

Woodbury Leadership Academy

	Actual	Working Budget	Draft Budget
Enrollment	2016-2017	2017-2018	2018-2019
Students Grades K	52	53	60
Students Grades 1	58	55	58
Students Grades 2	34	54	53
Students Grades 3	31	41	53
Students Grades 4	35	25	35
Students Grades 5	25	28	25
Students Grades 6	7	5	13
Students Grades 7	8	0	5
Students Grades 8	0	0	3
Total Headcount (ADM)	251	261	304
Total WADM	253	261	305
	253	261	305

Revenues	2016-2017	2017-2018	2018-2019
General Education Revenue	\$1,682,035	\$1,704,075	\$2,115,402
Building Lease Aid	\$0	\$14,430	\$401,085
Long-term Facilities Maintenance	\$8,591	\$22,185	\$40,292
Special Education	\$264,697	\$182,061	\$235,447
Federal CSP Grant	\$165,298	\$0	\$0
Title II and Other Federal Aids	\$15,179	\$4,934	\$2,300
Other State Aids (Endowment, Literacy)	\$8,984	\$34,943	\$33,345
Other (Student Fees, Fundraising)	\$10,822	\$21,700	\$16,000
Donations, Give to the max	\$3,114	\$17,000	\$0
Miscellaneous	\$1,238	\$6,810	\$2,300
Total General Fund Revenues	\$2,159,958	\$2,008,138	\$2,846,171
	2,159,958	2,008,138	2,846,171

Expenditures	2016-2017	2017-2018	2018-2019
100's Salary	\$880,523	\$818,560	\$1,006,442
200's Benefits	\$195,927	\$212,588	\$260,255
370 Building Lease	\$29,492	\$16,033	\$445,650
300's Purchased Services (Includes Transportation in 2018-2019)	\$451,172	\$735,397	\$699,444
400's Supplies	\$36,970	\$68,765	\$103,500
500's Capital & Technology	\$11,307	\$1,000	\$32,000
Other	\$25,609	\$37,335	\$39,800

Woodbury Leadership Academy

	Actual	Working Budget	Draft Budget
Special Ed	\$282,863	\$192,689	\$250,000
Title II and Other Federal Aids	\$15,179	\$4,934	\$2,300
Federal CSP Grant	\$166,547	\$0	\$0
Total General Fund Expenditures	\$2,095,589	\$2,087,301	\$2,839,392
	<small>\$2,095,589</small>	<small>\$2,087,301</small>	<small>\$2,839,392</small>
Fund Balance Change	\$64,369	(\$79,163)	\$6,779
Beginning Fund Balance	\$410,862	\$475,231	\$396,068
Ending Fund Balance	\$475,231	\$396,068	\$402,847
Fund Balance % - Gen Fund	22.7%	19.0%	14.2%
	<small>22.7%</small>	<small>19.0%</small>	<small>14.2%</small>

Community Service	2016-2017	2017-2018	2018-2019
Revenues/Transfers In	\$240	\$0	\$0
Expenditures/Transfers Out	\$230	\$9,460	\$0
Fund Balance Change	\$10	(\$9,460)	\$0
Beginning Fund Balance	\$127,048	\$127,058	\$117,598
Ending Fund Balance	\$127,058	\$117,598	\$117,598
	<small>\$127,058</small>	<small>\$117,598</small>	<small>\$117,598</small>

Budget Summary – All Funds	2016-2017	2017-2018	2018-2019
Revenues/Transfers In	\$2,160,198	\$2,008,138	\$2,846,171
Expenditures/Transfers Out	\$2,095,819	\$2,096,761	\$2,839,392
Fund Balance Change	\$64,379	(\$88,623)	\$6,779
	<small>\$64,379</small>	<small>(\$88,623)</small>	<small>\$6,779</small>

Fund Balance Summary	2016-2017	2017-2018	2018-2019
Beginning Fund Balance	\$537,910	\$602,289	\$513,666
Change in Fund Balance	\$64,379	(\$88,623)	\$6,779
Ending Fund Balance	\$602,289	\$513,666	\$520,445
	<small>\$602,289</small>	<small>\$513,666</small>	<small>\$520,445</small>

