

Public Copy

# Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, April 24, 2018

5:45 P.M.

Woodbury Leadership Academy School

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

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

**THANK YOU.**

**Property of: Woodbury Leadership Academy Board of Directors**

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**Meeting:** Board of Directors Regular Meeting

**Date:** Tuesday, April 24, 2018

**Time:** 5:45 P.M.

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

## AGENDA

1. **Meeting Call to Order and Roll Call**

- 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: Ro Krejci)

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)

- 3.1. Approval of Meeting Agenda  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 3.2. Approval of March 20, 2018 Meeting Minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair)

- 4.1. Conflict of Interest Declaration

5. **Public Comment** (Presenter: Mandi Folks, Board Chair)

6. **Facilities Administrative Committee Report** (Presenter: Shawn Smith & Dr. Mortensen, Executive Director)

7. **Training & Discussion** (Presenter: Mandi Folks, Board Chair)

- 7.1. VOA Training - Rochel Manders, VOA Authorizer

8. **Board and Administration Reports**

- 8.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 8.2. Executive Director Report (Presenter: Dr. Mortensen, Executive Director)
- 8.3. NWEA MAP Scores Summary (Presenter: Dr. Mortensen, Executive Director)
- 8.4. Finance Report (Presenter: Judith Darling, BerganKDV)

9. **Board Committee and Ad Hoc Committee Reports**

- 9.1. Finance Committee (Presenter: Jess Erickson, Treasurer)
  - 9.1.1. Accept Financial Statements, 990 tax form and finance committee meeting minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 9.2. Governance Committee (Presenter: Ro Krejci, Governance Chair)
  - 9.2.1. Accept committee meeting minutes and approve policy #413 Harassment and Violence and policy #521 Student Disability and Non-Discrimination

DRAFT

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

- 9.3. Elections Task Force Report (Presenter: Jolene Skordahl)
10. **Board Business** (Presenter: Mandi Folks, Board Chair)
  - 10.1. Approval of new licensed staff member employment agreement
11. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
  - 11.1. Board Communication - Reflection
    - 11.1.1. Complete Individual Board Member Self - Evaluation
  - 11.2. Future Items
12. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
  - 12.1. Next Regularly Scheduled WLA Board of Directors Meeting and Training  
Date: Monday, April 30, 2018  
Time: 4:30 P.M.  
Location: WLA – 600 Weir Drive, Woodbury, MN 55125 Room 1500 (Kitchen Lab)
  - 12.2. Delegation of Public Comment Items (if necessary)
  - 12.3. New Board Member Oath of Office
13. **Adjournment** (Presenter: Mandi Folks, Board Chair)
  - 13.1. Adjournment  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
March 20, 2018**



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

**Directors Absent:** None

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

**Others in Attendance:** WLA staff and parents

**1. Call to Order and Roll Call**

**1.1 Call to Order**

Ms Folks called the meeting to order at 5:45 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision.**

Ms Erickson read the WLA Mission and Vision Statements.

**3. Approval of Agenda**

**3.1 Approval of Agenda**

Ms Krejci moved "to approve the agenda for the March 20, 2018 Board of Directors meeting." Motion was seconded by Ms Erickson. Motion passed unanimously.

**3.2 Approval of Board Meeting Minutes**

Ms Erickson moved "to approve the Board of Directors meeting minutes for February 27, 2018. Ms Krejci seconded the motion. Motion passed unanimously.

**4. Conflict of Interest Declaration**

**4.1 Conflict of Interest Declaration**

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

**5. Public Comment**

Ms Thiels shared her concerns about the reduction in physical education and fitness activities at the school and the lack of individualized learning: both areas were highly promoted at the time her family joined WLA. She also expressed concern about teachers holding students back from recess as a form of punishment.

**6. Facilities Ad Hoc Committee Report**

Mr Smith gave an update on the search for a facility for next year. The committee had narrowed down the search and was doing space planning for several potential locations. All sites would require some level of buildout to meet the school's needs and also would require a zoning change. The committee hopes to have a site solidified by the end of April to allow for time for buildouts before WLA moves in during the summer.

## **7. Closed Session**

### **7.1 Closed Session: Executive Director Evaluation**

Motion was made by Ms Hitzemann "to close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(c) for the purpose of discussing the Executive Director's performance evaluation." Seconded by Mr Livingston. The motion passed unanimously. Meeting closed at 6:05 PM.

## **Convene into Open Session**

The Board convened into open session at 6:50 PM. Ms Krejci moved "to reopen the meeting." Ms Erickson seconded. Motion Passed unanimously. Ms Folks summarized the closed session as a discussion of the Executive Director's performance, stating that the Board was pleased with progress in leadership made this year.

## **8. Training & Discussion**

### **8.1 VOA Training**

Stephanie Olsen from Volunteers of America (VOA), WLA's authorizer lead an interactive training session on the school's leadership roles and responsibilities of the Board versus School Administration. She reviewed Board training requirements and suggested a list of training topics that board members would benefit from. Ms Olsen recommended the Board establish an annual training schedule to ensure topics are covered.

