

Public Copy

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, May 22, 2018

5:45 P.M.

Woodbury Leadership Academy School

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

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

THANK YOU.

Property of: Woodbury Leadership Academy Board of Directors

Meeting: Board of Directors Regular Meeting

Date: Tuesday, May 22, 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**

- 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: Shannon Kelly)

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: _____ 2nd: _____ Vote: _____
- 3.2. Approval of April 24, 2018 & April 30, 2018 Meeting Minutes
Motion: _____ 2nd: _____ 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. **Board and Administration Reports**

- 7.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 7.2. Executive Director Report (Presenter: Dr. Mortensen, Executive Director)
Presentation on preliminary MCA results and HR Hiring Procedures
- 7.3. Finance Report (Presenter: Judith Darling, BerganKDV)
- 7.4. Finance Committee (Presenter: Jess Erickson, Treasurer)
 - 7.4.1. Accept Financial Statements and finance committee meeting minutes
Motion: _____ 2nd: _____ Vote: _____
- 7.5. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 7.5.1. Accept committee meeting minutes and 1st reading policy notice
Motion: _____ 2nd: _____ Vote: _____
- 7.6. Elections Task Force Report (Presenter: Jolene Skordahl)

8. **Board Training/Discussion and Business** (Presenter: Mandi Folks, Board Chair)

- 8.1. Board Training schedule (as presented at April Board meeting)
- 8.2. Board Meeting Calendar for the 2018-2019 school year
- 8.3. Employment agreement(s)
- 8.4. YMCA contract for 2018-2019 school year
- 8.5. Minnesota Visiting Nurses contract for the 2018-2019 school year
- 8.6. Auditor Contract

- 8.7. 2018-2019 Budget

9. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
 - 9.1. Board Communication/Future Agenda Items - Reflection

10. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
 - 10.1. Next Regularly Scheduled WLA Board of Directors Meeting and Training
Date: Tuesday, June 26, 2018
Time: 5:45 P.M.
Location: WLA – 600 Weir Drive, Woodbury, MN 55125 1st Grade Pod Area
 - 10.2. Delegation of Public Comment Items (if necessary)

11. **Adjournment** (Presenter: Mandi Folks, Board Chair)
 - 11.1. Adjournment
Motion: _____ 2nd: _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting
Minutes
Regular Meeting
April 24, 2018**

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

Directors Absent: None

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV), Rochelle Manders (VOA), Roderick Haekne (VOA)

Others in Attendance: WLA parent

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 Krejci read the WLA Mission and Vision Statements.

3. Approval of Agenda

3.1 Approval of Agenda

Ms Erickson moved “to approve the agenda for the Tuesday, April 24, 2018 Board of Directors meeting.” Motion was seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of Board Meeting Minutes

Ms Hitzemann moved “to approve the meeting minutes for the March 20, 2018 Board of Directors meeting.” 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

There was none.

6. Facilities Administrative Committee Report

Ms Folks gave an update on the search for a site for next year, emphasizing that this was the Board’s top priority at this time. She stated that the Facilities Committee was moving forward

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with 3 potential sites. An architectural design plan has been completed for the first choice site, it has been presented to the landlord and the city, and we are working through the zoning process. Progress is continuing with the other two sites so that the school has options in case the first choice does not work out.

7. Training & Discussion

7.1 VOA Training

Rochelle Manders from Volunteers of America (VOA), WLA's authorizer, led a training on the financial standards that VOA requires be met in order to receive the VOA Finance Award. She distributed an example of a disbursement register and led an interactive discussion on questionable expenditures identified in the register and how these expenditures were out of compliance with the required standards. She distributed a handout on Board Financial Responsibilities for discussion at a future meeting.

8. Board and Administration Reports

8.1 Board Report

Ms Folks distributed a draft schedule of board training topics and agenda items for Board meetings.

She reported that WLA had worked with a pro bono consultant who met with parents, staff and students to develop a strategic marketing and enrollment plan. This plan will be distributed to the Board for review.

The Human Resources committee is working on the Executive Director's employment agreement for next year and plan to bring it forward at the next board meeting.

8.2 Executive Director Report

Ms Mortensen presented a PowerPoint providing information on NWEA MAP testing and summarizing the results of WLA students' Spring 2018 MAP scores. She reported on how this information can be used by teachers to enhance students' learning.

Ms Mortensen passed a listing of 2018-19 teacher agreements with pay rates for next year, requesting Board approval of the agreements.

She deferred to Ms Skordahl to extracurricular activities. Miss Skordahl described the numerous events held during the Pennies for Patients drive, the before and after School Soccer Shots program, and the attempt to schedule Sky Hawks flag football which was cancelled due to low enrollment. She spoke of Field Day which will be held the last day of school.

Ms Mortensen then requested Ms Erickson inform board members of the Wolf Ridge overnight. Ms Erickson shared that 29 Grade 5/6 students, 3 teachers and several parent chaperones were leaving at 6:00 AM the next morning for a 3-day trip to Wolf Ridge Environmental Learning Center. The experience will provide hands on science learning experiences.

8.3 NWEA MAP Scores Summary

Summary was presented under the Executive Director report.

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8.4 Finance Report

Ms Darling reported enrollment numbers remain strong and it is expected that yearend financials will come in at a lessor deficit than the approved budgeted deficit. She recommends the board approve a revised budget at the next meeting which better reflects the year end projections.

Ms Darling reported that work on the 2018-19 budget is on hold until a building lease is announced since that will have a significant impact on both lease aid revenue and expenses. The Board has until June 30th to pass a budget in accordance with Minnesota statutes. She reported BerganKDV has completed the IRS Form 990 informational tax return and will be filing it after board acceptance.

9. Committee Reports

9.1 Finance Committee

Ms Erickson reported that the Finance Committee met and reviewed the March financial statements and budget.

9.1.1 Financial Statements

Ms Erickson moved “to accept the March 2018 financial statements, 990 tax form and April 12th Finance Committee minutes.” Seconded by Ms Krejci. Motion passed unanimously.

9.2 Governance Committee

Ms. Krejci reported that the committee reviews meeting minutes before submitting to the board, so they are one month behind. The committee recommends approving policies 413 and 521, as included in the board packet.

9.2.1 Policy 413 and Policy 521

Ms Krejci moved “to accept the March Governance Committee minutes and to approve Policy 413 Harassment and Violence and Policy 521 Student Disability Nondiscrimination and the respective forms.” Ms Hitzemann seconded the motion. Motion passed unanimously.

9.3 Elections Task Force Report

Ms Krejci reported that nominations were due April 20th. Two nominations were received for the teacher seat, two for the parent seat and none for the community member seat. There was discussion of changing the nomination process to encourage more nominations or changing the composition of the board. Further discussion of change was deferred to the Governance Committee. Voting will take place May 7th-11th.

10. Board Business

10.1 Approval of New Licensed Staff Member Employment Agreements

Ms Skordahl moved “to approve new licensed staff member employment agreements.” Seconded by Ms George. Motion passed unanimously.

11. Board Communication and Future Items

11.1 Board Communication - Reflection

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

11.1.1 Complete Individual Board Member Self-Evaluation

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Ms Krejci reminded Board members to complete the Minnesota Charter School Board of Directors Individual Board Member Self-Evaluation instrument that was included in the March Board packet and place in the Board mailbox in the school office.

11.2 Future Items

Ms Folks noted that the majority of time at the next meeting will be dedicated to strategic planning and board team building.

Items requested by Board members for the upcoming meeting include updates on the facilities search and the Executive Director employment agreement for the 2018-19 school year. Ms Krejci stated that the Governance committee plans to review and bring all policies in the 500 series (Student policies) to the Board for approval prior to the end of the school year and requested additional board meetings be added to the calendar to allow time for this.

12. Housekeeping Items

12.1 Next regularly scheduled meeting

Ms Folks reminded members that the next regular meeting is an Advance board meeting and training scheduled for Monday, April 30 at 4:30 in Room 1500, the Kitchen Lab.

12.2 Delegation of Public Comment

There was no new public comment to delegate.

Ms Mortensen reported on public comment from the March meeting, stating that she had meet with the commenting parent and discussed physical education needs, art electives, individualized learning concerns and appropriate disciplines to be used by teachers. Numerous suggestions came out of the meeting and Ms Mortensen is discussing ideas with staff.

12.3 New Board Member Oath of Office

Ms Folks administer the oath of office to Shannon Kelly, who had been appointed to an open community member board seat at the March meeting.

13. Adjournment

13.1 Adjournment

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:19 PM.

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

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A Strategic Planning work session was held prior to the Board meeting from 4:30 to 6:50.

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

Directors Absent: Shannon Kelly (attended business meeting only)

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), David DenHartog (Consultant-facilitated work session only)

Others in Attendance: None

Introduction/Get to Know You Exercise

Mr DenHartog introduced himself, gave some background on his experience working with schools and provided a framework for the evening's activities. Members then took turns introducing themselves and sharing an unknown interesting fact about themselves.

Team Building Exercise

Members participated in a "follow the leaders" type exercise aimed at teamwork and team building.

What is WLA's Unique Story?

Mr DenHartog led Board members in a discussion on what they believe makes WLA unique. Items discussed included unique educational opportunities offered by WLA, including the Wolf Ridge fieldtrip, the BizTown experience, and the planned 2018-19 Gr 7/8 Washington DC trip. Teacher Board members shared the PLC (professional learning community) process started this year which they feel is helping them become better teachers and students achieve more. Student assessment results (MAP and MCA tests) were discussed and show positive growth.

Chalk Talk Exercise

Mr DenHartog had posted 4 poster sheets around the room with the following questions:

1. What do each of us perceive as the three most important accomplishments at WLA so far during the past four years, and/or for this current year?
2. Why are we committed to WLA's future?
3. How would we like to see WLA improve/change as we move forward?
4. In what ways has the development of WLA aligned or not aligned with our Mission/Vision?

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Board members took time to write their answers to each of the questions on the posters. From the answers given, fifteen priorities were identified:

1. School Climate/Culture
2. Habits of Learning
3. Class Size
4. Satisfaction
5. Finance
6. Stable Board of Directors
7. Community Outreach/Marketing
8. Curriculum/CKLA
9. Academic Achievement
10. Using Data Differentiation
11. Student/Staff Mindset
12. Social Emotional Learning
13. Leadership Training/Stewardship
14. Enrollment
15. Facilities

Priority Categorization

The above 15 priorities were grouped into six focus areas:

- Academics: Curriculum, Achievement & Data (Blue cards: 8,9,10)
 - a. Curriculum/CKLA
 - b. Academic Achievement
 - c. Using Data Differentiation
- Finance and Enrollment (Green cards: 5, 14, 15)
 - a. Finance
 - b. Enrollment
 - c. Facilities
- Stable Board Governance (Yellow cards: 6)
 - a. Stable Board of Directors
- School Climate/Culture (Red cards: 1, 3, 11, 4)
 - a. School Climate/Culture
 - b. Class Size
 - c. Student/Staff Mindset
 - d. Satisfaction
- Community Outreach & Marketing (Purple cards: 7)
 - a. Community Outreach/Marketing
- Leadership & Learning (White cards: 2, 12, 13)
 - a. Habits of Learning
 - b. Social Emotional Learning
 - c. Leadership Training/Stewardship

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Draft Goals

Members wrote draft goals for each of the above focus areas. They then worked in groups to identify the top goals for each area:

- Curriculum, Achievement & Data (Blue cards)
 - a. Provide staff working opportunities to examine cross-curricular use (not double teaching)
 - b. Academic Achievement
 - c. Using Data Differentiation
- Finance and Enrollment (Green cards)
 - a. Develop a balance budget and display fiscal transparency
 - b. Achieve a 20% fund balance within two years
 - c. Secure and relocate to a new forever home
 - d. Full enrollment in 3 sections in all grades within four years.
- Stable Board Governance (Yellow cards)
 - a. Review of policies annually
 - b. Ensure proper Board training
 - c. Continued transparency with school community
 - d. Maintain consistent and full board in compliance with our bylaws
- School Climate/Culture (Red cards)
 - a. Increase parent/student volunteering and school community involvement
 - b. Establish a desired class size and follow it.
 - c. Continued staff development on leadership growth mindset.
- Community Outreach & Marketing (Purple cards)
 - a. Develop and follow marketing plan, including digital marketing
 - b. Develop a Community Outreach plan, including service projects and interaction with local and state government
- Leadership & Learning (White cards)
 - a. Develop Leadership Accountabilities
 - b. Establish Leadership Strategies, Curriculum & Training
 - c. Create More Leadership Opportunities

Refining Goals for Strategic Planning

To be continued at a future date.