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Students Grades 2	34	54	53
Students Grades 3	31	41	53
Students Grades 4	35	25	40
Students Grades 5	25	28	25
Students Grades 6	7	5	28
Students Grades 7	8	0	10
Students Grades 8	0	0	6
Total Headcount (ADM)	251	261	334
Total WADM	253	261	337
	253	261	337

Revenues	2016-2017	2017-2018	2018-2019
General Education Revenue	\$1,682,035	\$1,704,075	\$2,332,177
Building Lease Aid	\$0	\$14,430	\$442,608
Long-term Facilities Maintenance	\$8,591	\$22,185	\$44,463
Special Education	\$264,697	\$182,061	\$235,447
Federal CSP Grant	\$165,298	\$0	\$0
Title II and Other Federal Aids	\$15,179	\$4,934	\$2,300
Other State Aids (Endowment, Literacy)	\$8,984	\$34,943	\$33,345
Other (Student Fees, Fundraising)	\$10,822	\$21,700	\$18,100
Donations, Give to the max	\$3,114	\$17,000	\$0
Miscellaneous	\$1,238	\$6,810	\$2,300
Total General Fund Revenues	\$2,159,958	\$2,008,138	\$3,110,740
	2,159,958	2,008,138	3,110,740

Expenditures	2016-2017	2017-2018	2018-2019
100's Salary	\$880,523	\$818,560	\$1,064,242
200's Benefits	\$195,927	\$212,588	\$274,558
370 Building Lease	\$29,492	\$16,033	\$491,786
300's Purchased Services (Includes Transportion in 2018-2019)	\$451,172	\$735,397	\$706,144
400's Supplies	\$36,970	\$68,765	\$129,700
500's Capital & Technology	\$11,307	\$1,000	\$38,000
Other	\$25,609	\$37,335	\$47,300

Woodbury Leadership Academy

	Actual	Working Budget	Draft Budget
Special Ed	\$282,863	\$192,689	\$250,000
Title II and Other Federal Aids	\$15,179	\$4,934	\$2,300
Federal CSP Grant	\$166,547	\$0	\$0
Total General Fund Expenditures	\$2,095,589 <small>\$2,095,589</small>	\$2,087,301 <small>\$2,087,301</small>	\$3,004,031 <small>\$3,004,031</small>
Fund Balance Change	\$64,369	(\$79,163)	\$106,709
Beginning Fund Balance	\$410,862	\$475,231	\$396,068
Ending Fund Balance	\$475,231	\$396,068	\$502,777
Fund Balance % - Gen Fund	22.7% <small>22.7%</small>	19.0% <small>19.0%</small>	16.7% <small>16.7%</small>

Community Service	2016-2017	2017-2018	2018-2019
Revenues/Transfers In	\$240	\$0	\$0
Expenditures/Transfers Out	\$230	\$9,460	\$0
Fund Balance Change	\$10	(\$9,460)	\$0
Beginning Fund Balance	\$127,048	\$127,058	\$117,598
Ending Fund Balance	\$127,058 <small>\$127,058</small>	\$117,598 <small>\$117,598</small>	\$117,598 <small>\$117,598</small>

Budget Summary – All Funds	2016-2017	2017-2018	2018-2019
Revenues/Transfers In	\$2,160,198	\$2,008,138	\$3,110,740
Expenditures/Transfers Out	\$2,095,819	\$2,096,761	\$3,004,031
Fund Balance Change	\$64,379 <small>\$64,379</small>	(\$88,623) <small>(\$88,623)</small>	\$106,709 <small>\$106,709</small>

Fund Balance Summary	2016-2017	2017-2018	2018-2019
Beginning Fund Balance	\$537,910	\$602,289	\$513,666
Change in Fund Balance	\$64,379	(\$88,623)	\$106,709
Ending Fund Balance	\$602,289 <small>\$602,289</small>	\$513,666 <small>\$513,666</small>	\$620,375 <small>\$620,375</small>