At 8:07 PM, Mr Livingsston moved "that the board take a 5 minute recess." Jolene seconded. The motion passed unanimously.

### **8.2 2018-2019 Budget - Draft**

Ms Mortensen asked board members to review the two draft budgets for 2018-2019 included in the board packet: one based on 305 students and one based on 337 students. The Finance Committee has reviewed the drafts. No action is needed at this time.

### **8.3 Schedule the Advance**

Ms Folks led a discussion on various dates and sites for scheduling the Advance board meeting. It was agreed to schedule the Advance on Monday, April 30, 2018 from 4:30 to 7:30 PM in the 2nd Grade pod area.

## **9. Board and Administration Reports**

### **9.1 Board Report**

Ms Folks announced that WLA has received the School Finance Award from MDE. She expressed her interest in having Student Council participate in future Board meetings, suggesting that this be worked as an expectation of Student Council members. Participation could be in person, written, or in a video.

Ms Folks reported that she signed up for Board Chair training at the Minnesota Association of Charter Schools (MACS).

## **9.2 Executive Director Report**

Ms Mortensen reported that outside service provider contracts were renewed for the 2018-19 school year, most of which are for Special Education related services. Contracts were passed for review by Board members. The Charter Contract Renewal application has been submitted to VOA. She reviewed her report included in the board packet, highlighting that she and Ms Darling had begun work on the 2018-19 budget, Soccer Shots will be offering an after school soccer program for Grades K-2 and Ms Skordahl is working on getting a soccer program in place for older students. Lego Club will begin after Spring Break, with 50+ students signed up.

## **9.3 Finance Report**

No report - Ms Darling was unable to attend.

## **10 Committee Reports**

### **10.1 Finance Committee**

Ms Erickson reported that the Finance Committee met and reviewed a draft budget for next year and reviewed the February financial statements.

#### **10.1.1 Financial Statements**

Ms Erickson moved “to approve the February 2018 financial statements and accept the March 8, 2018 Finance Committee minutes.” Seconded by Ms Krejci. Motion passed unanimously.

### **10.2 Governance Committee**

Ms. Krejci reported that the committee met and is continuing to work on Policy 701 Purchasing, Procurement and Contracting, and Policy 714 Fund Balance.

#### **10.2.1 1<sup>st</sup> Reading – Review of Policy 201.1, Policy 413 and Policy 521**

Ms Krejci gave notice of 1st Reading for policies:

- 201.1 Board of Directors Election Procedure
- 413 Harassment and Violence
- Student Disability Nondiscrimination

She asked Board members to send any feedback on these policies directly to her.

### **10.3 Elections Committee Report**

Ms Skordahl reported the committee met and reviewed the prior year election process and updated election materials, copies of which were included in the Board packet. She highlighted key dates in the election process, noting that voting will take place May 7-11, with the winners being announced at the May 21<sup>st</sup> Board meeting.

## **11. Board Business**

### **11.1 Community Member Recommendation**

A self-nomination form was received from Shannon Kelly for an open Community Member seat on the Board. Ms George and Mr Livingston stated that they interviewed Ms Kelly and she brings skills in crisis management and safety, public relations, and policy writing. Mr Livingston moved “to appoint Ms Kelly to fill the Woodbury Leadership Academy Board of Directors Community Member board seat for the term ending June 2020.” Ms George seconded. Motion passed unanimously.

## **12. Board Communication and Future Items**

### **12.1 Board Communication - Reflection**

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

#### **12.1.1 Complete Individual Board Member Self-Evaluation**

Ms Krejci asked all Board members to complete the Minnesota Charter School Board of Directors Individual Board Member Self-Evaluation instrument which was included in the Board packet and place in the Board mailbox in the school office. She stated that she forgot to ask someone to complete the Board observation form for this meeting, but will do so for future meetings.

#### **12.2 Future Items**

Items requested by Board members for the next meeting include a 2018-19 budget discussion, a facilities update, and an Executive Director employment agreement for the 2018-19 school year.

### **13. Housekeeping Items**

#### **13.1 Next regularly scheduled meeting**

Ms Folks reminded members that the next meeting is scheduled for Tuesday, April 24, 2018 at 5:45 PM in the 2nd Grade pod area. An Advance board meeting is scheduled for Monday, April 30 at 4:30 in the same location.

#### **13.2 Delegation of Public Comment**

Ms Folks asked Ms Mortensen to follow up on the concerns raised about physical activity, holding students back from recess as punishment and the status of individualized learning opportunities at WLA.

### **14. Adjournment**

#### **14.1 Adjournment**

Ms Erickson moved to adjourn. Ms Krejci seconded. Motion passed unanimously. The meeting adjourned at 9:15 PM.

