krejci moved "to approve the minutes of the November 14, 2017, November 28, 2017 and December 5, 2017 Board meeting minutes with the correction of the spelling of a board member's name." Ms Erickson seconded the motion. Ms Erickson, Ms Folks, Ms George, Ms Krejci and Ms Skordahl voted for. There were no votes against. Mr Livingston abstained. Motion passed.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

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

5. Public Comment - There was no public comment.

6. Wildamere Real Estate Presentation

Draft

Meeting Minutes 12.19.2017

Ms Folks introduced Shawn Smith from Wildamere Capital Management, noting that finding a site for next and future years is the Board's top priority at this time. Mr Smith provided background information on Wildamere and services it could provide to WLA.

7. Recognition of Gifts & Donations to WLA

Ms Folks recognized the many gifts and donations listed in the Board packet which were received by WLA, thanking donors for their generosity.

8. Committee Reports

8.1 Finance Committee

Ms Erickson reported that the Finance Committee had reviewed both proposed facilities consulting agreements distributed to board members for review and recommends the Board approve the Wildamere agreement. The committee also reviewed the November financials, noting that state funding continues to be paid on an overstated ADM, resulting in a negative receivable. This will be corrected by year end. They also began the process of long range financial planning.

Ms Folks and Dr Mortensen explained the financial fees presented in the facilities consulting agreements and differences in the contracts.

8.1.1 Financial Statements

Financial Statements will be addressed under agenda item 9.3 Finance Director Report.

8.2 Governance Committee

Ms Krejci highlighted changes to policies 303 Background Checks, 537 Kindergarten Lottery and 538 Enrollment, noting that policies 537 and 538 have been combined.

Ms Krejci moved "to approve Board policies 303 Background Checks and 538 Enrollment Admissions and eliminate policy 537." Motion was seconded by Ms Erickson. Motion passed unanimously.

9. Board and Administration Reports

9.1 Board Report

Ms Folks acknowledged two individuals for their dedication and service to the school:

- Ms Ro Krejci was presented with a certificate of appreciation for her 1½ years of service on the Board and many hours of work on board governance and policies.
- Ms Diane Thiels was recognized for her service as Volunteer Coordinator, putting in many hours coordinating activities for students and families to connect. She was not present to receive her certificate.

Ms Folks informed the Board that the investigations to the Board complaints have been finalized, responses have been issued and she thanked board members for their work in resolving the complaints.

She noted that January 20, 2018 was previously selected for a Board retreat, but a pancake breakfast fundraiser is also scheduled on that date. Other dates were discussed and February 24th and February 3rd were agreed upon as potential alternate dates. VOA has offered to provide training and Ms Folks will work with them on rescheduling.

9.2 Executive Director Report

Draft

Meeting Minutes 12.19.2017

Ms Mortensen highlighted several items in the Executive Director Report in the Board packet including an update on school year 17-18 enrollment which opened December 1, current year enrollment, Special Education Corrective Action Plans, class structure for Grades 4 to 6, Grade 5 students are participating in an Academic Triathlon and WLA has been asked to host 7 teams for regionals in March, a Music teacher has been hired to start in January and the Grade 3 toy drive collected over 200 toys, exceeding its goal.

9.3 Finance Director Report

Ms Darling presented the November financial statements which were included in the Board packet. The school is on track financially and actual ADM is trending slightly above budget. She is currently working on completing the IRS 990 tax return for FY17.

10.1 Development & Discussion

10.1 Special Education Finance Training

Mary Kelly, WLA's contracted Special Education Director presented a PowerPoint handout on State and Federal Special Education funding. Topics covered include allowable expenses, MOE (Maintenance of Effort), Tuition Billing, IDEA (Individuals with Disabilities Act) and CEIS (Coordinated Early Intervention Services). She reported that WLA had undergone an MDE financial audit last year which resulted in 6 areas requiring Corrective Action Plans. 4 CAPS have been submitted, of which 3 have been approved by MDE. The remaining 2 are in process.

10.2 The Growth Mindset

Ms Folks lead a discussion on the first 5 chapters of the book "The Growth Mindset." Board members were asked to read the remaining chapters and prepare for discussion at the next meeting.

10.3 Board and Director Committee Updates

Ms Folks reviewed opportunities for Board members to join the following standing or ad hoc committees or task force. Board members shared their interests.

Standing Committees:

- Finance Committee: Ms Erickson (chair), Ms Folks, Ms Darling, Dr Mortensen
 - No additional members needed
- Governance Committee: Ms Krejci and Dr Mortensen
 - Additional members neededMs Krejci moved "to add Ms Hitzemann, Ms Skordahl and Ms George to the Governance Committee." Motion was seconded by Ms Erickson. Motion passed unanimously.

Ad Hoc Committees (vote not required for appointment):

- Facilities Committee: Ms Erickson was added and Ms Krejci was removed.
- Marketing & Fundraising Committee: Mr Livingston was added.
- Enrollment Committee: Ms George and Dr Mortensen were added.
- Elections Committee: Ms Skordahl, Ms Erickson, and Ms Krejci were added.

Task Force (vote not required for appointment):

- Personnel Task Force: Ms Folks, Ms Hitzemann, and Dr Mortensen were added.

Draft

Meeting Minutes 12.19.2017

Mr Livingston moved “to recess for a short break.” Motion was seconded by Ms Krejci. Motion passed unanimously and meeting recessed at 7:42 PM.

Ms Krejci moved “to resume the meeting.” Motion was seconded by Ms Erickson. Motion passed unanimously and meeting resumed at 7:48 PM.

11. Business/Board Action

11.1 Music Teacher Contract

Ms Krejci moved “to approve the contract with Elizabeth Trites for Music Teacher for the remainder of the 2017-18 school year.” Motion was seconded by Mr Livingston. Motion passed unanimously.

Ms Erickson pointed out that it was an agreement and not a contract. Ms Krejci amended her motion to state “to approve the employment agreement with Elizabeth Trites for Music Teacher for the remainder of the 2017-2018 school year.” Amended motion was seconded by Mr Livingston. Motion passed unanimously.

11.2 Change Signers on Anchor Bank Account

Ms Krejci moved “resolved that the Board Treasurer or Executive Director are authorized to accept and release collateral as required; and the Board Treasurer and Executive Director are authorized to sign checks, signature cards, and other forms and documents required from time to time by the bank; and this resolution shall be valid until superseded.” Seconded by Ms Erickson. Motion passed unanimously.

Upon further discussion about who should be signers on the WLA bank account, Ms Krejci amended her motion to “resolved that the Board Chair or Executive Director are authorized to accept and release collateral as required; and the Board Chair and Executive Director are authorized to sign checks, signature cards, and other forms and documents required from time to time by the bank; and this resolution shall be valid until superseded.” The amended motion was seconded by Ms Erickson. Motion passed unanimously.

11.3 Remove Nancy Baumann from IoWA status

Ms Mortensen reported that there had previously been two individuals approved by the Board for IoWA status, but typically only one is approved per school and that she had removed Ms Baumann from IoWA status this week. Ms Krejci moved “to ratify the removal of Ms Baumann from IoWA status.” Seconded by Ms Erickson. Motion passed unanimously.

11.4 Facility Update

11.4.1 Wildamere Contract

Ms Krejci moved “to approve the Wildamere contract.” Mr Livingston seconded the motion. Ms Folks stated that the contract that the Board received was not in final status, was reviewed by legal counsel and is in negotiation with minor changes. There was discussion. Ms Krejci amended the motion “to grant Ms Folks and Ms Mortensen the authority to negotiate and sign a contract with Wildamere.” Mr Livingston seconded the amended motion. Motion passed unanimously.

11.5 Spirit Wear Update

Ms Folks provided background information on a situation where the now inactive PTA had purchased spirit wear which was not sold, and the PTA has an outstanding debt of approx \$4,000 to the vendor. WLA families have expressed a desire to purchase spirit wear, but currently none is available. Ms Folks shared a proposal whereas the PTA would donate the approx \$10,000 sales value of spirit wear to the school and the school would apply the first \$4,000 of sales proceeds to pay the vendor balance. There was discussion. Ms Darling and Ms Manders indicated that the financial transaction proposed was not permissible under state law. No action was taken and other options will be explored.

Ms Erickson pointed out that the November financials were not approved under agenda item 8.1.1 or 9.3. She moved "to accept the November financial statements and disbursements as presented." Seconded by Ms Krejci. Motion passed unanimously.