Woodbury Leadership Academy Long-Range Budget Projection Model March 7, 2018

	Working Budget					
	2017-2018		2018-2019		Projection	
	Year 4	Year 5	2019-2020	2020-2021	2021-2022	2022-2023
Enrollment Projections						
Number Students Grade HK	53	60	60	60	60	60
Number Students Grade K	55	60	60	60	60	60
Number Students Grade 1	54	53	60	60	60	60
Number Students Grade 2	41	53	53	60	60	60
Number Students Grade 3	25	40	53	53	60	60
Number Students Grade 4	28	25	40	53	53	53
Number Students Grade 5	5	28	25	40	53	53
Number Students Grade 6	0	10	28	25	40	53
Number Students Grade 7	0	6	7	25	22	35
Number Students Grade 8						
Enrollment totals by state pupil unit weighting category						
Total Number of Students Grade K - 6	261	319	351	386	406	406
Total Number of Students Grade 7-12	0	15	35	50	62	88
Total Number of Students/ADM	261	334	386	436	468	494
Total Number of Current Year Pupil Units	261.00	336.84	393.00	446.00	480.40	511.60

State Revenue Assumptions and Calculations						
General Education Rev: State Averages Per Pupil Unit	\$6,188	\$6,312	\$6,406	\$6,503	\$6,600	
Inflation Rate Assumption-Basic only	2.0%	2.0%	1.5%	1.5%	1.5%	1.5%
Basic Excluding Transportation	\$6,188.00	\$6,311.76	\$6,406.44	\$6,502.53	\$6,600.07	\$6,699.07
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00
Sparsity	29.48	29.48	29.48	29.48	29.48	29.48
Operating Capital	226.26	226.26	226.26	226.26	226.26	226.26
Equity	121.01	121.01	121.01	121.01	121.01	121.01
Referendum	159.43	159.43	159.43	159.43	159.43	159.43
Transportation	(288.36)	0.00	0.00	0.00	0.00	0.00
Per Pupil Unit State Revenue	6,448.82	6,860.94	6,955.61	7,051.71	7,149.25	7,248.25
Pension Adjustment	0.00	0.00	0.00	0.00	0.00	0.00
Total Per Pupil Unit State Revenue	\$6,448.82	\$6,860.94	\$6,955.61	\$7,051.71	\$7,149.25	\$7,248.25
Total General Education State Revenue	1,683,141	2,311,038	2,733,556	3,145,062	3,434,498	3,708,204

Woodbury Leadership Academy Long-Range Budget Projection Model March 7, 2018

	Working Budget		Projection			
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	Year 4	Year 5	Year 6			
Compensatory Revenue	6%	6%	6%	6%	6%	6%
A: Number of Students prior yr. (current year for 1st year)	per 1/4/17	per 1/10/18	estimate	estimate	estimate	estimate
B: Number of Free Lunch Students prior yr. (or current year fo	238	238	334	386	436	468
C: Number of Reduced Lunch Students prior yr. (current yr. fo	15	15	21	24	27	29
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	10	10	14	16	18	20
E: Concentration Portion	20.00	20.00	28.05	32.44	36.64	39.33
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.08	0.08	0.08	0.08	0.08	0.08
G: PU = .6 * D * F	0.11	0.11	0.11	0.11	0.11	0.11
H: Initial Revenue	1.26	1.26	1.77	2.04	2.31	2.48
Miscellaneous Adjustment (Rounding)	7,277	7,433	10,592	12,445	14,282	15,576
I: Short Year Factor	(537)	(693)	1	1	1	1
Calculated Compensatory State Revenue ((A) x (B))	6,740	6,740	10,592	12,445	14,282	15,576

Building Lease Aid: Lesser of line a or b below:

Lease Aid Expense	491,786	573,780	651,160	701,384	746,936
a) Lease Aid Rev at \$1,314 per pupil unit as per state cap	442,608	516,402	586,044	631,246	672,242
b) Lease Aid Rev at Aid at 90% of Lease	442,608	516,402	586,044	631,246	672,242
Lesser of \$1,314.p.u. or 90% of lease payment	442,608	516,402	586,044	631,246	672,242
Estimated Proration of Lease Aid Revenue	100.0%	100.0%	100.0%	100.0%	100.0%
Total Prorated Building Lease Aid Revenue	0	442,608	516,402	586,044	631,246
Lease Aid Revenue per pupil unit (after proration)	0	1314	1314	1314	1314

Building Lease Aid Analyticals:

Lease Aid Rev that would need to be generated to cover expense at 90%. Max per Statute is \$1,314

How many more WADM would we need to maximize lease aid

	0	1314	1314	1314	1314
	0	0	0	0	0

Long-Term Facilities Maintenance Revenue

Revenue per Adjusted Pupil Unit	85	132	132	132	132
Total Long-Term Facilities Maintenance Revenue	22,185	44,463	51,876	58,872	63,413

Special Education Revenue

State Special Education Aid and Tuition Billing	141,199	193,347	201,066	209,064	217,434
Estimate - 93.%	141,199	193,347	201,066	209,064	217,434
Estimate - 93.%	141,199	193,347	201,066	209,064	217,434
Estimate - 93.%	141,199	193,347	201,066	209,064	217,434

Woodbury Leadership Academy Long-Range Budget Projection Model March 7, 2018

	Working Budget				Projection							
	2017-2018		2018-2019		2019-2020		2020-2021		2021-2022		2022-2023	
	Year 4	Year 5	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
LEP (Limited English Proficiency) State Aid	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Prior Year LEP Eligible ADM	1	4	7	7	7	7	7	7	7	7	7	7
Current Year LEP Eligible ADM	4	7	7	7	7	7	7	7	7	7	7	7
ADM Served	261	334	386	386	436	468	468	468	468	468	468	494
Adjusted LEP ADM	4	7	7	7	7	7	7	7	7	7	7	7
LEP Marginal Cost Pupils	20	20	20	20	20	20	20	20	20	20	20	20
LEP Revenue	14,080	14,080	14,080	14,080	14,080	14,080	14,080	14,080	14,080	14,080	14,080	14,080
Concentration Portion	0.0153	0.0210	0.0181	0.0181	0.0161	0.0150	0.0150	0.0150	0.0150	0.0150	0.0150	0.0142
Concentration Factor	0	0	0	0	0	0	0	0	0	0	0	0
LEP Pupil Units	1	1	1	1	1	1	1	1	1	1	1	1
LEP Concentration Revenue	133	319	276	276	244	228	228	228	228	228	228	216
Rounding Adjustment												
	-19											
Total LEP Aid	14,194	14,399	14,356	14,324	14,324	14,308	14,308	14,308	14,308	14,308	14,308	14,296

General Fund Revenue Summary

State Aids												
General Education Revenue	1,683,141	2,311,038	2,733,556	3,145,062	3,434,498	3,708,204						
LEP Aid	14,194	14,399	14,356	14,324	14,308	14,296						
Extended Time Revenue	0	0	0	0	0	0						
Declining Enrollment	0	0	0	0	0	0						
Compensatory Revenue	6,740	6,740	10,592	12,445	14,282	15,576						
Subtotal	1,704,075	2,332,177	2,758,504	3,171,831	3,463,088	3,738,076						
Building Lease Aid	14,430	442,608	516,402	586,044	631,246	672,242						
Prior Year Over/Under accruals	(66)	0	0	0	0	0						
Long-Term Facilities Maintenance Revenue	22,185	44,463	51,876	58,872	63,413	67,531						
Special Education Aid	141,199	193,347	201,066	209,064	217,434	226,176						
Endowment Aid, \$28.31 per pupil unit	9,053	7,389	9,536	11,126	13,600	14,483						
Literacy Aid	25,956	25,956	25,956	25,956	25,956	25,956						
Other Miscellaneous State Aid	0	0	0	0	0	0						
Total State Aids	1,916,832	3,045,940	3,563,340	4,062,893	4,414,737	4,744,464						
Federal Revenue												
Federal CSP Grant (Implementation 002 - 9/30/16)	0	0	0	0	0	0						
Federal Special Ed	40,862	42,100	43,400	44,700	46,000	47,400						
PBIS Individuals with Disabilities Grant	6	0	0	0	0	0						
Title II	4,928	2,300	2,700	3,100	3,400	3,700						
Total Federal Revenue	45,796	44,400	46,100	47,800	49,400	51,100						