**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, APRIL 24, 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 4/13/2018, we have 107 new students enrolled for the 2018-2019 school year. (increase from 97 as of the March 20<sup>th</sup> board meeting)
- With moves in and out of the district, our ADM as of 4/16/2018 is 269 students.

Provide leadership and monitor continuous school improvement

- Mandi, Drew and myself discussed Drew's analysis regarding our website, enrollment, and communications strengths and challenges

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

- Board Meeting March 20, 2018
- Governance Committee met on March 20, 2018, and April 18th
- Ongoing work in the area of 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. Provide leadership in the articulation among all instructional levels as well as special services within the school

- Megan Englesgjerd attended Childhood Mental Health conference in Duluth on April 16-17th. She will be training staff in this area.
- The NWEA MAP assessment results have been analyzed, and overall, our students in grades 1-6 made strong gains this year. Based on these scores, it is expected that our MCA scores will surpass our scores from last year by 7-9% (analysis attached)

**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 April 12th
- Judith Darling and I met at length on April 19<sup>th</sup> to work on staffing and lease aid for the 2018-2019 school year.
- Regular discussions with Mandi Folks, Board Chair, and Judith Darling, Finance Director
- Lease: The Facilities Committee, continues to work with Shawn Smith to procure a facility to lease. The independent investor that we reached out to in March has



reviewed our financials, and will be coming to Minnesota in May to see our school.

- The Facilities Committee met on April 11th
- Mandi, Shawn and myself met on April 20<sup>th</sup> in regard to long term planning

#### **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

- Round III teacher observations have been completed!
- Five new staff members have been hired, one “Technology Integration/Marketing/Dean”, one special education teacher, and three classroom teachers. Three of the four new teachers have come in to shadow on their various days off this spring.

Oversee conflict resolution and all other personnel matters

- No issues at this time

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

Oversee operations for a safe school environment

- Tracie Droubie from the South Washington County School district, came to WLA and facilitated a bus safety training for the riders of one particular bus.
- On Wednesday, April 18<sup>th</sup>, bus drivers facilitated an emergency bus exit training
- Three school safety drills have been held in April. (two fire drills, and one safety in place drill)
- Oversee development and implementation of student/parent activities
- School tours are happening regularly for all grades in K-8.
- I have been meeting with parents 1:1 to discuss some of the upcoming needs for new students, mainly centered around enriched/gifted curriculum options

#### **VI. Communications Management**

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

- Surveys on teacher satisfaction were collected from parents in early April. Results indicate that our parent community holds WLA teachers in high esteem. (analysis attached.)
- Next week our grades 5-6 students will be attending Wolf Ridge in northern Minnesota. Kelly Cappelen, Jess Erickson, and Jolene Skordahl will be chaperoning as well as several parent volunteers.
- Legos Club launched, and the demand has been overwhelming. We will need to plan for a fall session, and increase our ability to serve all the students who want to participate.
- Kudos to Jolene Skordahl who successfully led a building-wide fund raiser for cancer. WLA students enjoyed participating with Pennies for Patients!

- Upcoming in May, we are looking forward to the Science Fair, and in June, the Art Auction and Carnival.
- Also in June, we will be having our Track and Field event on the last day of school. This will be an opportunity for students to celebrate the end of the school year, and picnic with their friends. We will also hold Kindergarten Promotion on the last day of school.

## WLA 2017-2018 Parent Surveys on Teacher Performance

	Needs Improvement	O.K.	Good	Distinguished
Question #1 How well does the teacher promote the WLA Mission and Vision?	4.71%	8.24%	36.47%	48.82%
Question #2 How well does this teacher implement Core Knowledge curriculum?	1.18%	6.47%	34.12%	50.59%
Question #3 Does this teacher appear to be up to date with professional training?	2.94%	5.88%	36.47%	51.76%
Question #4 How does this teacher interact with you as a family?	7.65%	5.88%	31.18%	54.71%
Question #5 How does this teacher do meeting the needs of diverse groups of learners?	8.82%	8.82%	30.59%	48.82%
Question #6 How does this teacher do meeting the needs for remediation?	10.65%	8.88%	25.44%	45.56%
Question #7 How does this teacher do with meeting the needs for enrichment?	7.65%	7.65%	27.06%	46.47%
Question #8 How well does this teacher present data to you as a parent in regard to how your child is performing?	6.47%	8.24%	25.88%	57.06%
Question #9 How well would you rate this teacher in regard to communications with you?	8.24%	10.00%	25.29%	55.29%

**SPRING 2018  
MAP ASSESSMENT RESULTS SUMMARY**

**MATH**

	<u>NUMBER TESTED</u>	<u>MEET OR EXCEEDS</u>	<u>PERCENTAGE</u>
GRADE 3	44	35	80%
GRADE 4	26	20	77%
GRADE 5	30	23	77%
GRADE 6	7	4	57%
<b>TOTALS</b>	<b>107</b>	<b>82</b>	<b>77%</b>