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

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, MAY 22, 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 5/14/2018, we have 115 new students enrolled for the 2018-2019 school year. (increase from 107 as of the April 22nd board meeting)
- A WLA 2018-2019 School Year Calendar has been developed based on the North St. Paul, Maplewood, Oakdale calendar. It is very similar to the South Washington School District calendar.

Provide leadership and monitor continuous school improvement

- I met with Stephanie Olsen from VOA to review operations and programming. It was a positive meeting and she is pleased to see WLA thriving. She will have our Contract Renewal to us as soon as possible, but likely not by the May 22nd board meeting.
- Stephanie invited me (representing WLA) to join the VOA Leadership Team which meets monthly, and helps guide charter school efforts.
- WLA staff members have received general instructions for packing up classrooms and curriculum closets at the end of the school year.
- Direct and supervise the development, maintenance, updating and distribution of WLA Board of Directors (BOD) policies and procedures
- Board Meeting April 24, 2018
- Governance Committee met on May 16, 2018
- Ongoing work on board policies and handbooks

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

- The preliminary MCA assessment results have been analyzed, and overall, our students in grades 3-6 made strong gains this year. (analysis attached)
- Early plans are being made for an 8th grade capstone trip to Washington D.C. to be scheduled for the spring of 2019.
- I attended an MDE workshop on May 16th on a variety of topics.
- The Curriculum Team met and discussed K-5 math curriculum options, and teacher feedback was gathered in order to compare satisfaction with numerous curriculum products. Due to the cost of the number one choice for curriculum, the C-Team will meet once more this school year, to discuss options for the 2018-2019 school year. Also, Stephanie at VOA has been informed that we may at

some point move away from our current math curriculum, and she responded that such is fine, and is an internal decision. (Even though a specific math curriculum is written into our VOA contract.)

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 May 17th
- 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 on May 24th to see our school.
- WLA has sought bids for busing from four companies, two of which responded with bids that were taken to the Finance Committee.
- WLA is in the process of seeking bids from moving companies
- WLA has received the contract for the Minnesota Visiting Nurses Association for the 2018-2019 school year. Off-site service expenses will remain constant, and on-site services have increased by 1.8%
- WLA has received the contract for before and after care YMCA services. This is a non-expenditure item of information

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

- One of the new staff members hired, Sara DeSmith, has declined the position.

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

- Our final fire drill was held on May 10th and lock down training was held on May 18th. We have one lock-down drill left to conduct prior to the last day of school.
- We are piloting a safety application called "Share 911". Warnings come through staff computers and cell phones to indicate drills and real emergencies. There are a variety of features in the application that allow staff members to talk with each other, and with emergency responders. So far, we are very pleased with the program and are intending to continue with it next year. (\$100 per month for the school)
- 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

- Kelly Capellen attended CPI training May 15-19th. This training provides the know-how for restraining students if need be, in a crisis situation, although much of the training focuses on de-escalation techniques. We will be able to provide more sensitive support to our students, Kelly will be able to train other staff members, and WLA will better minimize legal risks.

VI. Communications Management

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

- The Science Fair took place on May 17, with many parents and community members attending.
- Kudos to Jolene Skordahl who successfully arranged for a golf pro to come in and provide lessons to our students.
- Upcoming in June, we are looking forward to 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.

WOODBURY LEADERSHIP ACADEMY
POSITION DESCRIPTION FOR:
TECHNOLOGY CURRICULUM INTEGRATIONIST (.45)
MARKETING AND SOCIAL MEDIA MANAGER (.30)
DEAN OF STUDENTS (.25)

SECTION 1: GENERAL INFORMATION

Position Title: **Technology & Curriculum Integrationist, Marketing and Social Media Manager, and Dean of Students**

Department: District Wide

Reports to: Executive Director

Position Duty Days/Contract: 215 Days

SECTION II: JOB GOALS/SUMMARY

1. Oversee assessment reports on all student data, analyze data to steer professional development and professional learning community efforts. Ensure compliance for all MDE reports requiring student data analysis. Assist Executive Director as needed with student achievement goals.
2. Assist with facilitating Professional Learning Communities (PLCs), and supporting/coaching teachers.
3. Prepare marketing materials, serve on the Marketing Committee, attend marketing events, and reach out to community stakeholders to market WLA. Manage the website and social media
4. Oversee programs/efforts such as anti-bullying, expected bus behavior, Core Virtue lessons, and implementation of the Responsive Classroom.
5. Supervise student movement, serve as the student discipline manager, counsel students regarding school behavioral issues, call parents and refer suspension cases to the Executive Director.
6. Supervise some non-licensed staff members such as teaching assistants.
7. Serve as a member of the Crisis Management Team

SECTION III: QUALIFICATIONS/EDUCATION/CERTIFICATION REQUIREMENTS

- Advanced Degree – preferred
- Administrative licensed – preferred (or working towards school administrator license)
- Experience as a classroom teacher for at least 4 years – preferred
- Experience with teacher leadership - preferred
- Exceptional communication skills (verbal and written) - required
- Strong computer skills – required
- Experience with diverse groups of learners - required
- Experience with high academic performing students –required

- Highly organized with strong time management and multitasking skills -required
- Must work well with other school personnel, as well as the public - required
- Must have ability to maintain confidentiality and to work efficiently and accurately under pressure - required

SECTION IV: DUTIES AND RESPONSIBILITIES

1. District Assessment Assistant – Assist with facilitating statewide assessments, (MAP and MCAs) assist with providing staff training for analyzing test data and communicating the information to stakeholder groups, facilitate/monitor other district wide assessments, such as STAR, Explore, Fountas and Pinnel, and math assessments. Maintain district data to include and report out on assessment results for all students.
2. Organize, facilitate and/or support PLCs. Oversee assessment reports on all student data, and analyze data to steer professional development and professional learning community efforts. Coach and support staff members with data driven decision making.
3. Compliance Reporting - Ensure compliance for all MDE reports requiring student data analysis. Assist Executive Director as needed with student achievement goals.
4. Coordinate Programs - Oversee programs/efforts such as anti-bullying, expected bus behavior, Core Virtue lessons, and implementation of the Responsive Classroom. Coach staff members as requested by the Executive Director to assist with mentoring and building capacity with staff members in these areas.
5. Serve as Student Supervisor/Discipline Lead – Counsel with students having difficulty in school, call parents as needed, assign consequences, refer suspension cases to the Executive Director.
6. Supervise non-licensed staff members. Collect and sign off on weekly time cards, and evaluate performance.
7. Prepare marketing materials, serve on the Marketing Committee, attend marketing events, and reach out to community stakeholders to market WLA. Manage the website and social media
8. Serve as a member of the Crisis Management Team
9. Oversee programs/efforts such as anti-bullying, expected bus behavior, Core Virtue lessons, and implementation of the Responsive Classroom.
10. Supervise student movement, serve as the student discipline manager, counsel students regarding school behavioral issues, call parents and refer suspension cases to the Executive Director.
11. Supervise some non-licensed staff members such as teaching assistants.

Employees of Woodbury Leadership Academy are expected to support the goals, model and promote an environment that is respectful for all, and work collaboratively with other staff to focus on the needs of the learner. A quality, customer focus that conveys a welcome attitude, adaptability, and a desire for continuous improvement is also expected of all employees. In addition, staff is to respect confidential matters, encourage a safe and secure environment, and be dependable and accountable employees.

Employee Signature

Date

Supervisor Signature

Date

PACKING: Each teacher is responsible for packing all items in their classroom areas, as well as any items in their grade level curriculum closets.

- Please help bring in boxes! (We may end up buying some boxes, but we hope not to do that.)
- Box tape will be provided by WLA
- If you want to purchase some plastic bins for moving items, have Kathy pre-approve that. (I'll want to know what you will use them for after the move is done.)
- Label all boxes with your name, and grade or subject area
- Label all furniture items
- Group all your boxes and furniture items in the middle of your room
- Make sure all posters and so forth, have been removed from the walls (along with tacks and tape)
- If there are items that you think are trash, throw them out
- If there are items that you think someone else might want, move them with your items and you can give them to other teachers during August workshop

MOVING:

- Staff members are welcome to assist with moving items to the new building, but not the heavier items! (We want to keep this move injury-free.)
- Teachers can move their non-furniture/heavy items to the new building, and place items in their new classrooms, if they want to
- A moving company will move heavier items for us, as well as packed boxes
- I cannot guarantee that all your items will be moved to your future classroom areas for you, but they will make it to the new building
- I cannot guarantee that loose items (anything not packed in boxes) will get moved to the new building, or not get broken in the move

TIMING:

- We are not sure when we will be able to move items to the new building. Our lease states August 1st, but I expect that when the landlord has cleared the items out of the current building, they will likely let us start moving things in. In any case, will schedule the moving company for mid-July.
- If you are interested in moving some of your classroom items to the new building on your own, let me know, and I will email you when we have the "all clear" to do so.

COMPENSATION:

- If you are interested in being compensated an extra day, to pack-up things, let me know. Teachers will have June 7th to complete grades, and can come in on June 8th to pack items if they wish to do so.
- Some teachers want to come in the week of June 11th to pack their rooms, and that is fine.

SPRING 2018 MCA ASSESSMENT RESULTS SUMMARY

MATH

	<u>TESTED</u>	<u>MEET/EXCEEDS</u>	<u>PERCENT</u>	<u>WLA 2017</u>	<u>STATE 2017</u>
GRADE 3	44	36	81.8%		
GRADE 4	25	20	80%		
GRADE 5	29	15	51.7%		
GRADE 6	7	3	42.8%		
TOTALS	105	74	70.4%	67%	58.6%

READING

	<u>TESTED</u>	<u>MEET/EXCEEDS</u>	<u>PERCENT</u>	<u>WLA 2017</u>	<u>STATE 2017</u>
GRADE 3	43	29	67.4%		
GRADE 4	25	19	76%		
GRADE 5	29	24	82.7%		
GRADE 6	7	5	71%		
TOTALS	104	77	74%	67%	60.2%

SCIENCE

	<u>TESTED</u>	<u>MEET/EXCEEDS</u>	<u>PERCENT</u>	<u>WLA 2017</u>	<u>STATE 2017</u>
GRADE 5	29	19	65.5%	58.3%	54.2%

MATH			BELO	MEET	% MEETS
GR 3	#	W	S	OR	EXCEEDS
CLASS	2				
A	2	5	17		77%
CLASS	2				
B	2	3	19		86%
TOTAL	4				
S	4	8	36		82%

READING			BELO	MEET	% MEETS
GR 3	#	W	S	OR	EXCEEDS
CLASS	2				
A	2	5	17		77%
CLASS	2				
B	1	9	12		57%
TOTALS	3	14	29		67%

MATH			BELO	MEET	% MEETS
GR 4	#	W	S	OR	EXCEEDS
CLASS	2				
A	5	5	20		80%
TOTAL	2				
S	5	5	20		80%

READING			BELO	MEET	% MEETS
GR 4	#	W	S	OR	EXCEEDS
CLASS	2				
A	5	6	19		76%
TOTALS	5	6	19		76%

MATH			BELO	MEET	% MEETS
GR 5	#	W	S	OR	EXCEEDS
CLASS	1				
A	5	5	10		75%
CLASS	1				
B	4	9	5		36%
TOTAL	2				
S	9	14	15		52%