Woodbury Leadership Academy Long-Range Budget Projection Model March 7, 2018

	Working Budget					
	2017-2018		2018-2019		Projection	
	Year 4	Year 5	2019-2020	2020-2021	2021-2022	2022-2023
Other Revenue						
Interest Earnings	160	100	100	115	120	120
Donations and Grants	15,000	0	0	0	0	0
200 Give to the Max	2,000	0	0	0	0	0
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	17,700	18,100	21,300	24,500	26,800	28,900
Miscellaneous Revenue	6,500	2,000	0	0	0	0
Sale of Merchandise/Fundraising/Net	4,000	0	0	0	0	0
071 Third Party Billing	150	200	200	200	200	200
Total Other Revenue	45,510	20,400	21,600	24,815	27,120	29,220
Total Revenue	2,008,138	3,110,740	3,631,040	4,135,508	4,491,257	4,824,784
	2,008,138	3,110,740	3,631,040	4,135,508	4,491,257	4,824,784

General Fund Expenditure Calculations

	10	73	52	50	32	26
New Staff Calc - Staff increases based on enrollment increases						
Actual/projected enrollment change from prior year	10	73	52	50	32	26
Added new teacher FTE's - calculated at 22:1 ratio (rounded)			2.0	2.0	1.0	1.0
Manual Adjustment						
Other Teachers/Non-teachers Added						
Additional staff add (non teachers)			50,000	50,000	50,000	50,000
Total new teachers added/subtracted						
Projected new teacher (1FTE) Salary cost	37,000	38,850	39,627	40,420	41,228	42,052
Added salary cost - teachers (added FTE's times cost)		0	79,254	80,839	41,228	42,052
Added cost - others per above			50,000	50,000	50,000	50,000

Inflation Assumptions

Salaries	2.0%	5.0%	2.0%	2.0%	2.0%	2.0%
Other costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

Budget Calculations

100's Salaries	26.0%	25.8%	26.3%	26.8%	27.3%	27.8%
200's Benefits	818,560	1,064,242	1,214,800	1,369,900	1,488,500	1,610,300
305 Contracted Services	212,588	274,558	319,474	367,112	406,338	447,639
315 Technology Services	450,460	217,482	256,500	295,500	323,500	348,300
320 Communications Services	15,155	19,800	23,400	27,000	29,600	31,900
329 Postage	21,876	25,000	29,500	34,000	37,200	40,100
330 Utilities	2,500	2,000	2,400	2,800	3,100	3,300
	119,360	46,190	47,100	48,000	49,000	50,000