**READING**

	<u>NUMBER TESTED</u>	<u>MEET OR EXCEEDS</u>	<u>PERCENTAGE</u>
GRADE 3	39	32	82%
GRADE 4	26	22	85%
GRADE 5	30	21	70%
GRADE 6	7	6	86%
<b>TOTALS</b>	<b>102</b>	<b>81</b>	<b>79%</b>

## WLA 2017-2018 SCHOOL YEAR SPRING NWEA MAP GRADE 1

MATH					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
GR 1	#	BELO W	MEET S	% MEETS OR EXCEEDS	BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
	1									
CLASS A	9	5	14	75%	3	0	3	0	0	25%
	1									
CLASS B	6	3	13	81%	2	1	0	0	1	25%
	2									
CLASS C	0	7	13	65%	3	1	0	0	0	20%
	5									
<b>TOTALS</b>	<b>5</b>	<b>15</b>	<b>40</b>	<b>73%</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>25%</b>

READIN G					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
GR 1	#	BELO W	MEET S	% MEETS OR EXCEEDS	BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
	2									
CLASS A	0	7	13	65%	3	3	0	0	0	30%
	1									
CLASS B	6	4	12	75%	3	2	0	1	0	38%
	2									
CLASS C	0	6	14	70%	4	0	0	0	0	20%
	5									
<b>TOTALS</b>	<b>6</b>	<b>17</b>	<b>39</b>	<b>70%</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>29%</b>

## WLA 2017-2018 SCHOOL YEAR SPRING NWEA MAP GRADE 2

MATH					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
GR 2	#	BELO W	MEET S	% MEETS OR EXCEEDS	BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
	1									
CLASS A	8	5	13	72%	3	0	0	0	0	17%
	1									
CLASS B	7	7	10	59%	3	0	0	0	0	18%
	1									
CLASS C	7	9	8	47%	3	1	0	0	0	24%

<b>TOTALS</b>	<b>5</b>	<b>2</b>	<b>21</b>	<b>31</b>	<b>60%</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19%</b>
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READING					EXCEED	EXCEED	EXCEED	EXCEED	EXCEED	TOTAL	
GR 2	#	BELO	MEET	% MEETS	S	S	S	S	S	%	
		W	S	OR	BY 1 YR	BY 2	BY 3	BY 4	BY 5	EXCEED	
				EXCEEDS		YRS	YRS	YRS	YRS	S	
CLASS A	1	8	9	9	50%	2	1	0	1	0	22%
CLASS B	1	7	6	11	65%	3	1	1	1	1	41%
CLASS C	1	6	6	10	63%	4	0	0	1	0	31%
<b>TOTALS</b>	<b>5</b>	<b>1</b>	<b>21</b>	<b>30</b>	<b>59%</b>	<b>9</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>31%</b>

### WLA 2017-2018 SCHOOL YEAR SPRING NWEA MAP GRADE 3

MATH					EXCEED	EXCEED	EXCEED	EXCEED	EXCEED	TOTAL	
GR 3	#	BELO	MEET	% MEETS	S	S	S	S	S	%	
		W	S	OR	BY 1 YR	BY 2	BY 3	BY 4	BY 5	EXCEED	
				EXCEEDS		YRS	YRS	YRS	YRS	S	
CLASS A	1	7	1	16	94%	7	1	0	0	0	47%
CLASS B	2	7	8	19	70%	4	1	1	0	1	26%
<b>TOTALS</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>35</b>	<b>80%</b>	<b>11</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>34%</b>

READING					EXCEED	EXCEED	EXCEED	EXCEED	EXCEED	TOTAL	
GR 3	#	BELO	MEET	% MEETS	S	S	S	S	S	%	
		W	S	OR	BY 1 YR	BY 2	BY 3	BY 4	BY 5	EXCEED	
				EXCEEDS		YRS	YRS	YRS	YRS	S	
CLASS A	1	7	3	14	82%	6	0	1	0	3	59%
CLASS B	2	2	4	18	82%	4	8	0	1	0	59%
<b>TOTALS</b>	<b>3</b>	<b>9</b>	<b>7</b>	<b>32</b>	<b>82%</b>	<b>10</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>59%</b>

### WLA 2017-2018 SCHOOL YEAR SPRING NWEA MAP GRADE 4

MATH					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
GR 4	#	BELO W	MEET S	% MEETS OR EXCEEDS	BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
	2									
CLASS A	6	6	20	77%	3	1	1	3	5	50%
<b>TOTALS</b>	<b>6</b>	<b>6</b>	<b>20</b>	<b>77%</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>50%</b>

READIN G					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
GR 4	#	BELO W	MEET S	% MEETS OR EXCEEDS	BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
	2									
CLASS A	6	4	22	85%	2	2	1	0	13	69%
<b>TOTALS</b>	<b>6</b>	<b>4</b>	<b>22</b>	<b>85%</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>13</b>	<b>69%</b>