READING			BELO	MEET	% MEETS
GR 5	#	W	S	OR	EXCEEDS
CLASS	1				
A	5	2	13		86%
CLASS	1				
B	4	3	11		79%
TOTALS	9	5	24		83%

MATH			BELO	MEET	% MEETS
GR 6	#	W	S	OR	EXCEEDS
CLASS					
A	7	4	3		43%
TOTAL					
S	7	4	3		43%

READING			BELO	MEET	% MEETS
GR 6	#	W	S	OR	EXCEEDS
CLASS					
A	7	2	5		71%
TOTALS	7	2	5		71%

**SPRING 2018
MAP ASSESSMENT RESULTS SUMMARY
GRADES 1 & 2**

MATH

	<u>NUMBER TESTED</u>	<u>MEET OR EXCEEDS</u>	<u>PERCENTAGE</u>
GRADE 1	55	40	73%
GRADE 2	52	31	60%

READING

	<u>NUMBER TESTED</u>	<u>MEET OR EXCEEDS</u>	<u>PERCENTAGE</u>
GRADE 1	56	39	70%
GRADE 2	51	30	59%

MATH

% MEETS

EXCEED

EXCEED

EXCEED

EXCEED

EXCEED

TOTAL

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

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

					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
					BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
GR 2	#	BELO W	MEET S	% MEETS OR EXCEEDS						
CLASS A	1 8	5	13	72%	3	0	0	0	0	17%
CLASS B	1 7	7	10	59%	3	0	0	0	0	18%
CLASS C	1 7	9	8	47%	3	1	0	0	0	24%
TOTALS	5 2	21	31	60%	9	1	0	0	0	19%

					EXCEED S	EXCEED S	EXCEED S	EXCEED S	EXCEED S	TOTAL %
					BY 1 YR	BY 2 YRS	BY 3 YRS	BY 4 YRS	BY 5 YRS	EXCEED S
GR 2	#	BELO W	MEET S	% MEETS OR EXCEEDS						
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%

	1									
CLASS C	6	6	10	63%	4	0	0	1	0	31%
	5									
TOTALS	1	21	30	59%	9	2	1	3	1	31%



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

Financial Statements

April 2018



Prepared by:
Judith Darling, CPA
Finance Manager

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

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Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy
Woodbury, Minnesota
April 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 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 was 268 at the end of April.

Our cash balance is strong at \$485K.

The working budget has been replaced with a proposed revised budget. This budget is similar to the working budget that has been presented in recent months.

2017-2018 Budget Amendment

We are proposing a 2017-2018 budget revision with General Fund revenues of \$2,054,047 and General Fund expenditures of 2,153,452; Community Service revenues of \$2,000 and Community Service expenditures of \$2,250.

2018-2019 Proposed Budget

We are proposing a 2018-2019 budget with General Fund revenues of \$2,921,592 and General Fund expenditures of 3,063,981; Community Service revenues of \$2,100 and Community Service expenditures of \$2,100.

Supplemental Information for April 2018

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

Please feel free to contact Judith Darling at judith.darling@BerganKDV.com or 952-563-6889 should you have questions related to the financial statements.

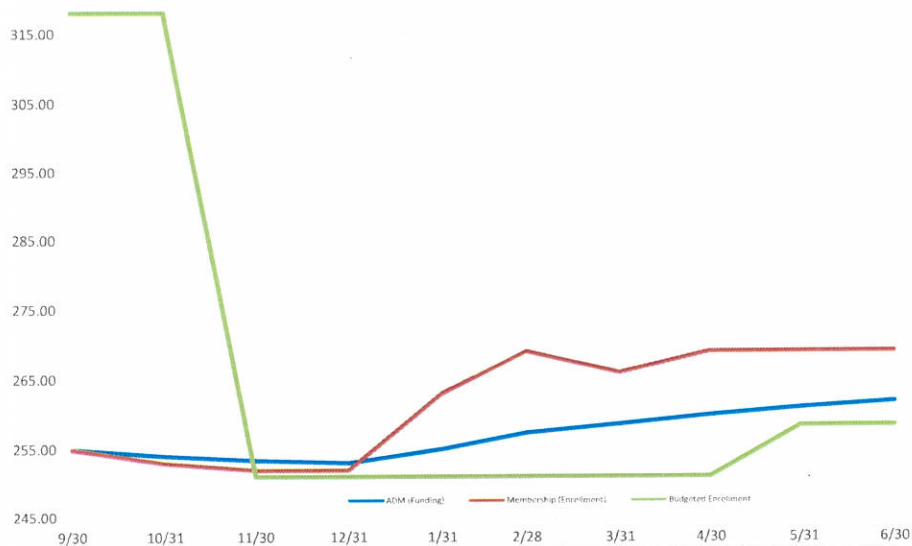
**Woodbury Leadership Academy
Woodbury, Minnesota**

**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	53	52	52	52	52	52	52	52	52	53	
1	53	53	53	53	54	54	55	55	55	55	
2	55	56	54	54	53	53	53	53	53	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	255	254	253	253	255	257	259	260	261	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	53	51	52	52	53	53	52	53	53	53	
1	53	53	53	53	56	57	57	57	57	57	
2	55	56	52	52	52	53	53	54	54	54	
3	37	37	39	38	43	43	43	44	44	44	
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	255	253	252	252	263	269	266	269	269	269	

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	51	51	
1	66	66	54	54	54	54	54	54	55	55	
2	66	66	54	54	54	54	54	54	53	53	
3	44	44	36	36	36	36	36	36	40	40	
4	30	30	24	24	24	24	24	24	25	25	
5	36	36	26	26	26	26	26	26	28	28	
6	16	16	4	4	4	4	4	4	6	6	
GRAND TOTAL	318	318	251	251	251	251	251	251	258	258	



Note: Enrollment figures are based upon information provided by the school.

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
April 30, 2018**

	Balance July 1, 2017	Balance April 30, 2018
<u>Assets</u>		
Current Assets		
Cash and Investments	525,296	484,959
Accounts Receivable	0	0
PY State Aid Receivable	176,995	(64,602)
CY State Aid Receivable/(Deferred Rev)	0	229,250
Federal Aids Receivable	1,380	0
Prepaid Expenses and Deposits	42,381	1,412
Total Current Assets	746,052	651,020
Total All Assets	746,052	651,020
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	68,946	53,545
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	14,491
Payroll Deductions and Contributions	47,071	27,147
Deferred Revenue	0	0
Total Current Liabilities	143,763	95,183
Fund Balance		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	(46,453)
Total Fund Balance	602,289	555,837
Total Liabilities and Fund Balance	746,052	651,020

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
April 30, 2018

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Proposed Budget 259 ADM	April 2018 YTD Activity	83%	Percent of Working Budget
General Fund - 01						
Revenues						
State Revenues						
General Education Aid	1,682,101	1,642,486	1,695,838	1,304,609		76.9%
Literacy Aid	0	25,956	25,956	23,361		90.0%
Charter School Lease Aid	0	14,429	14,429	0		0.0%
Long-Term Facilities Maintenance Revenue	8,591	21,335	21,795	0		0.0%
Special Education Aid	241,346	186,676	186,218	61,411		33.0%
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	229,250		0.0%
Total State Revenues	1,940,956	1,899,936	1,953,630	1,628,025		83.3%
	1,940,956		1,953,630	1,628,025		
Federal Revenues						
Federal CSP Grant \$225K (Imp 003, 9-30-16)	165,298	0	0	0		
Federal Special Education Aid	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	5,012	0		0.0%
Total Federal Revenues	203,828	45,795	46,459	33,191		71.4%
	203,828		46,459	33,191		
Local Revenues						
Interest Earnings	157	125	175	157		89.5%
Donations and Grants	88	500	22,500	21,411		95.2%
Give to the Max (course 200)	3,026	0	2,833	2,740		96.7%
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	8,305	8,750	17,700	16,359		92.4%
Miscellaneous Revenues	947	1,000	6,500	5,885		90.5%
Sale of Merchandise/Fundraising - Net	2,517	1,000	4,250	4,151		97.7%
071 Third Party Billing	134	150	0	0		
Total Local Revenues	15,174	11,525	53,958	50,702		94.0%
	15,174		53,958	50,702		
Total Revenues	2,159,958	1,957,256	2,054,047	1,711,919		83.3%
Expenditures						

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2018

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Proposed Budget 259 ADM	April 2018 YTD Activity	83% Percent of Working Budget
100's Salaries	880,071	811,505	816,922	637,816	78.1%
200's Benefits	195,927	207,647	212,573	181,927	85.6%
305 Contracted Services	323,915	433,435	464,911	389,902	83.9%
315 Technology Services	9,157	15,155	15,155	13,553	89.4%
320 Communications Services	550	21,482	21,876	14,854	67.9%
329 Postage	752	2,500	2,500	844	33.7%
330 Utilities	47,158	119,360	119,360	109,763	92.0%
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	41,113	81.6%
360 Transportation for Field Trips	1,998	4,375	5,000	4,381	87.6%
366 Travel, Conferences, and Staff Training	1,395	1,000	6,000	5,226	87.1%
369 Field Trips / Registration Fees	3,894	4,375	3,000	2,205	73.5%
370 Building Lease	29,492	16,033	16,033	14,575	90.9%
370 Other Rentals and Operating Leases	0	42,358	42,358	38,883	91.8%
380 Computer and Tech Related Hardware Rental	11,848	10,275	10,275	8,271	80.5%
401 Supplies - Non Instructional	35	12,000	20,000	16,757	83.8%
401 Maintenance Supplies	8,262	750	250	64	25.6%
405 Non-Instructional Software and Licensing	1,198	9,715	9,887	9,887	100.0%
406 Instructional Software	12,153	2,500	2,500	2,201	88.0%
430 Instructional Supplies	407	7,500	7,500	5,478	73.0%
455 Non-Instructional Tech Supplies	639	1,600	1,600	796	49.7%
456 Instructional Tech Supplies	1,657	500	500	54	10.7%
460 Textbooks and Workbooks	0	20,000	20,000	18,242	91.2%
461 Standardized Tests	0	5,000	5,000	3,104	62.1%
470 Media/Library Resources	771	500	500	0	0.0%
490 Food Purchased	0	800	4,700	2,174	46.3%
530 Furniture and Other Equipment	513	0	0	0	
555 Technology Equipment	2,485	1,000	5,000	1,799	36.0%
556 Instructional Technology Equipment	8,309	0	0	0	
580 Capital Leases (copier)	0	0	0	0	
740 Interest Expense	28,543	28,335	28,445	27,397	96.3%
820 Dues and Memberships, Fees	259,512	200,727	200,235	155,851	77.8%
State Special Ed Expenditures	166,547	0	0	0	
Federal CSP Grant (003)					

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2018

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Proposed Budget 259 ADM	April 2018 YTD Activity	83% Percent of Working Budget
Federal Special Education Program	23,351	40,862	41,441	36,838	88.9%
PBIS Individuals with Disabilities Grant	14,994	6	6	6	100.0%
Title II	185	4,928	5,012	4,975	99.3%
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%
Subtotal Expenditures	2,095,137	2,102,635	2,153,452	1,757,894	81.6%
	2,095,137	2,102,635	2,153,452	1,757,894	
Transfers to Other Funds	0		0	0	
Total Expenditures	2,095,137	2,102,635	2,153,452	1,757,894	81.6%
General Fund Net Income	64,821	(145,379)	(99,405)	(45,975)	
Beginning Fund Balance, General Fund, July 1	410,862	475,683	475,683	475,683	
Projected Fund Balance, General Fund, June 30	475,683	330,303	376,277	429,708	
	22.7%	15.7%	17.5%		

**Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Proposed Budget 259 ADM	April 2018 YTD Activity	Percent of Working Budget
Fund 04 Program					
Revenues					
040 Tuition Revenue	240	0	0	0	
050 Registration Revenue		0	2,000	1,720	
Total Revenues	240	0	2,000	1,720	
Expenditures					
Salaries and Wages	0	5,000	0	0	
Employee Benefits	0	800	0	0	
Purchased Services	500	3,410	0	0	
Supplies and Materials, Snacks	30	250	2,250	2,198	97.7%
Equipment	0	0	0	0	
Dues and Memberships	150	0	0	0	
Total Expenditures	680	9,460	2,250	2,198	
Community Services Fund Net Income	(440)	(9,460)	(250)	(478)	
Beginning Fund Balance, Fund 04, July 1	127,047	126,607	126,607	126,607	
Projected Fund Balance, Fund 04, June 30	126,607	117,147	126,357	126,129	