Woodbury Leadership Academy Long-Range Budget Projection Model March 7, 2018

	Working Budget											
	2017-2018		2018-2019		2019-2020		2020-2021		2021-2022		2022-2023	
	Year 4	Year 5	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6	Year 6
340 Property and Casualty Insurance												
350 Repairs and Maintenance Services	11,000	20,180	23,800	27,400	30,000	32,300						
360 Student Transportation	50,413	104,890	108,561	112,361	116,293	120,364						
360 Field Trip Transportation	0	233,550	275,500	317,400	347,500	374,100						
366 Travel and conferences	5,000	6,676	7,720	8,720	9,360	9,880						
369 Field Trip Admissions	4,000	10,000	11,800	13,600	14,900	16,000						
	3,000	6,676	7,720	8,720	9,360	9,880						
Projected Lease Expense		489,800	573,780	651,160	701,384	746,936						
Additional Lease Expense to maximize lease aid		1,986										
370 Lease Expense	16,033	491,786	573,780	651,160	701,384	746,936						
370 Other Rentals and Operating Leases	42,358	300	400	500	500	500						
380 Computer and Tech Related Hardware Rental	10,275	13,400	15,800	18,200	19,900	21,400						
401 Office Supplies/General Supplies	16,000	25,900	30,500	35,100	38,400	41,300						
401 Maintenance Supplies	750	18,000	21,200	24,400	26,700	28,700						
405 Non-Instructional Software and Licensing	9,715	12,700	15,000	17,300	18,900	20,300						
406 Instructional Software	2,500	6,000	7,100	8,200	9,000	9,700						
430 Instructional Supplies/Classroom Supplies	7,500	25,000	29,500	34,000	37,200	40,100						
455 Non-Instructional Tech Supplies (new code)	1,600	2,500	2,900	3,300	3,600	3,900						
456 Instructional Tech Supplies (new code)	500	2,000	2,400	2,800	3,100	3,300						
460 Textbooks and Workbooks	20,000	25,000	29,500	34,000	37,200	40,100						
461 Standardized Tests	5,000	6,500	7,700	8,900	9,700	10,400						
470 Media/Library Resources	500	2,000	2,500	2,900	3,200	3,400						
490 Food Purchased	4,700	4,100	3,800	3,900	4,300	4,600						
530 Furniture and Other Equipment	0	10,000	11,800	13,600	14,900	16,000						
555 Technology Equipment	1,000	3,000	3,500	4,000	4,400	4,700						
556 Instructional Technology Equipment (new code)	0	25,000	29,500	34,000	37,200	40,100						
740 Interest Expense	0	0	7,500	7,500	7,500	7,500						
820 Dues and memberships	28,335	32,300	34,600	37,000	39,600	42,400						
State Special Ed Expenditures / ESY	151,827	207,900	216,200	224,800	233,800	243,200						
Extended Time Expenses	0	0	0	0	0	0						
Federal CSP Grant (Implementation 002)	0	0	0	0	0	0						
Federal Special Ed Expenditures	40,862	42,100	43,400	44,700	46,000	47,400						
PBIS Individuals with Disabilities Grant	6	0	0	0	0	0						
Director's Discretionary Fund	9,000	15,000	15,000	15,000	15,000	15,000						
Title II	4,928	2,300	2,700	3,100	3,400	3,700						
Total Expenditures	2,087,301	3,004,031	3,434,555	3,860,873	4,179,535	4,488,699						

Woodbury Leadership Academy
Long-Range Budget Projection Model
March 7, 2018

	Working Budget		Projection			
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	Year 4	Year 5	Year 6			
	2,087,301	3,004,031	3,434,555	3,860,873	4,179,535	4,488,699
General Fund Annual Surplus	(79,163)	106,709	196,485	274,635	311,722	336,086
Beginning General Fund Balance	475,231	396,068	502,777	599,262	973,897	1,285,618
Ending General Fund Balance	396,068	502,777	699,262	973,897	1,285,618	1,621,704
<i>Fund Balance Percentage Target</i>	19.0% 18-20%	16.7% 18-20%	20.4% 18-20%	25.2% 18-20%	30.8% 18-20%	

Community Service Revenue and Expenditure Summary

Fund 04 Program Revenue	0	0	0	0	0	0
Fund 04 Program Expenses	9,460	0	0	0	0	0
Community Service Annual Surplus	(9,460)	0	0	0	0	0
Beginning Community Service Fund Balance	127,058	117,598	117,598	117,598	117,598	117,598
Ending Community Service Fund Balance	117,598	117,598	117,598	117,598	117,598	117,598

Schoolwide Activity

Total Revenues	2,008,138	3,110,740	3,631,040	4,135,508	4,491,257	4,824,784
Total Expenditures	2,096,761	3,004,031	3,434,555	3,860,873	4,179,535	4,488,699
Schoolwide Annual Surplus	(88,623)	106,709	196,485	274,635	311,722	336,086
Beginning Schoolwide Fund Balance	602,289	513,666	620,375	816,860	1,091,495	1,403,216
Ending Schoolwide Fund Balance	513,666	620,375	816,860	1,091,495	1,403,216	1,739,302

Volunteers of America

School: Woodbury Leadership Academy

School Meeting Type (check one): Regular Special

Start Time: 9:45pm

Codes: Yes (Y) - There is clear evidence that the indicator exists. Partial (P) - There is some evidence of the indicator, but improvement is needed. No (N) - The indicator was not observed. Not applicable (NA) - The indicator was not observed at this meeting, but over the course of year it is expected to be.