### WLA 2017-2018 SCHOOL YEAR SPRING NWEA MAP GRADE 5

MATH					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
GR 5	#	BELO W	MEET S	% MEETS OR EXCEEDS	BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
	3									
CLASS A	0	7	23	77%	2	3	3	2	4	47%
<b>TOTALS</b>	<b>0</b>	<b>7</b>	<b>23</b>	<b>77%</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>47%</b>

READIN G					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
GR 5	#	BELO W	MEET S	% MEETS OR EXCEEDS	BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
	3									
CLASS A	0	9	21	70%	7	0	1	2	9	63%
<b>TOTALS</b>	<b>0</b>	<b>9</b>	<b>21</b>	<b>70%</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>9</b>	<b>63%</b>

**WLA 2017-2018 SCHOOL YEAR  
SPRING NWEA MAP GRADE 6**

<b>MATH</b>					<b>EXCEED</b>	<b>EXCEED</b>	<b>EXCEED</b>	<b>EXCEED</b>	<b>EXCEED</b>	<b>TOTAL</b>
<b>GR 6</b>	<b>#</b>	<b>BELO</b>	<b>MEET</b>	<b>% MEETS</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>%</b>
		<b>W</b>	<b>S</b>	<b>OR</b>	<b>BY 1 YR</b>	<b>BY 2</b>	<b>BY 3</b>	<b>BY 4</b>	<b>BY 5</b>	<b>EXCEED</b>
				<b>EXCEEDS</b>		<b>YRS</b>	<b>YRS</b>	<b>YRS</b>	<b>YRS</b>	<b>S</b>
CLASS A	7	3	4	57%	1	1	0	0	1	43%
<b>TOTALS</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>57%</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>43%</b>

<b>READIN</b>					<b>EXCEED</b>	<b>EXCEED</b>	<b>EXCEED</b>	<b>EXCEED</b>	<b>EXCEED</b>	<b>TOTAL</b>
<b>GR 6</b>	<b>#</b>	<b>BELO</b>	<b>MEET</b>	<b>% MEETS</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>%</b>
		<b>W</b>	<b>S</b>	<b>OR</b>	<b>BY 1 YR</b>	<b>BY 2</b>	<b>BY 3</b>	<b>BY 4</b>	<b>BY 5</b>	<b>EXCEED</b>
				<b>EXCEEDS</b>		<b>YRS</b>	<b>YRS</b>	<b>YRS</b>	<b>YRS</b>	<b>S</b>
CLASS A	7	1	6	86%	0	2	0	1	2	71%
<b>TOTALS</b>	<b>7</b>	<b>1</b>	<b>6</b>	<b>86%</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>71%</b>





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

**Financial Statements**

**March 2018**



*Prepared by:*  
Judith Darling, CPA  
Finance Manager

**Woodbury Leadership Academy  
Woodbury, Minnesota  
March 2018 Financial Statements**

**Table of Contents**

Executive Summary	Page 3
Enrollment Graph	Page 5
Balance Sheet	Page 6
Statement of Revenues and Expenditures	Page 7
Cash Flow Projection Summary	Page 12

Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy  
Woodbury, Minnesota  
March 2018 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 was paid by the state to the school during August, September, and October of 2017. If this amount is negative, this indicates that the State has paid the School more than anticipated for the previous year.

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

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

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

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

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

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

### **Summary of Key Indicators**

Our enrollment remains at 267 at the end of March.

Our cash balance is strong at \$517K.

A working budget is included to indicate where we project we will end the year.

### **Supplemental Information for March 2018**

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during March 2018.

Please feel free to contact Judith Darling at [judith.darling@BerganKDV.com](mailto:judith.darling@BerganKDV.com) or 651-463-2233 ext. 6889 should you have questions related to the financial statements.

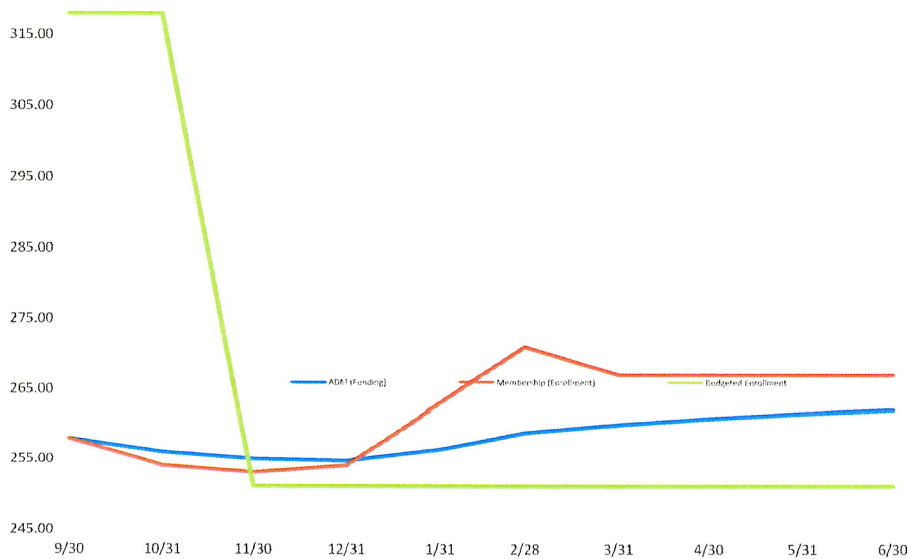
**Woodbury Leadership Academy  
Woodbury, Minnesota**