12. Board Communication and Future Items

12.1 Board Communication

Ms Folks lead Board members in a reflection of their thoughts on the meeting. There was discussion.

12.2 Future Items

Ms Folks reminded members to read pages 63 thru the end of the book "The Growth Mindset" prior to the next meeting as there will be a discussion about it during the professional development portion of the agenda.

Mr Livingston stated that he had difficulty with the 5:30 meeting time. Members agreed to move the start time back by 15 minutes.

Items requested for future meetings included a discussion regarding reinstating the PTA, a presentation from the Marketing Committee about ongoing marketing efforts, and a request to have students or teachers present on current school activities, for example, Student Council.

13. Housekeeping Items

13.1 Next regularly scheduled meeting

Ms Folks reminded members that the next regular Board meeting is scheduled for Tuesday, January 23, 2018 at 5:45 PM in the 2nd Grade pod area.

13.2 Delegation of Public Comment

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

14. Adjournment

14.1 Adjournment

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:23 PM.

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

Draft Meeting Minutes 12.19.2017

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, JANUARY 23, 2018**

Dr. Kathleen Mortensen

I. Organizational Leadership

Exercise strong leadership skills in promoting the mission and vision of the school
Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Woodbury Leadership Academy. (WLA)

- WLA Enrollment Drive update: As of 1/18/2018, we have 71 new students enrolled for the 2018-2019 school year. (see chart below)
- Recent increases in ADM: Since our last board meeting we have seen an increase of 11 students to WLA, bringing our current ADM to 264. (GR 1 = 3, GR 3 = 5, GR 5 = 1, GR 6 = 2)

ENROLLMENT AS OF 011818	CURRENTLY AT WLA	ENROLLED FOR 2018-19	CLASS SIZES EXPECTED FOR 2018-19
	K	53	41
1	56	5	58
2	52	2	58
3	44	7	59
4	25	2	46
5	27	2	27
6	7	4	31
7	0	3	10
8	0	3	3
	264	69	335

Provide leadership and monitor continuous school improvement

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

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

- Board Meeting December 19, 2017
- Governance Committee met on December 19, 2017
- Ongoing work in the area of policies, most recently our procurement policies.

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

- As stated at the Dec. 19th Board meeting, during grade level PLC's we have been discussing options to address class sizes in grades 4-6. Teachers explanation is as follows:
 - Coming into the 2017-2018 school year, the three teachers covering grades 4-6 understood that they would need to divide students by grade level to fully implement the CKLA curriculum.
 - In the fall, they assessed student's math ability based on Saxon Math and split students into ability level groups based on their performance on the placement exam. Students then rotated to the teacher that taught their Saxon Math level.
 - Students stayed in their assigned home rooms for science and social studies.
 - On October 9, 2017, the team changed their schedule to better fit the needs of students. That decision was based upon:
 - Teachers did not feel students were receiving enough teacher support and were often left to read and answer questions on their own.
 - Students were missing out on hands-on learning experiences
 - Knowledge retention seemed low because of excessive independent study time

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

Continued revision requested at this time: amend the April 2016 board decision to cap classes at 20 (K) and 22 (all other grades) to 20 (K), 22 (grades 1-3) and for average class sizes of 22 for the combined grades of 4, 5, and six.

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

- Jolene Skordahl is starting an "Intra-mural League" which will provide opportunities for students to pursue a variety of sports options. This will be limited in size, and there will be a small fee for students to participate before or after school.
- Upcoming professional development on Feb. 9th includes mentorship from Dave DenHartog, an Iowa native, who is a leader in instructional strategies. Dave will assist staff as they work on curriculum and instructional development, and continue aligning assessments. He will also observe classrooms for the purpose of fine-tuning instructional efforts.
- ACCESS testing for EL students will be conducted during the last week in January and the first week in February.
- Katie Grubish and myself have been attending MDE webinars to train for the upcoming MCA testing.
- Teachers have almost completed their "rounds" for conducting peer observations, which is part of the statute for teacher evaluation processes.

III. Financial Management

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

- The Finance Committee met on Jan. 10th.
- Regular discussions with Mandi Folks, Board Chair, and Judith Darling, Finance Director
- Lease: The Facilities Committee, has been working with Shawn Smith to procure a facility to lease. The FC toured two buildings on Jan. 17th, and has a third building they are considering. Several of us have also met with representatives from the SPPS to discuss their pending purchase of the Crosswinds building, and the option of extending our current lease.

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

Teachers and other staff members have been surveyed as to what they would like to see in ongoing contracts, as well as in the workplace setting. I am very pleased with the dedication that WLA staff members demonstrate, their commitment to the school, their non-financial suggestions, and also their ability to advocate for themselves in regard to finances and benefits. (See attached feedback memo)

Oversee conflict resolution and all other personnel matters

- No issues at this time

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

A Shelter in Place drill was conducted on 12/20/2017

Oversee development and implementation of student/parent activities

Open Houses are being held in January on the 18th and 30th.

VI. Communications Management

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

NFL 60: We are gearing up to take our students in grades 4-6 to the Convention Center in Mpls., on January 30th for NFL 60! Kudos to Jolene Skordahl who submitted WLA to participate!

APEX: We are also gearing up for a two-week event in February to promote health and raise funds for playground equipment! APEX representatives will be in our building from Feb. 5-16th to conduct pep rallies, reinforce character education, and generate a fundraising event that will culminate in a "fun-run", complete with prizes!

I spent the day on January 12th, at the VOA Annual Workshop in Elk River. It was time well spent to re-connect with other VOA authorized school leaders, and with representatives from VOA. Sessions included Data Driven Instruction, a tour of Spectrum High School, and presentations by MDE and VOA.

TO: WLA Staff and Board Members
DA: January 10, 2018
FR: Kathleen Mortensen
RE: Staff Member Requests for Upcoming School Year

Thank you to the staff members that provided feedback on my inquiry as to what they would like to see in the workplace, that would encourage them to maintain employment at WLA. (I received feedback from Jess, K-Team, GR 1 Team, GR 2 Team, and Steve. I believe that what they shared are representative of our building-wide group of staff members.) Staff members presented a variety of thoughts that I am appreciative of. I have begun working on some of these items including: pulling data from area districts regarding pay scales, PTO management, and retirement funds, organizing professional development for the 2018-2019 school year, discussing Spirit Wear with those managing that area, developing a "Letter of Intent" for teachers, communicating with Finance Committee members, looking hard at the budget for next year, and of course, working on the lease which is a front burner task for myself, the Facilities Committee, and the Board. I have listed below the ideas brought forward.

WLA STAFF MEMBER REQUESTS FOR THE 2018-2019 SCHOOL YEAR

1. Assurances that WLA will be in existence next year, that we will have a viable lease in place, and that they will have a job here!
2. Pay increase that is closer to other area public schools, both traditional and charters.
3. PTO benefits similar to other area public schools, both traditional and charters. (More PTO days, opportunity to carry some days over into the next school year, potential to cash out of some days at the end of the 2018-2019 school year.)
4. Training in the areas of math curriculum, English Language learners, curriculum development, differentiated instruction, and Core Knowledge best practices.
5. Clarification on retirement planning, and the opportunity to do pre-tax investments.
6. More support staff for the areas of Title, special education, and EL services.
7. Assurance that teaching teams will remain intact.
8. Provision for a "Sunshine Committee" to further build our WLA community.
9. Revitalization of the PTA contributing \$150 per classroom for teachers to spend on whatever supplies they want.
10. Staff sweatshirts and other Spirit Wear items!



Meeting: Finance Committee

Date: January 10, 2018

Time: 4:30pm

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

MINUTES

The meeting was called to order by Jessica Erickson at 4:40 pm.

Attendees: Jessica Erickson, Judith Darling, and Kathy Mortensen

Absent: Mandi Folks

Jessica Erickson read the WLA Mission & Vision.

Development & Discussion

- Discussion:
 - Financial statements and budget
 - Staff Member requests for 2018-2019 school year
 - Spirit Wear

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: February 8, 2018

Time: 4:30pm

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

Jessica Erickson adjourned the meeting at 5:16 pm.