Emergency Date of Observation: 6/27/18

Observer: JSS

Charter School Board Meeting Observation Form

Compliance Indicators	Evidence/Code	Comments
<i>Open Meeting Law (violations result in written infraction)</i> The meeting is open to the public (board meeting time and location are published).	Y	-Time and location on WLA Entrance door.
One set of printed materials relating to the agenda is available for public inspection.	Y	All members present
The meeting is conducted only with a quorum present (quorum was established).	Y	
The meeting is not conducted by phone or web unless it meets MN Stat 13D conditions.	Y	
If it is a special or emergency meeting, it is PROPERLY conducted (MN Stat 13D).	N/A	
If closed, the meeting is PROPERLY closed (MN Stat 13D).	N/A	
Votes are recorded and the Journal of votes is available (MN Stat 13D).	Y	Notes found on table for public inspection.
Continuous Improvement Indicators		
Board Meeting Organization		
Evidence/Code		Comments

Volunteers of America

Charter School Board Meeting Observation Form

The meeting is called to order on time.	Y
An adopted agenda is followed after board approval.	Y
Appropriate materials are available to accompany agenda items.	Y
An orderly methodology guides the running of the meeting (e.g. Roberts Rules).	Y

Continuous Improvement Indicators	Evidence/Comments
Board Meeting Atmosphere	Code

Board members are on time and appear prepared.

Y

Board member conduct is professional (CARING AND LOYAL).

Y

Board members receive materials 3-5 days in advance.

Y

Board minutes and motions are easily understood and communicate the essence of topics.

Y

Continuous Improvement Indicators	Evidence/Comments
Board Agenda	Code

Agenda is posted ahead, for example on the web or wall.

?

If used, a consent agenda is properly executed.

-

Conflict of interest is addressed as an agenda item.

Y

The agenda contains a review of student academic performance (not merely activities).

N

The agenda contains an item(s) on finance (board reviews the school's finances).

Y

Finance reports the pupil units budgeted to actuals and MDÉ paid.

Y

Finance reports include register, balance sheet, rev/exp, and cash flow.

Y

The board provides an opportunity for public input.

Y

The board ends the meeting with a board evaluation or reflection

Y

did not look... sorry... when completed this form, did see agenda on webpage.

Had a ~~met~~ public comment on lego club.

Continuous Improvement Indicators	Evidence/Comments
Board Capacity	Code
The mission and vision guide decision making.	Y
The board references its strategic planning process, continuous improvement plans, and goals to monitor and evaluate effectiveness (new schools- readiness to open checklist)	Y
Committee reports are written, thorough and understandable.	Y
The board develops and reviews policies and committees and their use.	Y
The board addresses general operations without micromanaging.	Y
The agenda contains information to evaluate the building leadership.	Y
The board monitors board development on an ongoing basis.	Y
	discussed working on it - NO date assigned - plan to set date at next board meeting.
	discussed Exec. Director evaluation's job description
	discussed VOA coming in to complete training. ALSO talked about other ways we can continue ongoing board development.

Attendance of Board Members

Present: **all board members 😊**

Ex-officio Members

Present:

Others in attendance: **Jennifer (lego club), Judith (Finance), Nancy, Dianne T.**

Overall attendance rate:



MINNESOTA CHARTER SCHOOL BOARD OF DIRECTORS INDIVIDUAL BOARD MEMBER SELF-EVALUATION INSTRUMENT

I understand that under MN Nonprofit Law (MN Statutes 317), Nonprofit Board members have three fiduciary duties—the Duty of Care, the Duty of Loyalty, and the Duty of Obedience.