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2018

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget 251 ADM	FY 2018 Proposed Budget 259 ADM	April 2018 YTD Activity	83%	Percent of Working Budget
Total All Funds						
Revenues						
State Revenues	1,940,956	1,899,936	1,953,630	1,628,025		83.3%
Federal Revenues	203,828	45,795	46,459	33,191		71.4%
Local Revenues	15,414	11,525	55,958	52,422		93.7%
Total Revenues	2,160,198	1,957,256	2,056,047	1,713,639		83.3%
	2,160,198	1,957,256	2,056,047	1,713,639		
Expenditures						
Salaries and Wages	880,071	816,505	816,922	637,816		78.1%
Employee Benefits	195,927	208,447	212,573	181,927		85.6%
Purchased Services	481,164	735,170	767,881	652,529		85.0%
Supplies and Materials	37,001	61,115	74,687	60,954		81.6%
Equipment	11,307	1,000	5,000	1,799		36.0%
Short Term Financing Costs	150	0	0	0		
Other (Fundraising, Special Ed, Dues, etc.)	490,198	289,857	278,639	225,067		80.8%
Total Expenditures	2,095,818	2,112,095	2,155,702	1,760,092		81.6%
	2,095,818	2,112,095	2,155,702	1,760,092		
Total Revenues All Funds	2,160,198	1,957,256	2,056,047	1,713,639		83.3%
Total Expenditures All Funds	2,095,818	2,112,095	2,155,702	1,760,092		81.6%
Net Income - All Funds	64,380	(154,839)	(99,655)	(46,453)		
	64,380	(154,839)	(99,655)	(46,453)		
Beginning Fund Balance, All Funds, July 1	537,909	602,289	602,289	602,289		
Projected Fund Balance, All Funds, June 30	602,289	447,451	502,634	555,837		
	602,289	447,451	502,634	555,837		

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*** Includes Benefits (Tax Payments, PERA, TRA) and AD	Total Expenses		
Jul 31	177,733	0	13	50,440	65,775	Beginning Balance	525,296	589,823
Aug 31	152,810	0	116	51,682	100,972	116,215	589,823	714,853
Sept 30	169,922	0	3,736	54,320	190,388	152,654	714,975	711,471
Oct 31	85,277	6,232	4,798	56,139	130,044	244,708	672,129	672,129
Nov 30	126,455	6,612	12,240	52,157	110,003	186,182	655,274	655,274
Dec 31	141,466	3,931	4,752	47,950	130,641	178,590	626,831	626,831
Jan 31	141,466	2,580	3,475	48,364	127,009	175,373	598,979	598,979
Feb 28	121,002	406	6,613	53,749	118,827	172,576	554,449	554,449
Mar 31	143,755	0	20,253	55,881	145,258	201,139	517,319	517,319
Apr 30	138,888	13,426	9,895	55,516	139,052	194,569	484,959	484,959
May 31	179,746	6,637		55,562	130,206	185,768	485,574	
June 30	179,746	6,637		55,562	130,206	185,768	417,206	
Projected	1,758,267	46,459	65,890	637,321	1,518,381	2,155,702		
	1,758,267	46,459	50,702	637,321	1,518,381	2,155,702		
Totals	1,758,267	46,459	65,890	637,321	1,518,381	2,155,702	417,206	

Assumptions: 10% State Aid Holdback

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

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

WOODBURY LEADERSHIP ACADEMY
Payment Register by Check No.

Payment Date Range: 04/01/2018 - 04/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	WX 1 1337			Anchor Bank		04/09/2018	\$219.12	4437	E 01 005 110 000 000 305	Account Service Charge
ANCH	WX 1 1047			MN Association of Charter Schools		04/12/2018	\$366.92	4439	E 01 005 110 000 000 820	Monthly membership fee
ANCH	WX 1 1001			Public Employee Retirement Association		04/13/2018	\$714.78	4451	B 01 215 017	Payroll Deductions PERA
ANCH	WX 1 1002			Teachers Retirement Association		04/13/2018	\$4,819.78	4452	B 01 215 018	Payroll Deductions TRA
ANCH	WX 1 1003			Internal Revenue Service		04/13/2018	\$5,558.30	4453	B 01 215 010	Payroll Deductions FICA
ANCH	WX 1 1003			Internal Revenue Service		04/13/2018	\$2,115.70	4453	B 01 215 011	Payroll Deductions Fed Tax
ANCH	WX 1 1004			MN Department of Revenue Service		04/13/2018	\$1,182.11	4454	B 01 215 013	Payroll Deductions MN Tax
ANCH	WX 1 1128			AssociatedBank		04/13/2018	\$75.00	4455	B 01 215 022	Payroll Deductions - HSA
ANCH	WX 1 1417			VOYA		04/13/2018	\$1,529.77	4456	B 01 215 021	TSA
ANCH	WX 1 1014			Trusted Employees		04/13/2018	\$148.00	4462	E 01 005 110 000 000 305	Back ground checks
ANCH	WX 1 1027			Amazon.com		04/13/2018	\$355.92	4463	E 04 005 505 000 000 401	Legos for Lego Club
ANCH	WX 1 1027			Amazon.com		04/13/2018	\$30.44	4466	E 01 005 110 000 000 401	Envelopes and 2 hole punch
ANCH	WX 1 1027			Amazon.com		04/13/2018	\$119.81	4467	E 04 005 505 000 000 401	Legos for Lego Club
ANCH	WX 1 1031			Sam's Club		04/13/2018	\$11.98	4465	R 01 005 000 000 000 619	School Store - chips
ANCH	WX 1 1259			Costco		04/13/2018	\$71.56	4458	E 01 010 203 000 000 401	Spoons, paper towels
ANCH	WX 1 1366			Aldi		04/13/2018	\$3.78	4454	E 01 005 010 000 000 401	Board Meeting snacks
ANCH	WX 1 1366			Aldi		04/13/2018	\$1.99	4464	E 01 010 203 000 000 401	Mayo for forgotten lunches
ANCH	WX 1 1372			Teachers Pay Teachers		04/13/2018	\$35.48	4459	E 01 010 420 000 740 433	SPED science materials
ANCH	WX 1 1372			Teachers Pay Teachers		04/13/2018	\$25.00	4460	E 01 010 203 000 000 401	PE Jump rope
ANCH	WX 1 1372			Teachers Pay Teachers		04/13/2018	\$117.99	4461	E 01 010 420 000 740 433	SPED: Leveled reading
ANCH	WX 1 1433			Green Barn		04/13/2018	\$16.02	4457	E 01 005 110 000 000 401	Plant for the office
ANCH	WX 1 1001			Public Employee Retirement Association		04/30/2018	\$1,104.31	4478	B 01 215 017	Payroll Deductions PERA
ANCH	WX 1 1002			Teachers Retirement Association		04/30/2018	\$5,206.04	4479	B 01 215 018	Payroll Deductions TRA
ANCH	WX 1 1003			Internal Revenue Service		04/30/2018	\$6,371.14	4480	B 01 215 010	Payroll Deductions FICA
ANCH	WX 1 1003			Internal Revenue Service		04/30/2018	\$2,598.00	4480	B 01 215 011	Payroll Deductions Fed Tax
ANCH	WX 1 1004			MN Department of Revenue Service		04/30/2018	\$1,426.87	4481	B 01 215 013	Payroll Deductions MN Tax
ANCH	WX 1 1128			AssociatedBank		04/30/2018	\$75.00	4482	B 01 215 022	Payroll Deductions - HSA
ANCH	WX 1 1417			VOYA		04/30/2018	\$1,529.78	4483	B 01 215 021	TSA
ANCH	WX 1 1391			Alerus		04/30/2018	\$30.00	4494	E 01 005 110 000 000 305	Alerus Participant Fee
ANCH	WX 1 1018			Office Max		04/30/2018	\$44.99	4497	E 01 005 110 000 000 401	Pressboard 3 divider files HR files
ANCH	WX 1 1027			Amazon.com		04/30/2018	\$45.99	4495	E 01 010 630 000 000 456	Microphone
ANCH	WX 1 1027			Amazon.com		04/30/2018	\$59.97	4496	E 01 010 203 000 000 430	Laminating Pouches
ANCH	WX 1 1027			Amazon.com		04/30/2018	\$7.64	4498	E 01 010 630 000 000 456	Batteries
ANCH	WX 1 1027			Amazon.com		04/30/2018	\$9.34	4506	E 01 010 203 000 000 430	Reim: Cinco De Mayo craft - plates
ANCH	WX 1 1027			Amazon.com		04/30/2018	\$11.48	4507	E 01 010 203 000 000 430	Reim: Cinco De Mayo craft - cups

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 04/01/2018 - 04/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$24.94	4508	E 01 010 203 000 000 430	Spanish achievement certificates
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$62.47	4510	E 01 010 203 000 000 430	Cinco De Mayo craft supplies and book
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$21.32	4510	E 01 010 203 000 000 460	Cinco De Mayo craft supplies and book
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$9.68	4516	E 01 010 203 000 000 430	Cinco De Mayo - craft suppliesCinco De Mayo
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$9.28	4519	E 01 010 203 000 000 460	Immigration book - Ellis Island
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$69.60	4520	E 01 010 420 000 740 401	Black toner
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$74.95	4521	E 01 005 010 000 000 401	Envelopes
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$15.02	4524	E 01 010 203 000 000 460	Immigration Books
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$31.36	4525	E 01 010 203 000 000 460	Immigration Books
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$10.26	4525	E 01 010 203 000 000 430	Tacky Glue
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$15.63	4526	E 01 010 720 000 000 401	Sandwich bags for ice packs
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$81.05	4527	E 01 005 110 000 000 401	Folders, Enrollment, various tapes
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$297.41	4530	E 01 010 420 000 419 456	SPED Toner
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$16.50	4532	E 01 005 110 000 000 820	Prime Membership
ANCH	1027	WX 1	1027	Amazon.com		04/30/2018	\$82.50	4532	B 01 131 000	Prime Membership
ANCH	1032	WX 1	1032	Walmart		04/30/2018	\$9.96	4501	E 01 010 203 000 000 490	Gr 3 MCA snacks
ANCH	1073	WX 1	1073	Lakeshore Learning		04/30/2018	\$140.95	4522	E 01 010 420 000 740 433	Timers - mini, jumbo, giant
ANCH	1101	WX 1	1101	Papa John's		04/30/2018	\$238.48	4528	E 01 010 203 000 000 401	Friday Pizza
ANCH	1101	WX 1	1101	Papa John's		04/30/2018	\$144.49	4529	E 01 010 203 000 000 401	Friday Pizza
ANCH	1117	WX 1	1117	Gopher Sports		04/30/2018	\$437.40	4517	E 01 010 203 000 000 430	PE Field Day supplies
ANCH	1143	WX 1	1143	Cub Foods		04/30/2018	\$3.99	4500	E 01 010 203 000 000 490	Gr 3 MCA snacks
ANCH	1143	WX 1	1143	Cub Foods		04/30/2018	\$20.49	4514	E 01 010 203 000 000 490	Grade 3 MCA testing snacks
ANCH	1170	WX 1	1170	Oriental Trading.com		04/30/2018	\$35.97	4504	R 01 005 000 000 000 619	Gr 5/6 school store pens
ANCH	1209	WX 1	1209	Apple		04/30/2018	\$1,799.00	4523	E 01 005 108 000 000 555	Laptop Exec Director
ANCH	1259	WX 1	1259	Costco		04/30/2018	\$73.24	4515	E 01 010 203 000 000 401	Pizza Friday supplies
ANCH	1259	WX 1	1259	Costco		04/30/2018	\$9.99	4515	E 01 005 010 000 000 401	Envelopes for Board
ANCH	1259	WX 1	1259	Costco		04/30/2018	\$9.99	4515	E 01 010 203 000 000 401	Hanging Hooks
ANCH	1358	WX 1	1358	Science Museum		04/30/2018	\$402.00	4531	E 01 010 203 000 000 369	Grade 2 field trip 5/11/2018
ANCH	1366	WX 1	1366	Aldi		04/30/2018	\$14.72	4503	E 01 010 203 000 000 490	Food for forgotten lunches
ANCH	1372	WX 1	1372	Teachers Pay Teachers		04/30/2018	\$4.00	4518	E 01 010 203 000 000 430	Gr 2 Immigration vocabulary cards
ANCH	1400	WX 1	1400	Eventbrite		04/30/2018	\$79.00	4502	B 01 131 000	Jan 2019 Woodbury Kids Expo Registration
ANCH	1409	WX 1	1409	T-Mobile		04/30/2018	\$99.76	4512	E 01 005 110 000 000 320	Cell phone service 3/2-4/1/2018
ANCH	1428	WX 1	1428	Schmitt & Sons		04/30/2018	\$1,296.00	4499	E 01 005 760 000 733 360	Field Trip to Wold Ridge Gr 5/6
ANCH	1435	WX 1	1435	The Field		04/30/2018	\$25.00	4509	E 01 010 203 000 000 430	PE Field Day Resource pack
ANCH	1436	WX 1	1436	Michaels		04/30/2018	\$89.61	4511	E 01 010 720 000 000 401	Student medicine boxes