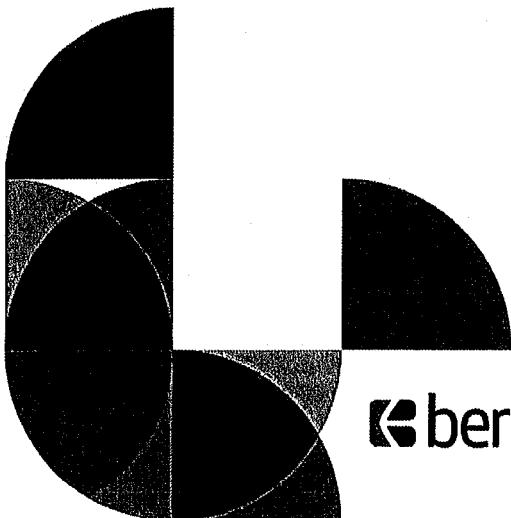


WOODBURY LEADERSHIP
Academy

Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

December 2017



 **bergankDV**
CPAS | ADVISORS

Prepared by:
Judith Darling, CPA
Finance Manager

**Woodbury Leadership Academy
Woodbury, Minnesota
December 2017 Financial Statements**

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Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy
Woodbury, Minnesota

December 2017 Financial Statements

Executive Summary

Balance Sheet

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

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

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

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this will be paid to the school by the state during August, September, and October of 2017. If this amount is negative, this indicates that the State has paid the School more than anticipated for the previous year.

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

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

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

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

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

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

Summary of Key Indicators

Our enrollment at the end of December was 254.

Our cash balance is strong at \$627K.

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

Supplemental Information for December 2017

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

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

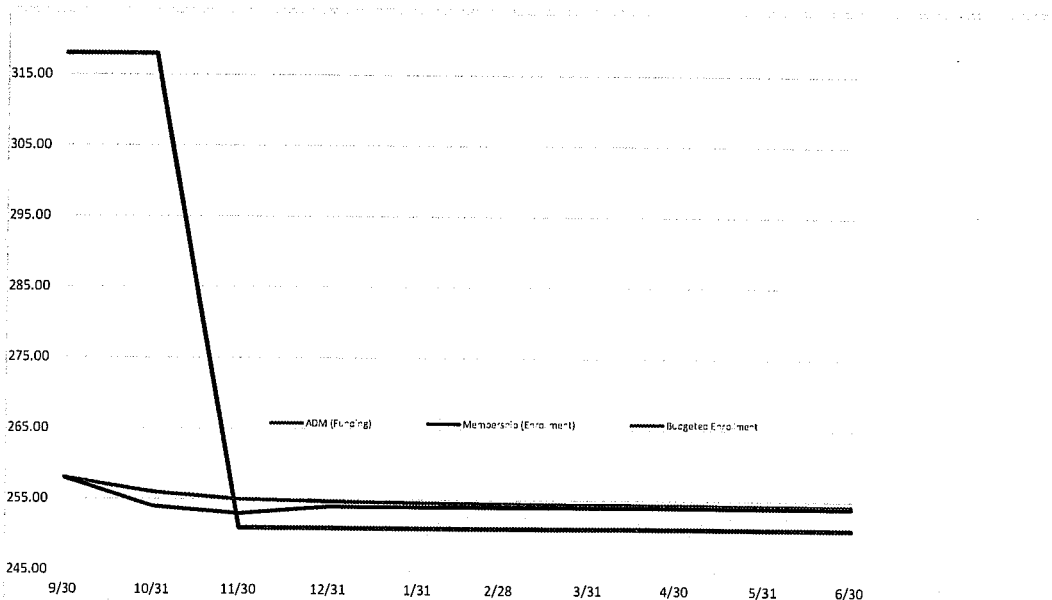
**Woodbury Leadership Academy
Woodbury, Minnesota**

**Attendance / Enrollment Report
2017-2018**

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

Membership (Enrollment) as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	54	51	53	53	53	53	53	53	53	53	
1	54	54	53	53	53	53	53	53	53	53	
2	56	56	52	53	53	53	53	53	53	53	
3	37	37	39	38	38	38	38	38	38	38	
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	5	5	5	5	5	5	5	
GRAND TOTAL	258	254	253	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
December 31, 2017**

	Balance July 1, 2017	Balance December 31,
Assets		
Current Assets		
Cash and Investments	525,296	626,831
Accounts Receivable	0	0
PY State Aid Receivable	176,995	(64,577)
CY State Aid Receivable/(Deferred Rev)	0	85,637
Federal Aids Receivable	1,380	0
Prepaid Expenses and Deposits	42,381	1,216
Total Current Assets	746,052	649,107
Total All Assets	746,052	649,107
Liabilities and Fund Balance		
Current Liabilities		
Salaries and Wages Payable	68,946	25,965
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	20,468
Payroll Deductions and Contributions	47,071	7,920
Deferred Revenue	0	0
Total Current Liabilities	143,763	54,353
Fund Balance		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	(7,535)
Total Fund Balance	602,289	594,754
Total Liabilities and Fund Balance	746,052	649,107

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
December 31, 2017

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	December 2017 YTD Activity	50% Percent of Revised Budget
General Fund - 01				
Revenues				
State Revenues				
General Education Aid	1,682,101	1,642,486	798,319	48.6%
Literacy Aid	0	25,956	7,787	30.0%
Charter School Lease Aid	0	14,429	0	0.0%
Long-Term Facilities Maintenance Revenue	8,591	21,335	0	0.0%
Special Education Aid	241,346	186,676	43,031	23.1%
PY Over/Under Accrual	(1,253)	0	0	0.0%
Endowment Aid	10,171	9,053	4,527	50.0%
CY Estimated State Aid Receivable/(Deferred Rev)		0	85,637	0.0%
Total State Revenues	1,940,956	1,899,936	939,301	49.4%
	1,940,956		939,301	
Federal Revenues				
Federal CSP Grant \$225K (Imp 003, 9-30-16)	165,298	0	0	
Federal Special Education Aid	23,351	40,862	16,774	41.1%
PBIS Individuals with Disabilities Grant	14,994	6	6	100.0%
Title II	185	4,928	0	0.0%
Total Federal Revenues	203,828	45,795	16,780	36.6%
	203,828		16,780	
Local Revenues				
Interest Earnings	157	125	99	79.3%
Donations and Grants	88	500	2,396	479.1%
Give to the Max (course 200)	3,026	0	0	
Fees from Students (Field Trip, Other)	8,305	8,750	7,181	82.1%
Miscellaneous Revenues	947	1,000	5,885	588.5%
Sale of Merchandise/Fundraising - Net	2,517	1,000	2,331	233.1%
071 Third Party Billing	134	150	0	0.0%
Total Local Revenues	15,174	11,525	17,892	155.2%
	15,174		17,892	
Total Revenues	2,159,958	1,957,256	973,973	49.8%

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	December 2017 YTD Activity	50% Percent of Revised Budget
Expenditures				
100's Salaries	880,071	811,505	338,728	41.7%
200's Benefits	195,927	207,647	101,672	49.0%
305 Contracted Services	323,915	433,435	247,492	57.1%
315 Technology Services	9,157	15,155	10,353	68.3%
320 Communications Services	550	21,482	7,495	34.9%
329 Postage	752	2,500	689	27.6%
330 Utilities	47,158	119,360	67,430	56.5%
340 Property and Liability Insurance	8,774	11,000	8,960	81.5%
350 Repairs and Maintenance	53,579	50,413	26,447	52.5%
360 Transportation for Field Trips	1,998	4,375	640	14.6%
366 Travel, Conferences, and Staff Training	1,395	1,000	621	62.1%
369 Field Trips / Registration Fees	3,894	4,375	666	15.2%
370 Building Lease	29,492	16,033	8,745	54.5%
370 Other Rentals and Operating Leases	0	42,358	24,483	57.8%
380 Computer and Tech Related Hardware Rental	0	10,275	5,180	50.4%
401 Supplies - Non Instructional	11,848	12,000	10,516	87.6%
401 Maintenance Supplies	35	750	13	1.7%
405 Non-Instructional Software and Licensing	8,262	9,715	6,392	65.8%
406 Instructional Software	1,198	2,500	2,201	88.0%
430 Instructional Supplies	12,153	7,500	3,795	50.6%
455 Non-Instructional Tech Supplies	407	1,600	552	34.5%
456 Instructional Tech Supplies	639	500	0	0.0%
460 Textbooks and Workbooks	1,657	20,000	17,955	89.8%
461 Standardized Tests	0	5,000	3,104	62.1%
470 Media/Library Resources	0	500	0	0.0%
490 Food Purchased	771	800	581	72.6%
530 Furniture and Other Equipment	0	0	0	0.0%
555 Technology Equipment	513	1,000	0	0.0%
556 Instructional Technology Equipment	2,485	0	0	0.0%

