

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Wednesday, December 19, 2018

5:30 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125

GYM

Meeting: Board of Directors Regular Meeting

Date: Wednesday, December 19, 2018

Time: 5:30 P.M.

Location: Woodbury Leadership Academy 8089 Globe Dr. Woodbury Mn 55125 - Gym

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 & Board Clerk)
2. **WLA Mission, Vision and Strategic Goals** (Activity)
3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)
 - 3.1. Approval of meeting agenda
Motion: _____ 2nd: _____ Vote: _____
 - 3.2. Approval of November 28, 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. **Board Training/Presentations**
 - 6.1. Harassment & Civil Rights Training (Dr. Mortensen)
7. **Board and Administration Reports**
 - 7.1. Board Report (Presenter: Mandi Folks, Board Chair)
 - 7.2. Executive Director Report (Presenter: Dr. Mortensen)
 - 7.3. Finance Committee (Presenter: Jess Erickson, Treasurer)
 - 7.3.1. Accept November 2018 financial statements and finance committee meeting minutes
Motion: _____ 2nd: _____ Vote: _____
 - 7.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 7.4.1. Accept December committee meeting minutes and 2nd Reading of Policies of 201.1, 533, 540 and 541
Motion: _____ 2nd: _____ Vote: _____
8. **Board Discussion and Business** (Presenter: Mandi Folks, Board Chair)
 - 8.1. Ratify employment agreements
 - 8.2. BerganKDV Contract
 - 8.3. Facilities Committee Charge
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: Wednesday, January 23, 2019
Time: 5:30 P.M.
Location: 8089 Globe Dr. Woodbury, MN - gym
 - 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 November 28, 2018

Directors Present: Jessica Erickson, Mandi Folks, Shannon Kelly (late arrival), Ro Krejci, Jason Livingston, Jolene Skordahl

Directors Absent: Claudia George

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

Others in Attendance: None

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:30 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission, Vision and Strategic Goals

Ms Erickson read the WLA Mission and Vision Statements and a Strategic Goals summary statement.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved "to amend agenda item 7.3.1 to remove 'finance committee meeting minutes' and add 'amend 2018-2019 budget'." Seconded by Ms Erickson. Motion passed unanimously.

3.2 Approval of October 24, 2018 meeting minutes and October 4, 2018 workshop minutes

Ms Krejci moved "to approve the October 24, 2018 meeting minutes and the October 4, 2018 workshop minutes." Ms Erickson seconded. 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. Board Training/Presentations

6.1 Review VOA Expectations

Ms Folks provided an overview of the role of Volunteers of America, the school's authorizer, stating that they are our partner to help WLA grow and improve as a school. She reminded board members that the primary purpose of a charter school is to improve pupil learning and student achievement. She noted 5 main areas of authorizer oversight:

- Academic Performance
- Fiscal Management
- Board Governance
- Management Operations
- Legal Compliance

There was discussion of VOA's role in holding the school accountable in these areas. Ms Folks shared that VOA conducts onsite visits in the fall and spring, as well as occasionally attending Board meetings, and makes recommendations for improvements in these areas. Inclusion of a training agenda item at each Board meeting was a VOA recommendation. Ms Krejci stated that she receives ongoing requests for information from VOA during the year.

Shannon Kelly joined the meeting at 5:50 PM.

7. Board and Administration Reports

7.1 Board Report

Ms Folks suggested the Board read and discuss "Why Knowledge Matters," written by Ed Hirsch, the creator of Core Knowledge. Members agreed and books will be ordered for all.

She encouraged members to view the lighted Woodbury Leadership Academy building sign and shared that a WLA plaque will be added to the monument sign at the entrance off Hudson Road. She acknowledged parent Kacie Paine for her help in getting the signage in place.

The board meeting attendance sign-in sheet was discussed. It was decided to discontinue the use of a sign-in sheet as it had no relevant purpose.

Ms Folks reported that Bruce Sorenson from Piper Jaffrey attended the November Finance Committee meeting and presented information on bond financing. She distributed and reviewed highlights of a handout of the educational presentation. Bond financing is one of several funding options that could be used to finance the purchase of a building in the future.

7.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report, including enrollment status and the open enrollment period for 2019-20 which runs December 3rd to January 31st. She asked the Board to consider closing enrollment for grades 6-8 so administration and staff can focus on meeting the needs of current students in those grades. There was discussion.

A folder with an Administrative Assistant contract and job description was passed for board member review. Ms Mortensen shared that she is considering adding a Behavior Manager position and will ask the Board for approval if the need is determined. A fourth SpEd para position which was

included in the budget has been posted and this position may be able to absorb some of the behavior management needs.

Ms Mortensen reported that the Give to the Max campaign successfully raised \$6,485 and shared plans for utilizing the funds.

There was further discussion about closing enrollment in the Middle School.

Ms Krejci moved “to close enrollment for grades 6, 7 and 8 for the remainder of the 2018-19 school year.” Seconded by Ms Skordahl. Motion passed unanimously.