**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	54	55	55	55	55	56
	2	56	56	55	54	54	54	54	54	54	54
	3	37	37	38	38	39	40	40	41	41	41
	4	25	25	25	25	25	25	25	25	25	25
	5	28	28	27	27	27	28	28	28	28	28
	6	4	4	4	4	5	5	5	6	6	6
	GRAND TOTAL	258	256	255	255	256	259	260	261	262	262

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	52	52	52	52
	1	54	54	53	53	56	58	57	57	57	57
	2	56	56	52	53	52	53	54	54	54	54
	3	37	37	39	38	43	44	43	43	43	43
	4	25	25	25	25	25	26	25	25	25	25
	5	28	27	27	27	28	30	29	29	29	29
	6	4	4	4	5	6	7	7	7	7	7
	GRAND TOTAL	258	254	253	254	263	271	267	267	267	267

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  
March 31, 2018**

	<b>Balance July 1, 2017</b>	<b>Balance March 31, 2018</b>
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash and Investments	525,296	517,319
Accounts Receivable	0	0
PY State Aid Receivable	176,995	(64,602)
CY State Aid Receivable/(Deferred Rev)	0	180,921
Federal Aids Receivable	1,380	0
Prepaid Expenses and Deposits	42,381	1,251
<b>Total Current Assets</b>	<b>746,052</b>	<b>634,888</b>
<b>Total All Assets</b>	<b>746,052</b>	<b>634,888</b>
<b><u>Liabilities and Fund Balance</u></b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	68,946	46,852
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	19,179
Payroll Deductions and Contributions	47,071	22,087
Deferred Revenue	0	0
<b>Total Current Liabilities</b>	<b>143,763</b>	<b>88,117</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	(55,518)
<b>Total Fund Balance</b>	<b>602,289</b>	<b>546,771</b>
<b>Total Liabilities and Fund Balance</b>	<b>746,052</b>	<b>634,888</b>

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

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**March 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Working Budget 261 ADM	March 2018 YTD Activity	75% Percent of Working Budget
<b>General Fund - 01</b>					
<b>Revenues</b>					
<b>State Revenues</b>					
General Education Aid	1,682,101	1,642,486	1,704,009	1,199,675	70.4%
Literacy Aid	0	25,956	25,956	7,787	30.0%
Charter School Lease Aid	0	14,429	14,429	0	0.0%
Long-Term Facilities Maintenance Revenue	8,591	21,335	22,185	0	0.0%
Special Education Aid	241,346	186,676	145,104	43,031	29.7%
PY Over/Under Accrual	(1,253)	0	0	0	0.0%
Endowment Aid	10,171	9,053	9,394	9,394	100.0%
CY Estimated State Aid Receivable/(Deferred Rev)		0	0	180,921	0.0%
<b>Total State Revenues</b>	<b>1,940,956</b>	<b>1,899,936</b>	<b>1,921,078</b>	<b>1,440,808</b>	<b>75.0%</b>
	1,940,956		1,921,078	1,440,808	
<b>Federal Revenues</b>					
Federal CSP Grant \$225K (Imp 003, 9-30-16)	165,298	0	0	0	
Federal Special Education Aid	23,351	40,862	41,441	19,760	47.7%
PBIS Individuals with Disabilities Grant	14,994	6	6	6	100.0%
Title II	185	4,928	4,928	0	0.0%
<b>Total Federal Revenues</b>	<b>203,828</b>	<b>45,795</b>	<b>46,374</b>	<b>19,765</b>	<b>42.6%</b>
	203,828		46,374	19,765	
<b>Local Revenues</b>					
Interest Earnings	157	125	160	144	90.2%
Donations and Grants	88	500	22,500	21,318	94.7%
Give to the Max (course 200)	3,026	0	2,840	0	
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	8,305	8,750	17,700	10,666	60.3%
Miscellaneous Revenues	947	1,000	6,500	5,885	90.5%
Sale of Merchandise/Fundraising - Net	2,517	1,000	4,000	4,078	101.9%
071 Third Party Billing	134	150	0	0	#DIV/0!
<b>Total Local Revenues</b>	<b>15,174</b>	<b>11,525</b>	<b>53,700</b>	<b>42,091</b>	<b>78.4%</b>
	15,174		53,700	42,091	
<b>Total Revenues</b>	<b>2,159,958</b>	<b>1,957,256</b>	<b>2,021,151</b>	<b>1,502,665</b>	<b>74.3%</b>
<b>Expenditures</b>					