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	December 2017 YTD Activity	50% Percent of Revised Budget
580 Capital Leases (copier)	8,309	0	0	
740 Interest Expense	0	0	0	
820 Dues and Memberships, Fees	28,543	28,335	2,370	8.4%
State Special Ed Expenditures	259,512	200,727	63,455	31.6%
Federal CSP Grant (003)	166,547	0	0	
Federal Special Education Program	23,351	40,862	20,810	50.9%
PBIS Individuals with Disabilities Grant	14,994	6	6	100.0%
Title II	185	4,928	0	0.0%
Extended Time Expenses	0	0	0	
Give to the Max CRS 200	(2,934)	0	0	
Directors Discretionary Fund	0	15,000	0	0.0%
Subtotal Expenditures	<u>2,095,137</u>	<u>2,102,635</u>	<u>981,350</u>	<u>46.7%</u>
	2,095,137	2,102,635	981,350	
Transfers to Other Funds	0		0	
Total Expenditures	<u>2,095,137</u>	<u>2,102,635</u>	<u>981,350</u>	<u>46.7%</u>
General Fund Net Income	<u>64,821</u>	<u>(145,379)</u>	<u>(7,378)</u>	
Beginning Fund Balance, General Fund, July 1	410,862	475,683	475,683	
Projected Fund Balance, General Fund, June 30	475,683	330,303	468,305	
	22.7%	15.7%		

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	December 2017 YTD Activity	50% Percent of Revised Budget
Fund 04 Program				
Revenues				
040 Tuition Revenue	240	0	0	
Total Revenues	240	0	0	
Expenditures				
Salaries and Wages	0	5,000	0	0.0%
Employee Benefits	0	800	0	0.0%
Purchased Services	500	3,410	0	0.0%
Supplies and Materials, Snacks	30	250	158	63.1%
Equipment	0	0	0	
Dues and Memberships	150	0	0	
Total Expenditures	680	9,460	158	
Community Services Fund Net Income	(440)	(9,460)	(158)	
Beginning Fund Balance, Fund 04, July 1	127,047	126,607	126,607	
Projected Fund Balance, Fund 04, June 30	126,607	117,147	126,449	

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

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	December 2017 YTD Activity	50% Percent of Revised Budget
Total All Funds				
Revenues				
State Revenues	1,940,956	1,899,936	939,301	49.4%
Federal Revenues	203,828	45,795	16,780	36.6%
Local Revenues	15,414	11,525	17,892	155.2%
Total Revenues	2,160,198	1,957,256	973,973	49.8%
	<small>2,160,198</small>	<small>1,957,256</small>	<small>973,973</small>	
Expenditures				
Salaries and Wages	880,071	816,505	338,728	41.5%
Employee Benefits	195,927	208,447	101,672	48.8%
Purchased Services	481,164	735,170	409,201	55.7%
Supplies and Materials	37,001	61,115	45,267	74.1%
Equipment	11,307	1,000	0	0.0%
Short Term Financing Costs	150	0	0	
Other (Fundraising, Special Ed, Dues, etc.)	490,198	289,857	86,641	29.9%
Total Expenditures	2,095,818	2,112,095	981,508	46.5%
	<small>2,095,818</small>	<small>2,112,095</small>	<small>981,508</small>	
Total Revenues All Funds	2,160,198	1,957,256	973,973	49.8%
Total Expenditures All Funds	2,095,818	2,112,095	981,508	46.5%
Net Income - All Funds	64,380	(154,839)	(7,535)	
	<small>64,380</small>	<small>(154,839)</small>	<small>(7,535)</small>	
Beginning Fund Balance, All Funds, July 1	537,909	602,289	602,289	
Projected Fund Balance, All Funds, June 30	602,289	447,451	594,754	
	<small>602,289</small>	<small>447,451</small>	<small>594,754</small>	

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

Period Ending	Cash Inflows (Revenues)					Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback	Total Receipts	Salaries** (Cash flow budgeted at Gross but updated at Net)	Other Expenses*** Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Total Expenses		
								Beginning Balance	625,296	
Jul 31	177,733	0	13	2,995	180,741	50,440	65,775	116,215	589,823	589,823
Aug 31	152,810	0	116	124,881	277,806	51,682	100,972	152,654	714,975	714,853
Sept 30	169,922	0	3,736	67,546	241,204	54,320	190,388	244,708	711,471	711,471
Oct 31	85,277	6,232	4,798	50,534	146,841	56,139	130,044	186,182	672,129	672,129
Nov 30	126,455	6,612	12,240	(3)	145,305	52,157	110,003	162,160	655,274	655,274
Dec 31	141,466	3,931	4,752	0	150,148	47,950	130,641	178,590	626,831	626,831
Jan 31	142,713	4,837		0	147,550	130,608	48,290	178,899	595,483	
Feb 28	142,713	4,837		0	147,550	130,608	48,290	178,899	564,134	
Mar 31	142,713	4,837		0	147,550	130,608	48,290	178,899	532,785	
Apr 30	142,713	4,837		0	147,550	130,608	48,290	178,899	501,437	
May 31	142,713	4,837		0	147,550	130,608	48,290	178,899	470,088	
June 30	142,713	4,837		0	147,550	130,608	48,290	178,899	438,739	
Projected	1,709,942	45,795	25,654	245,953	2,027,345	1,096,337	1,017,565	2,113,902		
	1,709,942	45,795	17,892			1,096,337	1,017,565	2,113,902		
Totals	1,709,942	45,795	25,654	245,953	2,027,345	1,096,337	1,017,565	2,113,902	438,739	

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 LEADERHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2017 - 12/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1001	Public Employee Retirement Association		12/15/2017	\$884.61	4086	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association		12/15/2017	\$4,392.60	4087	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service		12/15/2017	\$5,089.14	4088	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service		12/15/2017	\$2,634.06	4088	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service		12/15/2017	\$1,174.55	4089	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank		12/15/2017	\$1,575.00	4090	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1 1014	Trusted Employees		12/28/2017	\$102.50	4121	E 01 005 110 000 000 305	Background checks - Volunteer
ANCH		WX	1 1014	Trusted Employees		12/28/2017	\$27.50	4121	B 01 215 020	Background checks - Staff Volunteer checks
ANCH		WX	1 1027	Amazon.com		12/28/2017	\$97.00	4122	E 01 010 203 000 000 401	Non instructional supplies
ANCH		WX	1 1027	Amazon.com		12/28/2017	\$114.02	4122	E 01 010 203 000 000 430	Instructional supplies
ANCH		WX	1 1027	Amazon.com		12/28/2017	\$228.90	4132	E 01 010 420 000 419 401	Toner - SPED
ANCH		WX	1 1027	Amazon.com		12/28/2017	\$198.36	4137	E 01 010 203 000 000 430	Grade 1 Mummy project plaster craft
ANCH		WX	1 1027	Amazon.com		12/28/2017	\$13.76	4140	E 01 010 203 000 000 401	Watercolor pencils and cookies & cocoa ever
ANCH		WX	1 1031	Sam's Club		12/28/2017	\$1,079.20	4123	E 01 010 203 000 000 430	Paper
ANCH		WX	1 1104	Woodbury Chamber of Commerce		12/28/2017	\$275.00	4144	E 01 005 107 000 000 370	Woodbury Expo Registration
ANCH		WX	1 1142	Pioneer Press		12/28/2017	\$36.80	4141	E 01 010 203 000 000 490	Cookies - Cookie and Cocoa Event
ANCH		WX	1 1143	Cub Foods		12/28/2017	\$18.38	4136	E 01 010 203 000 000 490	Wolf Ridge Fundraiser - apple cider/coffee
ANCH		WX	1 1143	Cub Foods		12/28/2017	\$14.12	4138	E 01 005 110 000 000 490	Food for staff meeting
ANCH		WX	1 1192	Singapore Math Inc		12/28/2017	\$1,624.50	4145	E 01 010 203 000 000 460	K Math workbook B
ANCH		WX	1 1219	Home Depot		12/28/2017	\$84.00	4118	E 01 010 203 000 000 401	Gr 5/6 Wolf Ridge Fundraiser - wood snowm:
ANCH		WX	1 1259	Costco		12/28/2017	\$54.90	4142	E 01 010 203 000 000 401	Clementines
ANCH		WX	1 1259	Costco		12/28/2017	\$37.47	4142	E 01 010 203 000 000 401	Paper towels, spoons
ANCH		WX	1 1259	Costco		12/28/2017	\$48.75	4142	E 01 005 110 000 000 329	Postage
ANCH		WX	1 1355	JoAnn Fabrics		12/28/2017	\$44.14	4120	E 01 010 203 000 000 401	Grade 5/6 Wolf Ridge Fundraiser - Fleece
ANCH		WX	1 1366	Aldi		12/28/2017	\$4.98	4139	E 01 010 203 000 000 490	Food for forgotten lunches
ANCH		WX	1 1372	Teachers Pay Teachers		12/28/2017	\$95.75	4143	E 01 010 203 000 000 460	Health Curriculum materials
ANCH		WX	1 1408	Genesis Inc		12/28/2017	\$32.85	4119	E 01 010 203 000 000 430	Grade 4 Owl Peleils
ANCH		WX	1 1409	T-Mobile		12/28/2017	\$25.00	4124	E 01 005 110 000 000 320	Cell phone ED-SIM Starter Kit
ANCH		WX	1 1409	T-Mobile		12/28/2017	\$45.99	4125	E 01 005 110 000 000 320	Cell phone ED-iphone 7+ downpayment
ANCH		WX	1 1410	The Forum		12/28/2017	\$28.30	4133	E 01 005 107 000 000 305	Holiday Shopping/Sale Advertisement
ANCH		WX	1 1410	The Forum		12/28/2017	\$28.30	4134	E 01 005 107 000 000 305	Holiday Shopping/Sale Advertisement
ANCH		WX	1 1410	The Forum		12/28/2017	\$30.33	4135	E 01 005 107 000 000 305	Holiday Shopping/Sale Advertisement
ANCH		WX	1 1001	Public Employee Retirement Association		12/29/2017	\$891.88	4127	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association		12/29/2017	\$4,308.04	4128	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service		12/29/2017	\$5,004.06	4129	B 01 215 010	Payroll Deductions FICA