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 04/01/2018 - 04/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
ANCH					04/30/2018	\$592.29	4505	E 01 005 640 000 316 366	Hotel for CKLA training KM
ANCH					04/30/2018	\$561.09	4513	E 01 005 640 000 316 366	Airfare for CKLA conference KM
						Check Total:	\$42,949.39		
ANCH	5376	CH	1 1054	Integrative Therapy, LLC.	04/03/2018	\$2,772.00	4421	E 01 010 420 000 740 394	OT: 3/12-3/23/2018 33hrs@\$84
						Check Total:	\$2,772.00		
ANCH	5377	CH	1 1150	JR Computer Associates	04/03/2018	\$800.00	4422	E 01 005 605 000 000 315	April Tech retainer
						Check Total:	\$800.00		
ANCH	5378	CH	1 1402	Kathleen Nilles	04/03/2018	\$1,787.50	4423	E 01 010 420 000 740 394	Psych Services - 27.5hrs@\$65 3/1-3/21/201
						Check Total:	\$1,787.50		
ANCH	5379	CH	1 1240	Keys to Communication	04/03/2018	\$2,741.25	4424	E 01 010 401 000 740 394	Speech: 3/13-3/22/2018 20.25hrs@\$85 2hrs
						Check Total:	\$2,741.25		
ANCH	5380	CH	1 1334	Mary Kelly	04/03/2018	\$4,720.00	4425	E 01 010 420 000 419 303	SPED Director - 59hrs@\$80 3/1-3/23/2018
						Check Total:	\$4,720.00		
ANCH	5381	CH	1 1313	Nancy Baumann	04/03/2018	\$1,564.20	4426	E 01 010 298 000 000 401	Reim: Lego Club materials
ANCH	5381	CH	1 1313	Nancy Baumann	04/03/2018	(\$1,564.20)	4426	E 01 010 298 000 000 401	Reim: Lego Club materials
ANCH	5381	CH	1 1313	Nancy Baumann	04/03/2018	\$1,564.20	4426	E 04 005 505 000 000 401	Reim: Lego Club materials
						Check Total:	\$1,564.20		
ANCH	5382	CH	1 1420	Pannect Ed	04/03/2018	\$1,500.00	4427	E 01 010 640 000 316 366	PD Focus - March 3/12-3/13/2018
						Check Total:	\$1,500.00		
ANCH	5383	CH	1 1097	PLIC - SBD GRAND ISLAND	04/03/2018	\$865.70	4428	B 01 215 007	Life/ADD/STD - April premiums
						Check Total:	\$865.70		
ANCH	5384	CH	1 1070	South Washington County Schools	04/03/2018	\$739.00	4429	E 01 005 760 000 733 360	Field Trip transportation 1/31/2018
						Check Total:	\$739.00		
ANCH	5385	CH	1 1116	Sitategic Staffing Solutions	04/03/2018	\$1,662.50	4430	E 01 010 420 000 740 394	Psych Services 3/9-3/16/18 19hrs@\$87.50
						Check Total:	\$1,662.50		
ANCH	5386	CH	1 1098	Teachers on Call	04/03/2018	\$221.00	4431	E 01 010 203 000 000 305	Sub Teachers 3/15/2018
ANCH	5386	CH	1 1098	Teachers on Call	04/03/2018	\$442.00	4432	E 01 010 201 000 000 305	Kindergarten
ANCH	5386	CH	1 1098	Teachers on Call	04/03/2018	\$739.33	4432	E 01 010 203 000 000 305	Elementary
ANCH	5386	CH	1 1098	Teachers on Call	04/03/2018	\$42.67	4432	E 01 010 420 000 740 307	Sped
ANCH	5386	CH	1 1098	Teachers on Call	04/03/2018	\$221.00	4432	E 01 010 400 000 000 305	Non Licensed Sped
						Check Total:	\$1,666.00		
ANCH	5387	CH	1 1411	Tiger Oak Media Inc	04/03/2018	\$574.00	4433	E 01 005 107 000 000 305	Display Ad for Enrollment Woodbury Mag - A
						Check Total:	\$574.00		
						Check Total:	\$574.00		

WOODBURY LEADERSHIP ACADEMY
Payment Register by Check No.

Payment Date Range: 04/01/2018 - 04/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
ANCH	5388	CH	1	1302	Toshiba Financial Services	04/03/2018	4434	E 01 010 605 000 000 580	Copier Lease
						\$725.09			
ANCH	5388	CH	1	1302	Toshiba Financial Services	04/03/2018	4434	E 01 010 605 000 000 581	Copier Lease
						\$47.64			
ANCH	5388	CH	1	1302	Toshiba Financial Services	04/03/2018	4434	E 01 010 203 000 000 401	Overages
						\$555.54			
					Check Total:		\$1,328.27		
ANCH	5389	CH	1	1405	Apex Fun Run Franchise #17 Inc	04/13/2018	4440	R 01 005 000 000 000 619	Apex Family Fun Run
						\$6,794.13			
					Check Total:		\$6,794.13		
ANCH	5390	CH	1	1369	BerganKDV Outsourced Services LLC	04/13/2018	4442	E 01 005 110 000 000 305	Prepare and File 990 tax return
						\$1,225.00			
					Check Total:		\$1,225.00		
ANCH	5391	CH	1	1369	BerganKDV Outsourced Services LLC	04/13/2018	4441	E 01 005 110 000 000 305	April Financial Management and Accounting
						\$4,743.00			
					Check Total:		\$4,743.00		
ANCH	5392	CH	1	1410	Forum Communications Company	04/13/2018	4443	E 01 005 107 000 000 305	March advertising
						\$333.00			
					Check Total:		\$333.00		
ANCH	5393	CH	1	1336	Hennepin County Medical Center	04/13/2018	4444	E 01 010 720 000 000 305	Nursing Services 3/14/2018
						\$165.00			
ANCH	5393	CH	1	1336	Hennepin County Medical Center	04/13/2018	4444	E 01 010 420 000 740 394	Nursing Services 3/14/2018
						\$65.00			
					Check Total:		\$220.00		
ANCH	5394	CH	1	1216	Minnesota Historical Society	04/13/2018	4445	E 01 010 203 000 000 369	Field Trip - 4.4.18
						\$352.00			
					Check Total:		\$352.00		
ANCH	5395	CH	1	1139	Perpich Center for Arts Education	04/13/2018	4446	E 01 005 810 000 000 320	Phone/WAN February services
						\$1,650.39			
					Check Total:		\$1,650.39		
ANCH	5396	CH	1	1013	Region V Computer Services	04/13/2018	4447	E 01 005 108 000 000 405	FY2018 4th quarter fee
						\$1,411.00			
					Check Total:		\$1,411.00		
ANCH	5397	CH	1	1233	Reno Mothes	04/13/2018	4448	E 01 010 420 000 740 394	DAPE: 3/1-3/19/2018 5.75hrs@\$50
						\$287.50			
					Check Total:		\$287.50		
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 201 000 000 369	Kindergarten
						\$416.00			
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 203 000 000 369	Elementary
						\$1,874.00			
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 201 000 000 369	FT Canceled
						(\$416.00)			
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 203 000 000 369	FT Canceled
						(\$1,874.00)			
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 201 000 000 369	Kindergarten
						\$416.00			
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 203 000 000 369	Elementary
						\$1,874.00			
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 201 000 000 369	FT Canceled
						(\$416.00)			
ANCH	5398	CH	1	1122	SteppingStone Theatre	04/13/2018	4449	E 01 010 203 000 000 369	FT Canceled
						(\$1,874.00)			
					Check Total:		\$0.00		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 04/01/2018 - 04/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5399	CH	1 1116	Strategic Staffing Solutions		04/13/2018	\$1,093.75	4450	E 01 010 420 000 740 394	Psychologist: 3/23/18-3/30/2018 12.5hrs@\$
					Check Total:		\$1,093.75			
ANCH	5400	CH	1 1394	CKC Good Food		04/24/2018	\$143.00	4468	E 01 010 203 000 000 401	March Milk
					Check Total:		\$143.00			
ANCH	5401	CH	1 1082	Delta Dental of MN		04/24/2018	\$1,130.10	4469	B 01 215 009	May dental premiums
					Check Total:		\$1,130.10			
ANCH	5402	CH	1 1064	HealthPartners - Group		04/24/2018	\$7,109.43	4470	B 01 215 008	May medical premiums
					Check Total:		\$7,109.43			
ANCH	5403	CH	1 1054	Integrative Therapy, LLC.		04/24/2018	\$588.00	4471	E 01 010 420 000 740 394	OT: 3/26-4/6/2018 7hrs@\$84
					Check Total:		\$588.00			
ANCH	5404	CH	1 1240	Keys to Communication		04/24/2018	\$1,445.00	4472	E 01 010 401 000 740 394	Speech: 16hrs@\$85 2hrs@\$42.50 4/3-4/12
					Check Total:		\$1,445.00			
ANCH	5405	CH	1 1139	Perpich Center for Arts Education		04/24/2018	\$1,581.32	4473	E 01 005 810 000 000 320	WAN/Phone for March
					Check Total:		\$1,581.32			
ANCH	5406	CH	1 1241	Sheila Merzer		04/24/2018	\$1,062.50	4474	E 01 010 408 000 740 394	SPED: 8.5hrs@\$125 4/4-4/6/2018
					Check Total:		\$1,062.50			
ANCH	5407	CH	1 1098	Teachers on Call		04/24/2018	\$110.50	4475	E 01 010 203 000 000 305	Sub Teachers 4/6/2018
ANCH	5407	CH	1 1098	Teachers on Call		04/24/2018	\$110.50	4476	E 01 010 203 000 000 305	GenEd
ANCH	5407	CH	1 1098	Teachers on Call		04/24/2018	\$935.00	4476	E 01 010 420 000 740 394	SPED
					Check Total:		\$1,156.00			
ANCH	5408	CH	1 1421	ISD No. 625		04/24/2018	\$10,583.33	4477	E 01 005 810 000 000 330	Utilities
ANCH	5408	CH	1 1421	ISD No. 625		04/24/2018	\$21,750.00	4477	E 01 005 810 000 000 305	Janitorial
ANCH	5408	CH	1 1421	ISD No. 625		04/24/2018	\$3,666.67	4477	E 01 005 810 000 000 350	Grounds Keeping
ANCH	5408	CH	1 1421	ISD No. 625		04/24/2018	\$1,457.50	4477	E 01 005 850 000 348 370	Admin Fee
ANCH	5408	CH	1 1421	ISD No. 625		04/24/2018	\$3,600.00	4477	E 01 005 850 000 000 370	Admin Fee
					Check Total:		\$41,057.50			