7.3 Finance Committee Report

At Ms Erickson’s request, Ms Darling reported the Finance Committee met and discussed bond financing and the proposed amended 2018-19 budget. She reviewed changes in the proposed budget which is based on 385 ADM. She explained the proposed revision results in a surplus which increases the fund balance amount, yet decreases the fund balance percentage. Lease aid has not yet been approved by MDE so payments are not yet being received, but no cash flow issues are foreseen.

Ms Erickson reported the committee also reviewed the Finance Committee charge and the Fund Balance policy, which is also under review by the Governance Committee.

7.3.1 Accept Financial Statements and Amend 2018-2019 Budget

Ms Krejci moved “to accept the October 2018 financial statements.”

Seconded by Ms Kelly. Motion passed unanimously.

Ms Erickson moved “to revise the 2018-19 budget as presented with General Fund revenue of \$3,660,609 and General Fund expenditures of \$3,562,016, along with Community Service revenues of \$2,100 and Community Service expenditures of \$32,530. Seconded by Ms Krejci. Motion passed unanimously.

7.4 Governance Committee

Ms Krejci reported the committee met on November 14th and discussed request to review policies addressing tobacco use, student dress and fund balance. These policies will be brought to the Board for first reading status. They also discussed the policies addressing purchasing and student cell phone use, which are currently under first reading status. Ms Krejci will compile a list of policies currently in first reading status and distribute to the Board.

7.4.1 Accept Committee Meeting Minutes

Ms Krejci moved “to accept the November committee meeting minutes and first reading notice of policies 540 Student Dress, Appearance and Uniform 419 Tobacco-Free Environment and 714 Fund Balance Policy.” Seconded by Ms Erickson. Motion passed unanimously.

Second reading notice of policy 701 Purchasing, Procurement and Contracting will be deferred until the next meeting.

8. Board Discussion and Business

8.1 Ratify Employment Agreement

Ms Krejci moved “to ratify the employment agreement.” Seconded by Ms Kelly. Motion passed unanimously.

8.2 Acceptance of Give to the Max Donations

Ms Krejci moved “to accept the Give to the Max donations of approximately \$6,400.” Seconded by Ms Erickson. Motion passed unanimously.

8.3 Facilities Committee Charge

Mr Livingston and Ms Kelly will review the prior Facilities Committee charge and bring a draft charge to a future meeting. There was discussion as to how the Facilities Committee should operate in conjunction with the Finance Committee and if it should be a standing Board committee or an ad hoc committee.

8.4 Enrollment

Enrollment was addressed as part of the Director’s report. No further action needed.

8.5 Reimbursement Rule - resolution

Ms Folks explained that the purpose of a Reimbursement Resolution: if in the future, the school would incur facility related expenses, having the resolution in place would allow the school to wrap the up front costs into the project costs and be reimbursed through the project financing. Ms Darling will bring required wording for the resolution to the next meeting.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items - Reflection

Board members reflected on the meeting. A strategic planning session will be held in January. The inclusion of a Strategic Goals statement in agenda item 2 was discussed.

10. Housekeeping

10.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting and training is scheduled for Wednesday, December 19, 2018 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10.2 Delegation of Public Comment

There was no public comment to delegate.

11. Adjournment

11.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:35 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, DECEMBER 19, 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 12/15/2018, we continue to have 398 students enrolled for the 2018-2019 school year. We also continue to have waiting lists and offers out.
- Our open enrollment process started on December 1st and close on January 31st. We are continuing with planning for the January open houses.

Provide leadership and monitor continuous school improvement

- The MN Department of Education has begun their audit of our special education services, and have pulled nine files to review. This is a regular audit that is conducted on three year cycles. Special Education Director, Mary Kelly expects the audit to go smoothly.

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

- Board meeting November 28, 2018
- November Governance meeting on December 12, 2018

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 Curriculum Team met on December 17th. We reviewed the MN state academic standards for the arts, and determined which grade levels are covering each standard. We also reviewed the curriculum maps and pacing guides.
- On December 11th, I met with Andrew Adleman, and various other staff members at Designs for Learning in St. Paul. We discussed WLA special education services provision, and English Learner services.
- Kylie will be pushing into classrooms in grades K-4, and I'll be pushing in to grades 5-8 to do instructional coaching.

III. Financial Management

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

- A Facilities and space planning meeting was held on December 4th, and there was a Finance Committee meeting on December 13th. At those meetings, teams discussed different situations based on expected ADM. The recommendation from team members as well as from me, will be to contain WLA to the first two floors of our current building, for the upcoming school year. We will also be determining what building improvements we will make for the upcoming school year. (re-defining the office hub area, adding a nurse's restroom, a staff bathroom, a deep sink for dishwashing, re-configuring some classrooms, and adding a back hallway between the current gym space and the kindergarten hallway)
- The Summer School Extended School Year grant was submitted to MDE on December 14, 2018. We anticipate approval for running a half day summer school program for three weeks in June. I met with a large group of teachers who shared their ideas and who would like to teach various versions of summer school, depending on the grade levels of the students. However, this grant application only covers costs through June 30th, 2018. We may be considering additional summer school sessions to be conducted after July 1st.