WOODBURY LEADERHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2017 - 12/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description	
ANCH		WX	1 1003	Internal Revenue Service		12/29/2017	\$2,616.16	4129	B 01 215 011	Payroll Deductions Fed Tax	
ANCH		WX	1 1004	MN Department of Revenue Service		12/29/2017	\$1,166.11	4130	B 01 215 013	Payroll Deductions MN Tax	
ANCH		WX	1 1128	AssociatedBank		12/29/2017	\$1,575.00	4131	B 01 215 022	Payroll Deductions - HSA	
ANCH		WX	1 1047	MN Association of Charter Schools		12/31/2017	\$366.92	4147	E 01 005 110 000 000 820	Monthly membership payment	
ANCH		WX	1 1337	Anchor Bank		12/31/2017	\$197.08	4146	E 01 005 110 000 000 305	Account Service Charge	
ANCH		WX	1 1391	Alerus		12/31/2017	\$30.00	4148	E 01 005 110 000 000 305	Cobra Fee	
ANCH		WX	1 1019	USPS		12/31/2017	\$2.87	4159	E 01 005 110 000 000 329	Box Tops postage	
ANCH		WX	1 1022	Staples Advantage		12/31/2017	\$21.47	4156	E 01 005 110 000 000 401	Pens, Write-out, post it flags	
ANCH		WX	1 1022	Staples Advantage		12/31/2017	\$20.28	4156	E 01 005 010 000 000 401	Pens, Write-out, post it flags	
ANCH		WX	1 1027	Amazon.com		12/31/2017	\$5.99	4149	E 01 005 110 000 000 401	2018 Calendar Mousepad	
ANCH		WX	1 1027	Amazon.com		12/31/2017	\$7.99	4151	E 01 010 203 000 000 430	Whiteboard erasers	
ANCH		WX	1 1027	Amazon.com		12/31/2017	\$9.85	4153	E 01 010 203 000 000 430	Velcro sticky dots	
ANCH		WX	1 1027	Amazon.com		12/31/2017	\$14.99	4153	E 01 005 010 000 000 401	Flash Drive	
ANCH		WX	1 1027	Amazon.com		12/31/2017	\$46.83	4153	E 01 010 203 000 000 401	Laminating pouches	
ANCH		WX	1 1027	Amazon.com		12/31/2017	\$269.00	4158	E 01 010 203 000 000 401	Wireless PA system w/headset	
ANCH		WX	1 1101	Papa John's		12/31/2017	\$146.23	4154	E 01 010 203 000 000 401	Pizza for Pizza Friday	
ANCH		WX	1 1101	Papa John's		12/31/2017	\$219.06	4155	E 01 010 203 000 000 401	Pizza for Pizza Friday	
ANCH		WX	1 1109	Peripole, Inc.		12/31/2017	\$169.68	4161	R 01 005 000 000 000 619	Music Recorders	
ANCH		WX	1 1143	Cub Foods		12/31/2017	\$7.48	4150	E 01 010 203 000 000 401	Almond Milk/G Free Cookies - Cookies/Coccc	
ANCH		WX	1 1337	Anchor Bank		12/31/2017	\$6.00	4160	E 01 005 110 000 000 305	Charge back	
ANCH		WX	1 1372	Teachers Pay Teachers		12/31/2017	\$14.50	4152	E 01 010 420 000 419 433	SPED - Social Skills curriculum	
ANCH		WX	1 1372	Teachers Pay Teachers		12/31/2017	\$2.00	4157	E 01 010 420 000 419 433	SPED - Social skills curriculum	
							Check Total:	\$37,260.23			
ANCH	5254	CH	1 1401	Deanna Larios		12/12/2017	\$15.98	4070	E 01 005 107 000 000 401	Reim: Open House Cookies	
							Check Total:	\$15.98			
ANCH	5255	CH	1 1054	Integrative Therapy, LLC.		12/12/2017	\$420.00	4071	E 01 010 420 000 740 394	OT: 5hrs@\$84 11/20-12/1/2017	
							Check Total:	\$420.00			
ANCH	5256	CH	1 1150	JR Computer Associates		12/12/2017	\$800.00	4072	E 01 005 605 000 000 315	December tech retainer	
							Check Total:	\$800.00			
ANCH	5257	CH	1 1402	Kathleen Nilles		12/12/2017	\$260.00	4073	E 01 010 420 000 740 394	Psychology services: 4hrs@\$65 11/9-11/29/17	
							Check Total:	\$260.00			
ANCH	5258	CH	1 1240	Keys to Communication		12/12/2017	\$956.25	4074	E 01 010 401 000 740 394	Speech: 10.75hrs@\$85 1hr@\$42.50 11/14-	
							Check Total:	\$956.25			
ANCH	5259	CH	1 1403	Landrum Dobbins LLC		12/12/2017	\$87.50	4075	E 01 005 111 000 000 305	Legal Services 9/29/2017	
							Check Total:	\$87.50			