Bank ANCH Total: \$139,052.43

Report Total: \$139,052.43

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1362	4228	ANCH	CR041E	1361	Credit	A	04/13/18		Check	1	1001	MN DEPT OF EDUCATION						
				4228	R	01	005	000	000	212	FY18 Literacy Incentive Aid				15,573.87		0.00	
				4228	R	01	005	000	000	211	FY18 General Education Aid				35,573.60		0.00	
				4228	R	01	005	000	000	360	FY18 Special Education				18,379.93		0.00	
															\$69,527.40		\$0.00	
															\$69,527.40		\$0.00	
1363	4228	ANCH	CR041E	1362	Credit	A	04/13/18		Check	1	1003	SCHOOL DEPOSIT						
				4228	R	01	005	000	000	620	FY18 School State				116.41		0.00	
				4228	R	01	005	000	000	050	FY18 Gr3 Field Trip				420.00		0.00	
				4228	R	01	005	000	000	050	Gr5/6 Field Trip				4,500.00		0.00	
															\$5,036.41		\$0.00	
															\$5,036.41		\$0.00	
1364	4228	ANCH	CR041E	1363	Credit	A	04/19/18		Check	1	1001	MN DEPT OF EDUCATION						
				4228	R	01	005	000	000	419	FY18 Special Education				12,249.95		0.00	
				4228	R	01	005	000	000	425	FY18 CEIS				1,175.94		0.00	
															\$13,425.89		\$0.00	
															\$13,425.89		\$0.00	
1365	4228	ANCH	CR041E	1364	Credit	A	04/25/18		Check	1	M	Miscellaneous Customer						
				4228	R	01	005	000	000	096	FY18 Donation				93.10		0.00	
															\$93.10		\$0.00	
															\$93.10		\$0.00	
1366	4228	ANCH	CR041E	1365	Credit	A	04/25/18		Check	1	M	Miscellaneous Customer						
				4228	R	01	005	000	200	000	096	FY18 Give to the Max				2,739.63		0.00
															\$2,739.63		\$0.00	
															\$2,739.63		\$0.00	
1367	4228	ANCH	CR041E	1366	Credit	A	04/30/18		Check	1	1003	SCHOOL DEPOSIT						
				4228	R	01	005	000	000	621	FY18 Planner Sales				5.00		0.00	

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1367	4228	ANCH	CR041E	1366	Credit	A	04/30/18		Check	1	1003	SCHOOL DEPOSIT					
							4228	R 01 005 000 000 050			FY18 Milk Sales				182.00		0.00
							4228	E 01 005 110 000 000 305			FY18 Background checks				18.50		0.00
															Receipt Total:	\$205.50	\$0.00
															Deposit Total:	\$205.50	\$0.00
1368	4228	ANCH	CR041E	1367	Credit	A	04/30/18		Check	1	1003	SCHOOL DEPOSIT					
							4228	R 01 005 000 000 050			FY18 Pizza Friday				740.75		0.00
															Receipt Total:	\$740.75	\$0.00
															Deposit Total:	\$740.75	\$0.00
1369	4228	ANCH	CR041E	1368	Credit	A	04/30/18		Check	1	1005	Anchor Bank					
							4228	R 01 005 000 000 092			Interest Earnings				12.32		0.00
															Receipt Total:	\$12.32	\$0.00
															Deposit Total:	\$12.32	\$0.00
1370	4228	ANCH	CR041E	1369	Credit	A	04/30/18		Check	1	1001	MN DEPT OF EDUCATION					
							4228	R 01 005 000 000 211			FY18 General Education Aid				69,360.67		0.00
															Receipt Total:	\$69,360.67	\$0.00
															Deposit Total:	\$69,360.67	\$0.00
1371	4228	ANCH	CR041E	1370	Credit	A	04/12/18		Check	1	M	Miscellaneous Customer					
							4228	B 01 215 007			FY18 Cobra Life BS				24.20		0.00
							4228	B 01 215 008			FY18 Medical BS				773.18		0.00
															Receipt Total:	\$797.38	\$0.00
															Deposit Total:	\$797.38	\$0.00

WOODBURY LEADERSHIP 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	
1372	4228	ANCH	CR041E														
				Credit	A	04/16/18		Check	1	m					269.94	0.00	
							4228	E 04 005	505 000 000	401					\$269.94	\$0.00	
															\$269.94	\$0.00	
														Receipt Total:	\$162,208.99	\$0.00	
														Deposit Total:	\$162,208.99	\$0.00	
														Report Total:	\$162,208.99	\$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
-------	--------	------	----	-----	-----	-------------	-------------	---	----	-----	-----	-----	-----	-----	---------------------	--------------	---------------



Meeting: Finance Committee

Date: May 17, 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 4:35 pm.

Attendees: Jessica Erickson, Mandi Folks, Kathy Mortensen, and Judith Darling

Mandi Folks read the WLA Mission & Vision.

Development & Discussion

- Discussion:
 - Review recent financial statements and budget
 - Finalize 2018-2019 budget to present at the next board meeting
 - Review busing contracts
 - Waiting for bids to come in for move
 - Update on staff member contracts and food service program

- Schedule finance committee minutes for July and August

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: June 7, 2018

Time: 2:30 p.m.

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

Jessica Erickson adjourned the meeting at 6:35 pm.

Meeting: Governance Committee
Date: Wednesday, April 18, 2018
Time: 4:15 P.M.
Location: Woodbury Leadership Academy School – 600 Weir Drive,
Woodbury, MN 55125 – Conference Room 1044/Main Office



Governance Committee Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order (Ro Krejci, Committee Chair) at 4:15 P.M.
Roll Call (Ro Krejci, Committee Chair) - **All Committee Members were present.**

WLA Mission & Vision

Mission: 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.

Vision: 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.

Development, Discussion, and Action

Policy 514 - Bullying Prohibition - Jolene led a discussion on recent training she attended regarding bullying. Handouts were given from Jolene's training. The committee agreed the handouts were very helpful. The committee agreed including some of the handout information on the schools website, student-family handbook and policy #514 would be in the best interest of WLA.

Discussion on completing the review process of the 500 series is top priority before the start of the 2018-2019SY. It was agreed by the committee that the chair of the committee will create and distribute policies individual committee members will review and bring recommendation back to the committee.

Status Update

Policy 201.1 - Board Election Procedure - In Progress
Policy 504 - Student Dress and Appearance - Uniform - In Progress
Policy 413 - Harassment and Violence with Form - Ready for recommendation to the BOD for the April Mtg
Policy 521- Student Disability Nondiscrimination with Form - Ready for recommendation to the BOD for the April Mtg
2018-2019 Student Handbook - In Progress
Employee Handbook - In Progress

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting
Date: Wednesday, May 16, 2018
Time: 4:15 P.M.
Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044 in the Main Office.

Adjournment

Adjournment (Ro Krejci, Committee Chair) at 5:23 P.M.



Meeting: Governance Committee
Date: Wednesday, May 16, 2018
Time: 4:15 P.M.
Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044/Main Office

Governance Committee Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order (Ro Krejci, Committee Chair) **at 4:17 p.m.**
Roll Call (Ro Krejci, Committee Chair) **All committee members were present.**

WLA Mission & Vision

Mission: 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.

Vision: 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.

Development, Discussion, and Action

Review April 18, 2018 Governance Committee Meeting Minutes
Review Governance Committee Charge
Policy 500 Series - distribution and discussion of timeline review and recommendations
Summer 2018 Committee Meeting Calendar - **Cancel Wednesday, July 18, 2018 regular Governance Committee meeting ; Resume Regular meeting schedule Wednesday, August 15, 2018 (third Wednesday of the month).**
Open Discussion for all members - **Mary expressed an interest to remain on the governance committee after her term as a WLA board member has expired.**

Status Update

Policy 1st reading notice list will be given at the next regular board meeting.
2018-2019 Student Handbook **In progress, working towards an August completion.**
Employee Handbook - **In progress, working towards an August completion.**

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting
Date: Wednesday, June 20, 2018
Time: 4:15 P.M.
Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044 in the Main Office.

Adjournment

Adjournment (Ro Krejci, Committee Chair) **at 5:35 p.m.**

1st Reading Notice

This is a notification to the WLA Board of Directors and members of the public that the policies listed are being reviewed. The Governance Committee will bring forward any revisions, recommendations for board approval at an upcoming board meeting. The committee will also bring forward to the board if there are no revisions or recommendations for board acceptance.

All comments regarding a policy in 1st Reading status are welcome. Please send an email to governance@wlamn.org.

**Copies of these policy can be requested in the school's main office or can be viewed on the school's website at <http://www.wlamn.org/about-wla/board/policies/>.

Policy Number	Policy Name	Policy Number	Policy Name
201.1	Board of Directors Election Procedure	522	Student Sex NonDiscrimination
501	School Weapons	524	Internet Acceptable Use and Safety
502	Search of student lockers, desks, personal possessions, and student's person	525	Violence Prevention (applicable to student(s) and staff)
503	Student Attendance	526	Hazing Prohibition
504	Student Dress and Appearance - Uniform Policy	531	The Pledge of Allegiance
505	Distribution of non school-sponsored materials on school premises by students, family members of student(s), and employees	532	Use of Peace Officers and Crisis team to remove students with IEP's from school grounds
506	Student Discipline	533	Wellness
514	Bullying Prohibition	541	Cell Phone Use
515	Protection and Privacy of Pupil Records	701	Purchasing, Procurement and Contracting
516	Student Medication	714	Fund Balance

**WOODBURY LEADERSHIP ACADEMY
BOARD TRAINING SCHEDULE
2018-2019 SCHOOL YEAR**

DRAFT

OBJECTIVES –

1. The Board of Directors will participate in ongoing board training across the areas of school finance, human resources, board governance, as outlined in charter school statute.
 2. The Board of Directors will participate in additional board training such as legal mandates, general school operations, and school programming components
 3. The Board of Directors will regularly check progress on the Strategic Plan
 4. The Board of Directors will regularly check progress on the VOA authorizer expectations
-

JULY – ANNUAL MEETING

- Seat new board members
- Review Robert's Rules of Order
- Governance vs management
- Board member's roles, responsibilities and boundaries
- Trust and efficiency
- Establishing the board training calendar
- The board evaluation process
- Public relations at the board level

AUGUST

- Review "Student Assessment Calendar" (KM through Director's Report)
- Review MCA results (KM through Director's Report)
- School security presentation/overview (KM and Shannon Kelly)
- Introduce all staff members to all board members (MF, KM)

SEPTEMBER

- Review student enrollment process (KM)
- Review marketing plan (KM)
- Discuss how enrollment drives dollars, and define various funding streams (Judith Darling)
- Provide the Literacy Plan (KM through Director's Report)

OCTOBER

- Special education overview, including numbers and disability area representations at WLA, staffing, and funding (Mary Kelly, Sped Director)

NOVEMBER

- Understanding audit results (KDV)
- Provide the Annual Report (KM through Director's Report)

DECEMBER

- Conduct harassment training
- Student and employee Civil Rights
- Review Annual Formal VOA Site Visit Rubric (KM)
- Review Fall NWEA MAP scores (KM through Director's Report)

JANUARY

- Mid-year reflection, what is going well with the board and what areas does the board need to improve upon (MF)
- Review By-Laws (MF)
- Review Open Meeting Law (MF)

FEBRUARY

- Review school finance and early draft of 2019-2020 budget (KM and Judith Darling)
- Provide the Compensatory Funding plan for board review (KM through Director's Report)

MARCH

- Data Practices training (KM)
- Provide the WBWF report for board review (KM through Director's Report)

APRIL

- Assess how we have done with training, evaluating and appreciating our employees and board members
- Review Spring NWEA MAP scores (KM through Director's Report)

MAY

- Review VOA Spring Site Visit
- Review progress on Literacy Plan (KM through Director's Report)

JUNE

- Conduct the board performance evaluation
- Review progress on Compensatory Title programming progress (KM through Director's Report)