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**March 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Working Budget 261 ADM	March 2018 YTD Activity	Percent of Working Budget
					75%
100's Salaries	880,071	811,505	816,922	561,963	68.8%
200's Benefits	195,927	207,647	212,573	160,698	75.6%
305 Contracted Services	323,915	433,435	464,911	352,723	75.9%
315 Technology Services	9,157	15,155	15,155	12,753	84.2%
320 Communications Services	550	21,482	21,876	11,522	52.7%
329 Postage	752	2,500	2,500	844	33.7%
330 Utilities	47,158	119,360	119,360	99,180	83.1%
340 Property and Liability Insurance	8,774	11,000	11,000	8,960	81.5%
350 Repairs and Maintenance	53,579	50,413	50,413	37,447	74.3%
360 Transportation for Field Trips	1,998	4,375	5,000	3,085	61.7%
366 Travel, Conferences, and Staff Training	1,395	1,000	6,000	4,072	67.9%
369 Field Trips / Registration Fees	3,894	4,375	3,000	1,451	48.4%
370 Building Lease	29,492	16,033	16,033	13,118	81.8%
370 Other Rentals and Operating Leases	0	42,358	42,358	35,283	83.3%
380 Computer and Tech Related Hardware Rental		10,275	10,275	7,498	73.0%
401 Supplies - Non Instructional	11,848	12,000	20,000	15,110	75.6%
401 Maintenance Supplies	35	750	250	64	25.6%
405 Non-Instructional Software and Licensing	8,262	9,715	9,715	8,476	87.2%
406 Instructional Software	1,198	2,500	2,500	2,201	88.0%
430 Instructional Supplies	12,153	7,500	7,500	4,824	64.3%
455 Non-Instructional Tech Supplies	407	1,600	1,600	796	49.7%
456 Instructional Tech Supplies	639	500	500	0	0.0%
460 Textbooks and Workbooks	1,657	20,000	20,000	18,165	90.8%
461 Standardized Tests	0	5,000	5,000	3,104	62.1%
470 Media/Library Resources	0	500	500	0	0.0%
490 Food Purchased	771	800	4,700	2,125	45.2%
530 Furniture and Other Equipment	0	0	0	0	0.0%
555 Technology Equipment	513	1,000	5,000	0	0.0%
556 Instructional Technology Equipment	2,485	0	0	0	0.0%
580 Capital Leases (copier)	8,309	0	0	0	
740 Interest Expense	0	0	0	0	
820 Dues and Memberships, Fees	28,543	28,335	28,335	27,013	95.3%
State Special Ed Expenditures	259,512	200,727	156,026	129,246	82.8%
Federal CSP Grant (003)	166,547	0	0	0	



**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**March 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Working Budget 261 ADM	March 2018 YTD Activity	75% Percent of Working Budget
Federal Special Education Program	23,351	40,862	41,441	33,186	80.1%
PBIS Individuals with Disabilities Grant	14,994	6	6	6	100.0%
Title II	185	4,928	4,928	3,000	60.9%
Extended Time Expenses	0	0	0	0	
Give to the Max CRS 200	(2,934)	0	0	0	
Directors Discretionary Fund	0	15,000	3,500	0	0.0%
<b>Subtotal Expenditures</b>	<b>2,095,137</b>	<b>2,102,635</b>	<b>2,108,876</b>	<b>1,557,911</b>	<b>73.9%</b>
	2,095,137	2,102,635	2,108,876	1,557,911	
<b>Transfers to Other Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Expenditures</b>	<b>2,095,137</b>	<b>2,102,635</b>	<b>2,108,876</b>	<b>1,557,911</b>	<b>73.9%</b>
<b>General Fund Net Income</b>	<b>64,821</b>	<b>(145,379)</b>	<b>(87,725)</b>	<b>(55,246)</b>	
<b>Beginning Fund Balance, General Fund, July 1</b>	<b>410,862</b>	<b>475,683</b>	<b>475,683</b>	<b>475,683</b>	
<b>Projected Fund Balance, General Fund, June 30</b>	<b>475,683</b>	<b>330,303</b>	<b>387,958</b>	<b>420,436</b>	
	22.7%	15.7%	18.4%		