WOODBURY LEADERHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2017 - 12/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH	5259	CH	1 1403	Landrum Dobbins LLC	12/12/2017	\$752.50	4076	E 01 005 111 000 000 305	Legal Services 10/17-10/31/2017
					Check Total:		\$840.00		
ANCH	5260	CH	1 1334	Mary Kelly	12/12/2017	\$3,760.00	4077	E 01 010 420 000 419 303	SPED Director Services - November
					Check Total:		\$3,760.00		
ANCH	5261	CH	1 1404	Preferred Legal Services	12/12/2017	\$32.86	4078	E 01 005 110 000 000 305	Courier for Legal Documents
					Check Total:		\$32.86		
ANCH	5262	CH	1 1233	Reno Mothes	12/12/2017	\$287.50	4079	E 01 010 420 000 740 394	DAPE: 11/6-11/27/2017 5.75hrs@\$50
					Check Total:		\$287.50		
ANCH	5263	CH	1 1241	Sheila Merzer	12/12/2017	\$562.50	4080	E 01 010 408 000 740 394	ASD Specialists: 1/28-11/30/17 4.5hrs@125
					Check Total:		\$562.50		
ANCH	5264	CH	1 1070	South Washington County Schools	12/12/2017	\$298.50	4081	E 01 005 760 000 733 360	Field Trip 10/16/2017 transportation
ANCH	5264	CH	1 1070	South Washington County Schools	12/12/2017	\$341.50	4082	E 01 005 760 000 733 360	Field Trip 11/3/2017 transportation
					Check Total:		\$640.00		
ANCH	5265	CH	1 1098	Teachers on Call	12/12/2017	\$442.00	4083	E 01 010 203 000 000 305	GenEd
ANCH	5265	CH	1 1098	Teachers on Call	12/12/2017	\$187.00	4083	E 01 010 420 000 740 307	SpEd Para
ANCH	5265	CH	1 1098	Teachers on Call	12/12/2017	\$2,099.50	4084	E 01 010 203 000 000 305	Elementary
ANCH	5265	CH	1 1098	Teachers on Call	12/12/2017	\$561.00	4084	E 01 010 201 000 000 305	Kindergarten
					Check Total:		\$3,289.50		
ANCH	5266	CH	1 1015	Amplify Education, Inc.	12/20/2017	\$678.30	4091	E 01 010 203 000 000 460	CKLA Grade 2 Skills Workbook
ANCH	5266	CH	1 1015	Amplify Education, Inc.	12/20/2017	\$659.26	4092	E 01 010 203 000 000 460	CKLA Grade 2 Skills Workbook
					Check Total:		\$1,337.56		
ANCH	5267	CH	1 1405	Apex Fun Run Franchise #17 Inc	12/20/2017	\$1,500.00	4093	E 01 010 203 000 000 305	Fun Run Deposit
					Check Total:		\$1,500.00		
ANCH	5268	CH	1 1406	Claudia George	12/20/2017	\$14.92	4094	E 01 010 203 000 000 401	Reim: Instructional supplies - salt and flour
ANCH	5269	CH	1 1082	Delta Dental of MN	12/20/2017	\$793.90	4095	B 01 215 009	December dental premiums
					Check Total:		\$14.92		
ANCH	5270	CH	1 1064	HealthPartners - Group	12/20/2017	\$5,132.52	4096	B 01 215 008	December medical premiums
					Check Total:		\$793.90		
ANCH	5271	CH	1 1054	Integrative Therapy, LLC.	12/20/2017	\$1,260.00	4097	E 01 010 420 000 740 394	OT: 15hrs@\$84 11/6-11/17/2017
					Check Total:		\$5,132.52		
ANCH	5272	CH	1 1295	Mary Apuli	12/20/2017	\$1,200.00	4098	E 01 005 020 000 000 305	Sept/October Consulting services
					Check Total:		\$1,260.00		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2017 - 12/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5272	CH	1 1295	Mary Apuli		12/20/2017	(\$27.50)	4098	E 01 005 110 000 000 305	Background check
					Check Total:			\$1,172.50		
ANCH	5273	CH	1 1313	Nancy Baumann		12/20/2017	\$28.89	4099	E 01 010 203 000 000 430	instructional supplies
ANCH	5273	CH	1 1313	Nancy Baumann		12/20/2017	\$47.84	4099	E 01 010 203 000 000 401	Non instructional supplies
ANCH	5273	CH	1 1313	Nancy Baumann		12/20/2017	\$27.98	4099	E 01 010 203 000 000 490	General Food
ANCH	5273	CH	1 1313	Nancy Baumann		12/20/2017	\$17.96	4099	E 01 005 110 000 000 490	Admin General Food
ANCH	5273	CH	1 1313	Nancy Baumann		12/20/2017	\$120.00	4099	E 01 005 110 000 000 820	Costco Membership dues
					Check Total:			\$242.67		
ANCH	5274	CH	1 1139	Perpich Center for Arts Education		12/20/2017	\$1,497.54	4100	E 01 005 810 000 000 320	October WAN and phone services
					Check Total:			\$1,497.54		
ANCH	5275	CH	1 1108	Scholastic Book Fairs - 8		12/20/2017	\$524.86	4101	R 01 005 000 000 000 619	Book fair sales
					Check Total:			\$524.86		
ANCH	5276	CH	1 1241	Sheila Merzer		12/20/2017	\$125.00	4102	E 01 010 408 000 740 394	ASD Specialist: 11/14/17 1hr@\$125
ANCH	5276	CH	1 1241	Sheila Merzer		12/20/2017	\$375.00	4103	E 01 010 408 000 740 394	ASD Specialist: 11/21/2017 3hrs@\$125
					Check Total:			\$500.00		
ANCH	5277	CH	1 1098	Teachers on Call		12/20/2017	\$1,547.00	4104	E 01 010 203 000 000 305	GenEd Subs
ANCH	5277	CH	1 1098	Teachers on Call		12/20/2017	\$1,989.00	4105	E 01 010 203 000 000 305	GenEd Subs
					Check Total:			\$3,536.00		
ANCH	5278	CH	1 1302	Toshiba Financial Services		12/20/2017	\$712.38	4106	E 01 010 605 000 000 580	November Copier Lease
ANCH	5278	CH	1 1302	Toshiba Financial Services		12/20/2017	\$60.35	4106	E 01 010 605 000 000 581	November Copier Lease
ANCH	5278	CH	1 1302	Toshiba Financial Services		12/20/2017	\$505.73	4106	E 01 010 203 000 000 401	Overages
					Check Total:			\$1,278.46		
ANCH	5279	CH	1 1407	Adam Mangum		12/21/2017	\$251.50	4107	E 01 005 107 000 000 305	Reim: WLA Facebook ad
					Check Total:			\$251.50		
ANCH	5280	CH	1 1369	BerganKDV Outsourced Services LLC		12/21/2017	\$4,743.00	4108	E 01 005 110 000 000 305	December financial mgmt and Acct Services
					Check Total:			\$4,743.00		
ANCH	5281	CH	1 1394	CKC Good Food		12/21/2017	\$299.00	4109	E 01 010 203 000 000 401	November Milk
					Check Total:			\$299.00		
ANCH	5282	CH	1 1082	Delta Dental of MN		12/21/2017	\$882.10	4110	B 01 215 009	January dental premiums
					Check Total:			\$882.10		
ANCH	5283	CH	1 1064	HealthPartners - Group		12/21/2017	\$6,873.14	4111	B 01 215 008	January medical premiums
					Check Total:			\$6,873.14		

WOODBURY LEADERHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2017 - 12/31/2017

5 of 5
1/5/2018
15:35:34

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5284	CH	1 1054	Integrative Therapy, LLC.		12/21/2017	\$1,134.00	4113	E 01 010 420 000 740 394	OT: 13.5hrs@\$84 12/4-12/15/2017
					Check Total:		\$1,134.00			
ANCH	5285	CH	1 1402	Kathleen Nilles		12/21/2017	\$1,885.00	4112	E 01 010 420 000 740 394	Psych Services: 12.5-12.20.17 29hrs@\$65
					Check Total:		\$1,885.00			
ANCH	5286	CH	1 1240	Keys to Communication		12/21/2017	\$1,636.25	4114	E 01 010 401 000 740 394	Speech: 18.25hrs@\$85 2hrs@\$42.50 11.28-
					Check Total:		\$1,636.25			
ANCH	5287	CH	1 1241	Sheila Merzer		12/21/2017	\$937.50	4115	E 01 010 408 000 740 394	ASD Specialists: 7.5hrs@\$125 12/4-12/11/2
					Check Total:		\$937.50			
ANCH	5288	CH	1 1098	Teachers on Call		12/21/2017	\$2,210.00	4116	E 01 010 203 000 000 305	GenEd
ANCH	5288	CH	1 1098	Teachers on Call		12/21/2017	\$374.00	4116	E 01 010 420 000 740 307	SpEd Paras
ANCH	5288	CH	1 1098	Teachers on Call		12/21/2017	\$221.00	4116	E 01 010 400 000 000 305	SpEd Teacher s/o Sped License
ANCH	5288	CH	1 1098	Teachers on Call		12/21/2017	\$221.00	4117	E 01 010 203 000 000 305	GenEd
					Check Total:		\$3,026.00			
ANCH	5289	CH	1 1139	Perpich Center for Arts Education		12/28/2017	\$10,583.33	4126	E 01 005 810 000 000 330	Utilities
ANCH	5289	CH	1 1139	Perpich Center for Arts Education		12/28/2017	\$21,750.00	4126	E 01 005 810 000 000 305	Janitorial
ANCH	5289	CH	1 1139	Perpich Center for Arts Education		12/28/2017	\$3,666.67	4126	E 01 005 810 000 000 350	Grounds Keeping
ANCH	5289	CH	1 1139	Perpich Center for Arts Education		12/28/2017	\$1,457.50	4126	E 01 005 850 000 348 370	Admin Fee
ANCH	5289	CH	1 1139	Perpich Center for Arts Education		12/28/2017	\$3,600.00	4126	E 01 005 850 000 000 370	Admin Fee
					Check Total:		\$41,057.50			