KEY: Finance = FIN
 Academics = AC
 VOA = VOA

Governance = GOV
 Operations = OPS
 Strategic Plan = SPL

JULY		COD	AUGUST		COD
		E			E
Seat new members	MF	GOV	Student Assessment Calendar	KM/D R	AC
Robert's Rules of Order	MF	GOV	Review MCA results	KM/D R	AC
Governance vs management	MF	GOV	School security overview	KM, SK	OPS
Roles, responsibilities, boundaries	MF	GOV	Review Strategic Plan	MF, MF, KM	SPL
Trust and efficiency	MF	GOV	Introduce staff and BOD members		
Board Training Calendar	MF	GOV			
The Board Evaluation Process	MF	GOV			
Public relations at BOD level	MF	GOV			
Review VOA expectations	MF	VOA			
SEPTEMBER		COD	OCTOBER		COD
		Gr K			Gr 1
Student enrollment process	KM	OPS	Overall special education review	MK	AC
Marketing Plan	KM	OPS	(disability overview, legalities, WLA staffing, funding streams)		OPS
How enrollment drives dollars	JD	FIN	Review VOA expectations	MF	FIN
Various funding sources	JD	FIN			VOA
Literacy Plan	KM/D R	AC			
NOVEMBER		COD	DECEMBER		COD
		Gr 2			Gr 3
Understanding audit results	KDV KM/D	FIN	Harassment & Civil Rights training		GOV
Annual Report	R	AC	VOA Formal Site Visit results	KM KM/D	OPS
Review Strategic Plan	MF	SPL	Fall NWEA MAP scores	R	AC
JANUARY		COD	FEBRUARY		COD
		Gr 4			Gr 5
Mid-year reflection, strengths of the BOD, challenges of the BOD	MF	GOV	Draft financial plan for 2019-2020	KM, JD KM/D	FIN
Review By-Laws	MF	GOV	Compensatory funding plan	R	AC
Review Open Meeting Law	MF	GOV	Review Strategic Plan	MF	SPL
Review Charter School Statute	MF	GOV			
Review VOA expectations	MF	VOA			
MARCH		COD	APRIL		COD
		Gr 6			Gr 7

Data Practices training	KM	GOV	Assess BOD and teacher training,	MF,	GOV
World's Best Work Force	KM/D	AC	evaluations, and appreciation	KM	
	R		Spring NWEA MAP results	KM/D	
			Review VOA expectations	R	AC
				MF	VOA
MAY	Gr 8	COD	JUNE	COD	COD
		E		E	E
VOA Informal Site Visit results	KM	OPS	BOD performance evaluation	MF	GOV
	KM/D			KM/D	
Progress on Literacy Plan	R	AC	Progress on Title programming	R	AC
Review Strategic Plan	MF	SPL			

RETURNING TEACHERS 2018-2019 SCHOOL YEAR

(Additional agreements will be presented at the June board meeting.)

NAME	ASSIGNMENT
Purinton, Monica	Kindergarten
Barthel, Ashley	Kindergarten
Engelsgjerd, Megan	Kindergarten
Nelson, Katie	Grade 1
George, Claudia	Grade 1
Iwasko, Alex	Grade Level TBD
Cooper, Ellen	Grade 3
Koerner, Ashlee	Grade 3
Walsh, Megan	Grade 4
Schrandt, Casidee	Grade Level TBD
Cappelen, Kelly	Special Education
Erickson, Jess	Middle School Math
Skordahl, Jolene	Physical Education/Health
Alvarado, Lorena	Spanish
Grubisch, Katie	Grade Level TBD

2018-2019 SCHOOL YEAR AND SUMMER AGREEMENT BETWEEN
THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE GREATER TWIN
CITIES AND THE WOODBURY LEADERSHIP ACADEMY

TERM: Beginning September 1, 2018 through August 31, 2019 with review by the Director of the Woodbury Leadership Academy and representatives from The Young Men's Christian Association of the Greater Twin Cities.

PURPOSE: The Woodbury Leadership Academy (WLA) shall provide space for School Age Care (SAC) activities to The Young Men's Christian Association of the Greater Twin Cities (YGTC).

MUTUAL AGREEMENTS:

1. It is the intent of the YMCA to provide Before and After School Care (SAC) on days when school is in session, Full Day Release Day Care activities when school is not in session, and Full Day Summer Child Care activities over the summer break.
2. WLA shall provide appropriate space as may be determined between the Director of WLA and the YMCA for a period starting on September 1, 2018 through August 31, 2019, with time allowed for family nights* and program set up and take down around the school year calendar. Program hours will be as follows:

Before Care: 6:30 a.m. – until school starts

After Care: After school – until 6:00 p.m.

Release Day Care: 7:00 a.m.-6:00 p.m.

Summer Program: 7:00 a.m.-6:00 p.m.

* Family nights may go past 6:00 p.m. time with prior arrangement through YGTC and WLA.

3. Daily fee schedule and contract terms for participants will be determined yearly by the YMCA.
4. The YMCA reserves the right to cancel the program due to low enrollment after working with the school on promotion.
5. WLA shall provide the normal custodial and maintenance services for the space occupied by the YMCA. The YMCA will close their area and pick up daily.
6. The YMCA shall make arrangements directly with the respective lead custodian and Director of WLA for the storage of program materials.

2018-2019 SCHOOL YEAR AND SUMMER AGREEMENT BETWEEN
THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE GREATER TWIN
CITIES AND THE WOODBURY LEADERSHIP ACADEMY

7. The YMCA agrees to reimburse WLA for the cost of repairing any damages caused by negligent use of the building by the YGTC program.
8. The Director of WLA will serve as the school liaison to YGTC programs.
9. The YGTC will develop promotional materials and WLA will assist in promotion of the YGTC programs.
10. Parent evaluations will be conducted through the YMCA at least once a school year.
11. WLA will provide the YMCA program with to access to wireless. WLA will also allow the YMCA program to use the gymnasium designated area when available.
12. WLA will provide the YMCA program with appropriate keys to access the building and storage areas.
13. Team members involved in the operation of the program will be employees of the YMCA. The YMCA agrees to comply with all applicable laws, including insurance liability and workers compensation laws.
14. The YMCA agrees to release, hold harmless and indemnify WLA, its individual Board of Education members, all employees, demands, action or causes of action, of any kind; arising out of or resulting from the negligent acts or omissions of the YMCA. To the extent authorized by law, statutes, and constitution of the State of Minnesota, this does not extend to any personal injuries caused by Woodbury Leadership Academy as a result of any defect in, condition of, or failure by WLA to provide physical maintenance of its school facilities.

WLA, its individual Board of education members, all employees, agrees to release, hold harmless and indemnify the YMCA, its' directors, officers, employees demands, actions or causes if action, of any kind; arising out of or resulting from the negligent acts or omissions of WLA.

The YMCA agrees to provide its own public liability insurance coverage at an amount not less than One Million dollar of liability coverage and the YMCA shall name WLA as an "additional insured" on its insurance policy and, furthermore, shall provide the school with a Certificate of Insurance delineating this contractual provision.

WLA agrees to provide its own public liability insurance coverage at an amount not less than One Million dollar of liability coverage or to provide evidence of self-insurance and WLA shall name the YMCA as and "additional insured" on its insurance delineating this contractual provision. If self-insurance applies, a letter

2018-2019 SCHOOL YEAR AND SUMMER AGREEMENT BETWEEN
THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE GREATER TWIN
CITIES AND THE WOODBURY LEADERSHIP ACADEMY

outlining the limit of coverage's for the third part liability shall be outlined and provided to the YMCA.

By: _____
Its: _____
Authorized Agent
The Woodbury Leadership Academy

By: Karen Larson
Its: CFO
Authorized Agent
Young Men's Christian Association
of the Greater Twin Cities

**LICENSED SCHOOL NURSE CONSULTATION VISITTS 2018 - 2019 RECEIVABLE
AGREEMENT**

THIS AGREEMENT made and entered into by and between HENNEPIN HEALTHCARE SYSTEM, INC., a public subsidiary corporation of Hennepin County, doing business as Hennepin County Medical Center ("HCMC"), 701 Park Avenue South, Minneapolis, Minnesota 55415-1676, and _____, hereinafter referred to as "PURCHASER" and collectively as the "PARTIES."

Witnesseth:

WHEREAS PURCHASER is seeking School Health Consultation Services.

WHEREAS, HCMC through MVNA's School Health Consultation Program, has demonstrated its School Nursing Services are suitable to the needs of the PURCHASER; and

WHEREAS the PARTIES need to define their respective rights and responsibilities;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the PARTIES agree as follows:

1. **TERM OF THE AGREEMENT**

HCMC agrees to furnish services to the PURCHASER during the period commencing: July 1st, 2018 and terminating on June 30th, 2019. The PARTIES may agree to renew this agreement subject to an annual review of terms and conditions, requiring the approval of both PARTIES.

2. **SERVICES TO BE PROVIDED**

HCMC will offer Licensed School Nurse Consultation Services, to be provided at a minimum of once per month during the academic year. (Services will be billed in 15minute increments with a minimum of 2 Hours billed per visit).

Services Offered:

The Licensed School Nurse guides schools in providing and promoting a safe and healthy learning environment with such services as:

1. Assessment of the school health program and written practice recommendations will be made on the initial visit to a school beginning services with us. This will be made through input from the school administrator, the special education coordinator and the person responsible for giving health assistance at the school.

2. In ongoing visits the Licensed School Nurse will help design individual programs to meet the needs of students and staff, guiding schools in compliance with federal and state requirements and availing them of best practices in the area of school health services including:

- a. First aid and minor illness management
 - b. Communications with staff and families related to health issues
 - c. Development and compliance of student health records
 - d. Filing state immunization reports
3. Individual student health planning for students with chronic and/or potentially life-threatening health conditions through development of emergency care plans and individual health plans
 4. Follow up educational activities with staff, student and family as needed and possible to meet the individual health needs required during school programming.
 5. Participation in special education assessments
 6. Participation in the development of plans for students with disabilities (504 plans)
 7. General staff training in areas of emergency medication administration and OSHA/Blood-borne pathogens/Employee Right-to-Know
 8. Referral to community resources

Frequency of nurse services range from twice weekly to monthly depending on the school size and need.

On-Site Classes Offered: (Highly recommended to be scheduled at the beginning of each school year)

General staff training in areas of

- Emergency Medication Administration
- OSHA/Blood-Borne Pathogens/Employee Right-to-Know

** Classes require a signed letter of understanding of the services being provided in order to reserve the date and time requested.

3. PAYMENT FOR SERVICES

Site Visit Consultations: \$112/hour with a 2 hour minimum. Additional time will be billed in 15 minute increments.

Off-Site Consultation: \$96.00/hour will be billed in 15 min increments

On-Site Classes: \$200 for each class. No class size restrictions.

Invoices will be sent monthly after the service/s has been provided. Payment terms are NET 30 days. PURCHASER agrees that any amount not paid within 30 days of invoice will carry the lesser interest rate of 1 ½% per month or the greatest amount permissible by law. Additionally, PURCHASER will pay all costs incurred to recover payments owed HCMC by PURCHASER.

4. INDEPENDENT CONTRACTOR

HCMC is and shall remain an independent PURCHASER for all services performed under this Agreement. HCMC shall secure at its own expense all personnel required in performing services under this Agreement.

5. INDEMNIFICATION

Each PARTY agrees to defend, indemnify, and hold harmless the other PARTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of PURCHASER, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of PURCHASER to perform any obligation under this Agreement.

6. INSURANCE

A. HHS is a public corporation operating as a subsidiary of Hennepin County pursuant to Minnesota Statutes section 383B.901. Pursuant to Minnesota Statutes section 383B.923, HCMC participates in the self-insurance program established by Hennepin County under Minnesota Statute Section 383B.155 and resolutions of the Hennepin County Board of Commissioners for general, automobile, professional, employment practices, public officials' liability exposures, workers' compensation and employer's liability. The tort liability limits for municipalities in the State of Minnesota pursuant to Minnesota Statute Section 466.04 are \$500,000 per claimant and \$1,500,000 for more than one claimant in a single occurrence.