DUTY OF CARE

**Circle one of the following options:*

*Never
Fulfill*

*Always
Fulfill*

- | | 1 | 2 | 3 | 4 | 5 | |
|--|---|---|---|---|---|---|
| | | | | | | I regularly attend and am on time for Board meetings. |
| | | | | | | I prepare for meetings by reviewing the agenda and reading the minutes and other materials before I attend the meeting. |
| | | | | | | I faithfully serve on Board committees and task forces for which I volunteer or on which I am assigned to serve. |
| | | | | | | I actively participate in the discussion of issues and make motions or seconds. |
| | | | | | | I actively state my vote on issues, voting in the affirmative when I support a motion and publicly stating opposition and my no vote when not in support of a motion. |
| | | | | | | I have a general knowledge of the books and records of the organization. |
| | | | | | | I have a copy of the articles of incorporation, by-laws, policies and financial reports of the organization. |
| | | | | | | I am aware of what the financial records and audits disclose and have taken active steps to insure proper internal financial controls. |
| | | | | | | I am aware of the assets of the organization and the investment policies and controls. |

DUTY OF CARE (cont'd)

1	2	3	4	5	I am actively engaged in assisting in the lobbying for legislation to further the mission of the school.
1	2	3	4	5	I am engaged in assisting in raising adequate resources for the school to carry out its mission.
1	2	3	4	5	I understand my responsibilities and the process to investigate warnings or reports of office thefts, mismanagement, or other sources of legal misconduct.
1	2	3	4	5	I understand the difference between governance and management

DUTY OF LOYALTY

**Circle one of the following options:*

*Never
Fulfill*

*Always
Fulfill*

1	2	3	4	5	I have read and I understand the conflict of interest policy of the organization.
1	2	3	4	5	I understand that it is my responsibility to inform the Board of potential conflicts of interest.
1	2	3	4	5	I understand that if I do not make full disclosure of a conflict of interest, the burden falls on me to establish that the transaction was fair and reasonable.
1	2	3	4	5	I have read and understand all of the Board's operational policies.
1	2	3	4	5	I understand that I have a moral and legal obligation not to engage in or benefit from any business opportunity that is available to and suitable for the organization unless the organization decides not to engage in the opportunity.
1	2	3	4	5	I understand that issues discussed in closed meetings are to be kept confidential.

DUTY OF OBEDIENCE

****Circle one of the following options:***

*Never
Fulfill*

*Always
Fulfill*

1 2 3 4 5

I am familiar with the following laws:

MN Nonprofit Law (MN Statute 317)

1 2 3 4 5

MN Charter School Law (MN Statute 124D.10)

1 2 3 4 5

MN Open Meeting Law (MN Statute 13D)

1 2 3 4 5

MN Employment Law (MN Statue 181)

1 2 3 4 5

MN Public School Fee Law

1 2 3 4 5

MN Non-Discriminatory Law

1 2 3 4 5

MN Pupil Fair Dismissal Law

1 2 3 4 5

501(c) 3 Provisions of IRS Rules

I know the deadlines that the corporation must comply with for the following purposes:

1 2 3 4 5

Nonprofit Corporation status filing with MN Secretary of State

1 2 3 4 5

Annual Report to Commissioner

1 2 3 4 5

Audit Report to State Auditor

1 2 3 4 5

IRS Filings

1 2 3 4 5

Progress Reports to Sponsors

I am familiar with the provisions of the following documents:

1 2 3 4 5

Charter Contract with Authorizer

DUTY OF OBEDIENCE (cont'd)

1	2	3	4	5	Articles of Incorporation
1	2	3	4	5	By-laws
1	2	3	4	5	Policies of the Organization
1	2	3	4	5	Strategic Plan
1	2	3	4	5	Mission Statement
1	2	3	4	5	Vision Statement
1	2	3	4	5	

I am aware who the school's accountant, legal counsel and auditor are.
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Individual Self Improvement Plan

Identify at least one strategy for your improvement as a board member in each of the duty areas:

<u>Area:</u>	<u>Strategies:</u>
DUTY OF CARE	1) 2)
DUTY OF LOYALTY	1) 2)
DUTY OF OBEDIENCE	1) 2)