Bank ANCH Total: \$130,640.74
Report Total: \$130,640.74

WOODBURY LEADERHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1316	4228 ANCH CR1217															
	FY18 Alerus Cobra Payment	1316	Credit A	12/08/17			Check 1	M	Miscellaneous Customer							
				4228	B 01 215	007			FY18 Cobra - BS Life					24.20	0.00	
				4228	B 01 215	008			FY18 Cobra - BS medical					773.18	0.00	
													Receipt Total:	\$797.38	\$0.00	
													Deposit Total:	\$797.38	\$0.00	
1317	4228 ANCH CR1217															
	FY18 IDEAS	1317	Credit A	12/15/17			Check 1	1001	MN DEPT OF EDUCATION							
				4228	R 01 005	000 000 000 211			FY18 General Education Aid					70,648.19	0.00	
													Receipt Total:	\$70,648.19	\$0.00	
													Deposit Total:	\$70,648.19	\$0.00	
1318	4228 ANCH CR1217															
	FY18 SERV	1318	Credit A	12/21/17			Check 1	1001	MN DEPT OF EDUCATION							
				4228	R 01 005	000 000 419 400			FY18 Special Education					2,228.37	0.00	
				4228	R 01 005	000 011 419 400			FY18 PY Special Education					1,702.23	0.00	
													Receipt Total:	\$3,930.60	\$0.00	
													Deposit Total:	\$3,930.60	\$0.00	
1319	4228 ANCH CR1217															
	FY18 IDEAS	1319	Credit A	12/29/17			Check 1	1001	MN DEPT OF EDUCATION							
				4228	R 01 005	000 000 000 211			FY18 General Education Aid					70,818.02	0.00	
													Receipt Total:	\$70,818.02	\$0.00	
													Deposit Total:	\$70,818.02	\$0.00	
1320	4228 ANCH CR1217															
	FY18 Anchor Interest	1320	Credit A	12/31/17			Check 1	1005	Anchor Bank							
				4228	R 01 005	000 000 000 092			FY18 Interest Earnings					17.15	0.00	
													Receipt Total:	\$17.15	\$0.00	
													Deposit Total:	\$17.15	\$0.00	
1321	4228 ANCH CR1217															
	FY18 School Deposit	1321	Credit A	12/13/17			Check 1	1003	SCHOOL DEPOSIT							
				4228	R 01 005	000 000 000 621			FY18 Gr 5/6 Wolf Ridge					550.00	0.00	
													Receipt Total:	\$550.00	\$0.00	
													Deposit Total:	\$550.00	\$0.00	

WOODBURY LEADERHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1322	4228	ANCH	CR1217													
				FY18 Fundraising Shopping	1322	Credit A	12/13/17	Check 1	1003	SCHOOL DEPOSIT						
							4228	R 01 005 000 000 621		FY18 Fundraising Shopping				840.00		0.00
														Receipt Total:	\$840.00	\$0.00
														Deposit Total:	\$840.00	\$0.00
1323	4228	ANCH	CR1217													
				FY18 Gr 5/6 Wolf Ridge	1323	Credit A	12/21/17	Check 1	1003	SCHOOL DEPOSIT						
							4228	R 01 005 000 000 050		FY18 Gr 5/6 Wolf Ridge				400.00		0.00
														Receipt Total:	\$400.00	\$0.00
														Deposit Total:	\$400.00	\$0.00
1324	4228	ANCH	CR1217													
				FY18 School Deposit	1324	Credit A	12/21/17	Check 1	1003	SCHOOL DEPOSIT						
							4228	R 01 005 000 000 050		FY18 Gr 1 Field Trip				874.00		0.00
														Receipt Total:	\$874.00	\$0.00
														Deposit Total:	\$874.00	\$0.00
1325	4228	ANCH	CR1217													
				FY18 School Deposit	1325	Credit A	12/21/17	Check 1	1003	SCHOOL DEPOSIT						
							4228	R 01 005 000 000 621		FY18 Uniform Swap/Sales				36.00		0.00
							4228	R 01 005 000 000 050		FY18 Gr 4 Field Trip State Car				13.00		0.00
							4228	R 01 005 000 000 621		FY18 Planner Sales				5.00		0.00
							4228	E 01 010 203 000 401		FY18 Milk Sales				303.00		0.00
							4228	E 01 005 110 000 305		FY18 Background Checks				55.50		0.00
														Receipt Total:	\$412.50	\$0.00
														Deposit Total:	\$412.50	\$0.00
1326	4228	ANCH	CR1217													
				FY18 School Deposit	1326	Credit A	12/21/17	Check 1	1003	SCHOOL DEPOSIT						
							4228	R 01 005 000 000 621		FY18 Recorder Sales				212.00		0.00
														Receipt Total:	\$212.00	\$0.00
														Deposit Total:	\$212.00	\$0.00

WOODBURY LEADERHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
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1327	4228	ANCH	CR1217														
FY18	School Deposit			Credit	A	12/21/17		Check	1	1003							
						4228	E 01 010 203	000 000	401	FY18 Pizza Friday				648.50		0.00	

Receipt Total: \$648.50 \$0.00

Deposit Total: \$648.50 \$0.00

Report Total: \$150,148.34 \$0.00

WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

JE Cd	Period	Date	St Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
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Strategic Plan 2015-2018

Preliminary Approval: 8-25-2015 Six-Month Review/Updated: 2-2016

Annual Review/Updated 2016: _____ Six-Month Review/Updated: _____

Annual Review/Updated 2017: _____ Six-Month Review/Updated: _____

Completed Strategies Highlighted in RED

(The Vision of WLA is) To be a sustainable K-8 public school where learning empowers students to be future leaders and global citizen.

(The mission of WLA is) To empower dedicated staff to deliver academically rigorous curriculum to students and to prepare them with exceptional leadership skills.

I. Facilities:

1) Goal: Describe and define long-term facility requirements (e.g. classrooms, gym, cafeteria, offices etc.)

Objective: Determine size requirement of facility

Strategy: Create team to make list of minimum required space needs.

Who: Building Facility Committee

Final Product: Written list of minimum requirements and wish list

Objective: Calculate lease and/or other related costs of required building.

Strategy: Using lease aid calculation, average rent per square foot for rental property that is properly zoned, and construction costs to determine affordability scenarios for various enrollment levels.

Who: KW Commercial & Dan Hurley & Building Committee & Judith Darling

Final Product: Budget presented to the BOD by 9/15/2015

Strategy: Match facility requirements with enrollment plan.

Who: Building Facility Committee & Enrollment Committee

Final Product: BOD Recommendation with options

2) Goal: Locate long-term facility solution situated in District 833 or 834 and within the city of Woodbury that meets the requirements of Goal #1.

Objective: Formally contract with landlord/architect/project manager search organization.

Strategy: Develop plan to get from search organization regular/scheduled updates presented to the BOD on facility progress.

Who: Chair of Building Facility Committee

Final Product: Written update monthly – each board meeting

Strategy: Set key deadlines for identifying a long-term facility solution.

Who: BOD

Final Product: Published Calendar within proposal

Objective: Engage a developer to determine a possibility of a long-term relationship.

<p><u>Strategy:</u> Create a team to meet with developers.</p>	<p>Who: Building Facilities Committee</p>	<p>Final Product: Long term lease agreement</p>
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II. Curriculum/Academics:

1) Goal: utilize Core Knowledge curriculum to provide an educational program that is academically rigorous, based on solid research, and demonstrated success.

Objective: Provide Core Knowledge training for new and returning staff to attend.