- B. Purchaser agreed to maintain General Liability and Property Insurance that meets reasonable industry standards.
- C. Duty to Notify. PURCHASER shall promptly notify HCMC of any claim, action, cause of action or litigation brought against PURCHASER, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement. PURCHASER shall also notify HCMC whenever PURCHASER has a reasonable basis for believing that PURCHASER and/or its employees, officers, agents or subcontractors, and/or HCMC, might become the subject of a claim, action, cause of action, criminal arrest, criminal charge or litigation arising out of and/or related to the services contained in this Agreement. Failure to provide the notices required by this section is a material violation of the terms and conditions of this Agreement.

8. CONFIDENTIAL INFORMATION

- A. PARTIES acknowledge that during the term of this Agreement, PARTIES may have access to trade secrets, proprietary information, and confidential information. PARTIES agree to protect and preserve the confidential and proprietary nature of each other's confidential and/or proprietary information and shall not disclose such information to any other person or entity, except to the extent required to carry out the duties and responsibilities set forth in this Agreement, or as may be otherwise required by law.
- B. HHS acknowledges and that it is a Covered Entity, as defined by the Health Insurance Portability and Accountability Act (HIPAA). As such HHS and its personnel comply with protected health information privacy and security requirements under applicable federal and state law. Additionally, HHS is subject to the Minnesota Data Practices Act.

9. TERMINATION

This Agreement may be canceled with or without cause by either party upon thirty (30) day's written notice.

10. MISCELLANEOUS

- A. SUCCESSOR: HCMC binds itself, its partners, successors, assigns and legal representatives to PURCHASER for all covenants, agreements and obligations contained in the contract documents.
- B. MERGER AND MODIFICATION: It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.

- C. **AMENDMENT:** Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties.
- D. **SURVIVAL OF PROVISIONS:** Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement include but are not limited to: SERVICES TO BE PROVIDED (as to ownership of property); INSURANCE; CONFIDENTIAL INFORMATION; DEFAULT AND CANCELLATION; PROMOTIONAL LITERATURE; and GOVERNING LAW.
- E. **CONTRACT ADMINISTRATION & NOTICES:** In order to coordinate the services of HCMC with the activities of Hennepin County Medical Center so as to accomplish the purposes of this Agreement

HCMC Contract Liaison:

Jill Johnson

Supervisor School Nurse Consultation

Hennepin County Medical Center / MVNA

2000 Summer Street NE, Minneapolis, MN 55413

jill.johnson2@hcmcd.org

612-617-4728

PURCHASER Contract Liaison:

- F. **COMPLIANCE WITH LAWS:** The PARTIES shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances in connection with this Agreement.
- G. **CONFLICT OF INTEREST:** PARTIES affirm that to the best of PARTIES knowledge, PARTIES's involvement in this Agreement does not result in a conflict of interest with any party or entity which may be affected by the terms of this Agreement. PARTIES agree that, should any conflict or potential conflict of interest become known to either PARTY, PARTY will immediately notify each other of the conflict or potential conflict.
- H. **PROMOTIONAL LITERATURE:** PURCHASER agree, to the extent applicable, to not use the term "HCMC" or "MVNA" or any derivative in any promotional literature, advertisements of any type or form or client lists without the express prior written consent of HCMC.

- I. **GOVERNING LAW:** The Laws of the State of Minnesota without giving effect to its conflict of law principles govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within Hennepin County, State of Minnesota or in the appropriate federal court within the State of Minnesota.
- J. **SEVERABILITY:** If any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions are not affected or impaired in any way.
- K. **NON-SOLICITATION OF EMPLOYEES:** PARTIES recognizes that each PARTY has a valuable employment relationship with its employees, and the PARTIES agree not to interfere with that relationship during this Agreement or the following twelve (12) months thereafter; and will not offer to employ, either directly or indirectly, any staff or personnel of PARTIES, or hire or otherwise engage any corporation, partnership or other entity affiliated with such individual, without PARTY's consent.

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May 10, 2018

Members of the Board of Directors
Woodbury Leadership Academy, Charter School No. 4228
Woodbury, Minnesota

We appreciate the opportunity to work with you and the staff at the Woodbury Leadership Academy over the past 3 years to conduct your annual financial audits. This has been a successful working relationship because we have spent a great deal of time understanding how your school operates and you have a good understanding of how we complete our audit. As a result, we have been able to achieve a process that is mutually beneficial and efficient to both parties.

We also understand that because of the very challenging economic conditions, schools are expected to do more with less. As a result, we are proposing modest increases over the next three years. This will allow us to continue a relationship that has provided both parties with outstanding results.

Our fee for these services will be as follows:

<u>Current Contract</u>	<u>Audit</u>
2018	\$ 9,000
2019	9,200
2020	9,400

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Factors that may affect the above fees would be if a Single Audit were required or if new audit or accounting standards are issued that add significant time to the process.

Attached to this proposal is our "People + Process = Going Beyond the Numbers" message. Through our processes, we strive in making our audits better each year through improving audit efficiency, while maintaining the highest quality service throughout the audit. This starts in the planning stages of the audit through the presentation to the School Board. In addition, we are available throughout the year for questions that arise without additional charges.

We appreciate the opportunity to continue service with the School and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return a copy to our office. If you have any questions, please contact me at 952-715-3004.

Very truly yours,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants



Brad J. Falteysek, CPA
Governmental Services Partner

RESPONSE:

This letter correctly sets forth the understanding of the Woodbury Leadership Academy, Charter School No. 4228, Woodbury, Minnesota.

Signature: _____
School Board Chair

Date: _____

Welcome to ABDO, EICK & MEYERS, LLP

"The investments into our People and Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable."

Steve McDonald - Managing Partner



**People
+ Process[®]**
**Going
Beyond the
Numbers**

People

Hire

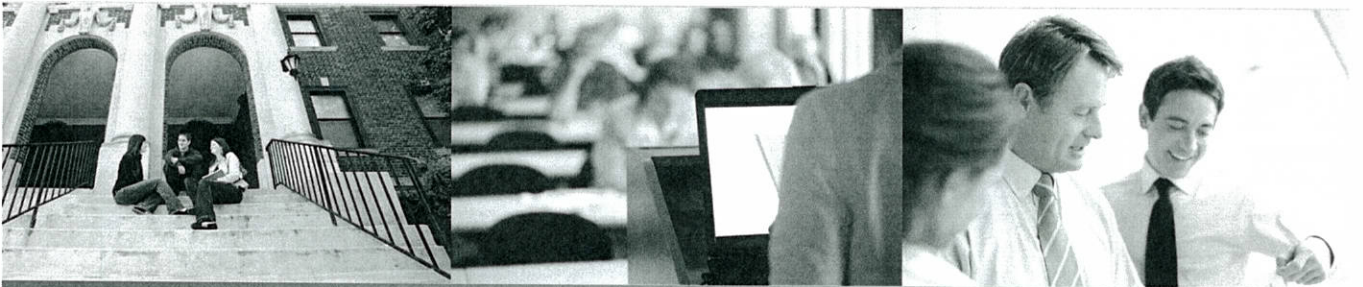
We focus recruiting efforts on Minnesota state colleges and universities. Innovative recruiting strategies, including a strong social media presence, allow us to attract top talent.

Train

We've invested in a state-of-the-art, on-site training facility and a full-time Learning Director to ensure our team is prepared to exceed your expectations.

Reward

We focus on client results and reward our team based on specific goals, not hours billed.



Process

Listen

Our process begins with listening. We invest time to better understand your goals and challenges.

Engage

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your organization.

Deliver

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.



Going Beyond the Numbers



CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 30, 2018

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA and an examination of a SOC 2 service organization.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick & Meyers, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Brady Martz". The signature is written in a cursive, flowing style.

Brady Martz and Associates, P.C.

Woodbury Leadership Academy

	Actual	Proposed Budget	Proposed Budget
Enrollment	2016-2017	2017-2018	2018-2019
Students Grades K	52	51	60
Students Grades 1	58	55	57
Students Grades 2	34	54	53
Students Grades 3	31	40	53
Students Grades 4	35	25	35
Students Grades 5	25	28	25
Students Grades 6	7	6	13
Students Grades 7	8	0	5
Students Grades 8	0	0	8
Total Headcount (ADM)	251	259	309
Total WADM	253	259	312
	253	259	312

Revenues	2016-2017	2017-2018	2018-2019
General Education Revenue	\$1,682,035	\$1,695,769	\$2,164,554
Building Lease Aid	\$0	\$14,430	\$409,442
Long-term Facilities Maintenance	\$8,591	\$21,795	\$41,131
Special Education	\$264,697	\$227,660	\$250,276
Federal CSP Grant	\$165,298	\$0	\$0
Title II and Other Federal Aids	\$15,179	\$5,018	\$2,300
Other State Aids (Endowment, Literacy)	\$8,984	\$35,418	\$33,288
Other (Student Fees, Fundraising)	\$10,822	\$21,950	\$18,500
Donations, Give to the max	\$3,114	\$25,333	\$0
Miscellaneous	\$1,238	\$6,675	\$2,100
Total General Fund Revenues	\$2,159,958	\$2,054,047	\$2,921,592
	2,159,958	2,054,047	2,921,592

Expenditures	2016-2017	2017-2018	2018-2019
100's Salary	\$880,523	\$816,922	\$1,019,982
200's Benefits	\$195,927	\$212,573	\$269,008
370 Building Lease (Base Rent)	\$29,492	\$16,033	\$569,419
300's Purchased Services (Includes Transportation in 2018-2019 but less Janitorial)	\$451,172	\$751,848	\$751,871
400's Supplies	\$36,970	\$72,437	\$113,600
500's Capital & Technology	\$11,307	\$5,000	\$32,000
Other (primarily Dues & Memberships)	\$25,609	\$31,945	\$39,900

Woodbury Leadership Academy

	Actual	Proposed Budget	Proposed Budget
Special Ed	\$282,863	\$241,676	\$265,900
Title II and Other Federal Aids	\$15,179	\$5,018	\$2,300
Federal CSP Grant	\$166,547	\$0	\$0
Total General Fund Expenditures	\$2,095,589	\$2,153,452	\$3,063,981
	<small>\$2,095,589</small>	<small>\$2,153,452</small>	<small>\$3,063,981</small>
Fund Balance Change	\$64,369	(\$99,405)	(\$142,389)
Beginning Fund Balance	\$410,862	\$475,231	\$375,826
Ending Fund Balance	\$475,231	\$375,826	\$233,437
Fund Balance % - Gen Fund	22.7%	17.5%	7.6%
	<small>22.7%</small>	<small>17.5%</small>	<small>7.6%</small>

Community Service	2016-2017	2017-2018	2018-2019
Revenues/Transfers In	\$240	\$2,000	\$2,100
Expenditures/Transfers Out	\$230	\$2,250	\$2,100
Fund Balance Change	\$10	(\$250)	\$0
Beginning Fund Balance	\$127,048	\$127,058	\$126,808
Ending Fund Balance	\$127,058	\$126,808	\$126,808
	<small>\$127,058</small>	<small>\$126,808</small>	<small>\$126,808</small>

Budget Summary – All Funds	2016-2017	2017-2018	2018-2019
Revenues/Transfers In	\$2,160,198	\$2,056,047	\$2,923,692
Expenditures/Transfers Out	\$2,095,819	\$2,155,702	\$3,066,081
Fund Balance Change	\$64,379	(\$99,655)	(\$142,389)
	<small>\$64,379</small>	<small>(\$99,655)</small>	<small>(\$142,389)</small>

Fund Balance Summary	2016-2017	2017-2018	2018-2019
Beginning Fund Balance	\$537,910	\$602,289	\$502,634
Change in Fund Balance	\$64,379	(\$99,655)	(\$142,389)
Ending Fund Balance	\$602,289	\$502,634	\$360,245
	<small>\$602,289</small>	<small>\$502,634</small>	<small>\$360,245</small>