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
March 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Working Budget 261 ADM	March 2018 YTD Activity	75% Percent of Working Budget
<b>Fund 04 Program</b>					
<b>Revenues</b>					
040 Tuition Revenue	240	0	0	0	
050 Registration Revenue		0	2,000	1,720	
<b>Total Revenues</b>	<b>240</b>	<b>0</b>	<b>2,000</b>	<b>1,720</b>	
<b>Expenditures</b>					
Salaries and Wages	0	5,000	5,000	0	0.0%
Employee Benefits	0	800	800	0	0.0%
Purchased Services	500	3,410	1,410	0	0.0%
Supplies and Materials, Snacks Equipment	30	250	2,250	1,992	88.5%
Dues and Memberships	0	0	0	0	
<b>Total Expenditures</b>	<b>680</b>	<b>9,460</b>	<b>9,460</b>	<b>1,992</b>	
<b>Community Services Fund Net Income</b>	<b>(440)</b>	<b>(9,460)</b>	<b>(7,460)</b>	<b>(272)</b>	
<b>Beginning Fund Balance, Fund 04, July 1</b>	<b>127,047</b>	<b>126,607</b>	<b>126,607</b>	<b>126,607</b>	
<b>Projected Fund Balance, Fund 04, June 30</b>	<b>126,607</b>	<b>117,147</b>	<b>119,147</b>	<b>126,335</b>	

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**March 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Working Budget 261 ADM	March 2018 YTD Activity	75% Percent of Working Budget
<b>Total All Funds</b>					
<b>Revenues</b>					
State Revenues	1,940,956	1,899,936	1,921,078	1,440,808	75.0%
Federal Revenues	203,828	45,795	46,374	19,765	42.6%
Local Revenues	15,414	11,525	55,700	43,811	78.7%
<b>Total Revenues</b>	<b>2,160,198</b>	<b>1,957,256</b>	<b>2,023,151</b>	<b>1,504,385</b>	<b>74.4%</b>
	2,160,198	1,957,256	2,023,151	1,504,385	
<b>Expenditures</b>					
Salaries and Wages	880,071	816,505	821,922	561,963	68.4%
Employee Benefits	195,927	208,447	213,373	160,698	75.3%
Purchased Services	481,164	735,170	769,291	587,936	76.4%
Supplies and Materials	37,001	61,115	74,515	56,856	76.3%
Equipment	11,307	1,000	5,000	0	0.0%
Short Term Financing Costs	150	0	0	0	
Other (Fundraising, Special Ed, Dues, etc.)	490,198	289,857	234,235	192,450	82.2%
<b>Total Expenditures</b>	<b>2,095,818</b>	<b>2,112,095</b>	<b>2,118,335</b>	<b>1,559,903</b>	<b>73.6%</b>
	2,095,818	2,112,095	2,118,335	1,559,903	
<b>Total Revenues All Funds</b>	<b>2,160,198</b>	<b>1,957,256</b>	<b>2,023,151</b>	<b>1,504,385</b>	<b>74.4%</b>
<b>Total Expenditures All Funds</b>	<b>2,095,818</b>	<b>2,112,095</b>	<b>2,118,335</b>	<b>1,559,903</b>	<b>73.6%</b>
<b>Net Income - All Funds</b>	<b>64,380</b>	<b>(154,839)</b>	<b>(95,184)</b>	<b>(55,518)</b>	
	64,380	(154,839)	(95,184)	(55,518)	
<b>Beginning Fund Balance, All Funds, July 1</b>	<b>537,909</b>	<b>602,289</b>	<b>602,289</b>	<b>602,289</b>	
<b>Projected Fund Balance, All Funds, June 30</b>	<b>602,289</b>	<b>447,451</b>	<b>507,105</b>	<b>546,771</b>	
	602,289	447,451	507,105	546,771	

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

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

Period Ending	Cash Inflows (Revenues)			Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*	Salaries** (Cash flow budgeted at Gross but updated at Net)	Other Expenses*** Actual Includes Benefits (Tax Payments, PERA, TRA) and AD	Total Expenses		
Jul 31	177,733	0	13	50,440	65,775	116,215	525,296	589,823
Aug 31	152,810	0	116	51,682	100,972	152,654	589,823	714,853
Sept 30	169,922	0	3,736	54,320	190,388	244,708	714,975	711,471
Oct 31	85,277	6,232	4,798	56,139	130,044	186,182	711,471	711,471
Nov 30	126,455	6,612	12,240	52,157	110,003	162,160	672,129	672,129
Dec 31	141,466	3,931	4,752	47,950	130,641	178,590	655,274	655,274
Jan 31	141,466	2,580	3,475	48,364	127,009	175,373	626,831	626,831
Feb 28	121,002	406	6,613	53,749	118,827	172,576	598,979	598,979
Mar 31	143,755	0	20,253	55,881	145,258	201,139	554,449	554,449
Apr 30	156,361	8,871	0	53,047	123,199	176,246	517,319	517,319
May 31	156,361	8,871	0	53,047	123,199	176,246	506,305	506,305
June 30	156,361	8,871	0	53,047	123,199	176,246	426,309	426,309
							415,296	415,296
<b>Projected</b>	1,728,970	46,374	55,995	629,821	1,488,514	2,118,335		
	1,728,970	46,374	42,091	629,821	1,488,514	2,118,335		
<b>Totals</b>	1,728,970	46,374	55,995	629,821	1,488,514	2,118,335	415,296	

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.