<p><u>Strategy:</u> Identify experts within the current staff to provide training and mentorship.</p>	<p>Who: Emily Mogren; Sarah Jacobson; Sarah Tegtmeier</p>	<p>Final Product: A grid of all staff profiles identifying experts for training and mentoring</p>
<p><u>Strategy:</u> Reserve sufficient funds for curriculum workshops for staff especially new staff members.</p>	<p>Who: BOD Finance Committee</p>	<p>Final Product: Budget Line item in budget</p>
<p><u>Strategy:</u> Pair new teachers with a mentor teacher.</p>	<p>Who: Dan Hurley</p>	<p>Final Product: Formal announcement in the fall as to who are the mentors/mentees. Plan of requirements of mentor/mentee relationships and expectations</p>

Objective: Create Core Knowledge guidelines for teachers to follow.

<p><u>Strategy:</u> Create and implement scope and sequence aligned to Core Knowledge and MN state standards.</p>	<p>Who: Emily Mogren, Sarah Tegtmeier; New 7th Grade teachers</p>	<p>Final Product: A review of current scope and sequence, create scope and sequence for 7th & 8th grade to be</p>
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	<p>Strategy: Create and implement curriculum map.</p>	<p>Who: Grade Level Teams</p>	<p>presented to the BOD for approval Final Product: Document present to the BOD for approval</p>
<p>Objective: Conduct grade level curriculum nights for parents</p>			
<p>Strategy: Grade level teaching staff prepares a specific Core Knowledge presentation for parents to be delivered each fall.</p>	<p>Who: Representative for each grade level</p>	<p>Final Product: a date and agenda for fall meeting.</p>	
<p>Strategy: Create a checklist for information to be presented on curriculum night.</p>	<p>Who: Teacher board members</p>	<p>Final Product: Guidance/plan for Grade level representatives</p>	
<p>2) Goal: Utilize Saxon and Singapore Math.</p>			
<p>Objective: Create process of assessing and ordering math materials based on need within the first week of school.</p>			
<p>Strategy: Investigate the testing of students before the school year begins.</p>	<p>Who: 3rd grade teachers and up</p>	<p>Final Product: Identify tests, timelines, procedures</p>	
<p>Strategy: Create a system of communication for teachers to confer math levels of students from year to year.</p>	<p>Who: 3rd grade teachers and up</p>	<p>Final Product: List of students given to the office staff at the end of each year for teacher placement</p>	
<p>Strategy: Create grade level math curriculum plans.</p>	<p>Who: Grade level K-2 teams</p>	<p>Final Product: Document presented to the BOD for approval</p>	
<p>Strategy: Create and implement scope and sequence aligned to MN state standards.</p>	<p>Who: Grade level K-2 teams</p>	<p>Final Product: Document presented to the BOD for approval</p>	
<p>Strategy: Create and implement curriculum map.</p>	<p>Who: Grade Level K-2 Teams</p>	<p>Final Product: Document presented to the BOD for approval</p>	
<p>3) Goal: Teach character education program to build leadership skills throughout the school.</p>			
<p>Objective: Operationally define what a leader at WLA looks like.</p>			

<p>Strategy: Create and set expectations for school-wide behavior based on defined leadership skills and expectations.</p>	<p>Who: Jerimiah Bass; Tiffany Lewis; Cliff MacDonald</p>	<p>Final Product: Identify a curriculum to guide school leadership goals by 2016-17 school year</p>
<p>Strategy: Create student leadership handbook.</p>	<p>Who: Jerimiah Bass; Tiffany Lewis; Cliff MacDonald, Tom Munoz</p>	<p>Final Product: Handbook to be presented to the BOD for approval by 2016-17 school year</p>
<p>Strategy: Identify specific Character Education curriculum to be formally adopted by the WLA BOD.</p>	<p>Who: Jerimiah Bass; Tiffany Lewis; Cliff MacDonald</p>	<p>Final Product: Curriculum to be presented to the BOD for approval by 2016-17 school year</p>

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III. Enrollment:

1) Goal: Maintain a robust enrollment in which all classes are filled and there is a healthy waiting list.

Objective: Organize a year-round marketing strategy that spreads the word about WLA.

Strategy: Maintain regular communication with key community members about what WLA is doing. Identify single point of contact.

Who: Tiffany Lewis and Becky Kullman; Marketing Committee
Final Product: List of community members who can promote WLA enrollment

Strategy: Utilize social media for marketing school functions and communication.

Who: Tiffany Lewis and Becky Kullman; Marketing Committee
Final Product: Facebook Page; Twitter; Website

Strategy: At November BOD meeting, approve public advertising/marketing plan for the current enrollment period.

Who: Marketing Committee
Final Product: Written Marketing Plan to be presented to the BOD for approval

Strategy: Evaluate success of marketing strategies in May.

Who: Marketing Committee
Final Product: Cost benefit analysis – Time, Costs, Number of Waiting List years for 2016-2018.

Objective: Establish a common understanding of the growth model for WLA in future

Strategy: Determine a common understanding of what class sizes will be going forward.

Who: Enrollment Committee
Final Product: Recommendation to the BOD for approval

Strategy: Determine a common understanding of the number of grade level sections for 2016-2018.

Who: Enrollment Committee
Final Product: Recommendation to the BOD for approval

<p>Strategy: Establish director discretionary guidelines regarding enrollment. e.g. minimum/maximum number, ability to continue adding students, when to stop adding students, how to support the budget etc.</p>	<p>Who: Enrollment Committee</p>	<p>Final Product: Recommendation to the BOD for approval</p>
<p>Strategy: Review the policy on age requirement for kindergarten.</p>	<p>Who: Policy Committee and Kindergarten teachers.</p>	<p>Final Product: Early Enrollment Policy</p>
<p>Objective: Be known as a school that is highly desirable and highly competitive when it comes to enrollment.</p>		
<p>Strategy: Hold at least one open house prior to open enrollment.</p>	<p>Who: Parent Team</p>	<p>Final Product: Time, agenda, and plan to be presented to the BOD</p>
<p>Strategy: Collect and publish student and parent success stories on WLA website – enrollment link.</p>	<p>Who: Tiffany Lewis – Becky Kullman</p>	<p>Final Product: Stories posted on Website – Create new weblink for Life at WLA</p>

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IV. Staffing:

1) Goal: Identify staffing needs for the next three years – including teaching, paraprofessional, administrative and contracted.

Objective: Create board appointed standing personnel committee

Strategy: Using enrollment information, propose staffing needs to create three-year budget plan.

Strategy: Create annual recruitment, interviewing, and hiring schedule based on enrollment information.

Strategy: Determine a priority list for hiring staff over the next three years – report monthly progress to BOD

Who: Personnel Committee

Final Product: Annual proposal presented to the BOD

Who: Hiring Committee

Final Product: New Teachers for BOD Approval

Who: Personnel Committee

Final Product: Priority List presented to the BOD

2) Attract and retain top talent.

Objective: Develop a strong staff training program.

Strategy: Reserve sufficient funds for workshops for staff members especially new staff members.

Strategy: Provide clear and accurate performance evaluations.

Strategy: Develop a staff incentive, reward, and recognition plan for specific achievements.

Who: BOD Finance Committee

Final Product: Line item in the budget

Who: Dan Hurley

Final Product: Board Approved Evaluation Rubric

Who: Personnel Committee

Final Product: Board Approved incentives and rewards up to and including monetary, meeting PLC goals, all school goals, developing a career ladder – e.g. salary schedule

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V. Board Governance:

1) Goal: Maintain effective board governance

Objective: Establish a board governance committee

Strategy: Create board member handbook

	<p>Who: WLA Board Policy Committee</p>	<p>Final Product: Reference Handbook RE: Board member roles and responsibilities</p>
<p><u>Strategy:</u> Create, establish and maintain an annual schedule of committee and board meetings</p>	<p>Who: WLA Board Policy Committee</p>	<p>Final Product: Annual calendar of BOD meeting with annual review topic – e.g. strategic plan review, policy review etc.</p>
<p><u>Strategy:</u> Create board member development plan</p>	<p>Who: WLA Board Policy Committee</p>	<p>Final Product: List of topics, potential dates, and service providers for ongoing board development.</p>

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(The mission of WLA is) To empower dedicated staff to deliver academically rigorous curriculum to students and to prepare them with exceptional leadership skills.

VI. Budgeting:

1) Goal: Create a three year budget that best reflects the information as presented in all of the above four "Core Strategic Areas."

Objective: Have a three-year planning budget that reflects the elements of the strategic plan.

Strategy: Working with BKDA, publish a three year budget for the BOD.

Who: Finance Committee and BKDA

Final Product: Running three year budget.