IV. Human Resource Management

Provide staff supervision and conduct/oversee annual performance appraisals, which includes three formal observations, one per trimester, for each instructional staff member, including special education and educational assistants

- We have hired two special education para professionals for open positions. Both of these position is in the budget. I mentioned at the last Board meeting that I may be asking to add another para professional to assist with behaviors, which would have been an additional expense for WLA, however, I will not be asking for such. The fourth para professional will be spending half of her day with specific students, and the other half of her day to assist the Dean of Students with implementing behavior plans, and/or supervising detentions.

Oversee conflict resolution and all other personnel matters

- No issues at this time

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- Kelly Cappelen conducted another round of CPI training on December 10th. Nine staff members have now been trained.

Oversee development and implementation of student/parent activities

- I am now regularly meeting with a parent group, to address various concerns. In January we will resume "Coffee with the Director" to elicit additional ideas, and so that I can continue to gather feedback on how we are doing business.

VI. Communications Management

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

- The Technology Committee met on December 6, and decided to purchase additional computers for student use. While teachers requested that our computers on wheels, (COWs) be divided up among classrooms, they are now missing the opportunity to reserve COWs in order to have full classroom sets. Thus, we will be adding new computers so that teachers will have classroom sets per grade level in K-4.
- The VOA SLT meetings (conference calls) were held on December 7, 13, 18 and 19, to discuss plans for the upcoming VOA Charter School Conference. Part of the conference will be a panelist presentation on School Safety and Crisis Management. Representatives from county law enforcement, homeland security and the MN Department of Public Safety will serve on the panel. WLA board member Shannon Kelly will also be serving on the panel, along with a public relations company that will speak to communications before, during, and after a crisis event. Both myself and Kylie Griffith will be attending the two-day conference in January. The conference is being held locally and VOA is covering expenses for participants.
- We will have our first “Mix It Up!” day on December 20th. This is a return to a very enriching and fun tradition that WLA students have previously experienced.
- The Winter Music Share was held on December 13th. Students enjoyed performing, many staff members were present, and we had a greater than expected turn-out. Challenges largely resulted from space issues. However, plans are being made to make radical changes for the Spring Music Share. Also, just prior to the Winter Music Share, we hired Kristen Rice as a consultant, to assist and coach our music teacher, Elizabeth Trites. Kristen is a former music teacher from WLA with a reputation for being adept with embedding state music standards into the Core Knowledge curriculum, and with facilitating strong music performances. Kristen and Elizabeth will be collaborating on how to make improvements in our music program. Of special note, is that Kristen has respect for the education and abilities that Elizabeth has, but notes that can be tricky to combine the state standards with the CK curriculum.



Meeting: Governance Committee Regular Meeting

Date: Wednesday, December 12, 2018

Time: 4:10 P.M.

Location: Woodbury Leadership Academy School – 8089 Globe Dr., Woodbury, MN 55125 - Conference Room



Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order

Roll Call - All committee members were present. No others were in attendance

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 Review and Discussion - a request has been received to review policy 302. Kathy will follow up with those who requested and report back at the next committee meeting.

Recommendations to the BOD - 2nd reading recommendation at the next BOD meeting of the following policies 201.1, 540, 533 and 541.

Status Update

Recommendation for Next WLA BOD meeting

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting (third Wednesday of the month, unless stated otherwise)

Date: Wednesday, January 9, 2019

Time: 4:10 P.M.

Location: 8089 Globe Dr. Woodbury, MN 55125 - Conference Room

Adjournment

Adjournment

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

WOODBURY LEADERSHIP ACADEMY

Adopted: October 25, 2016

Amended August 22, 2017

201.1: BOARD OF DIRECTORS ELECTION

I. PURPOSE

The Woodbury Leadership Academy (WLA) Board of Directors recognizes it represents the interests of the entire community in the governance of student achievement and fiscal management. To effectively represent the community, the Board of Directors recognizes the importance of a sound election process. Therefore, the Board of Directors establishes this policy for the board member election process.

~~The Board of Directors (“Board”) shall be composed of up to nine (9) members. Each member shall serve for a three (3) year term or until the member dies, resigns, is removed or the term otherwise expires as provided by law or by WLA Bylaws. The composition of the Board of Directors shall be in compliance with Minnesota Open Meeting Law.~~

II. GENERAL STATEMENT

The WLA Board of Directors (“Board”) shall be composed of up to nine (9) members ~~as outline in the WLA Bylaws~~. Each board member shall serve for a ~~staggered~~ three (3) year term or until the member dies, resigns, is removed or the term otherwise expires as provided by law or by WLA Bylaws. ~~The composition of the Board of Directors shall be in compliance with Minnesota Open Meeting Law.~~

- ~~A. Elections shall be held annually during the month prior to the regular June Board meeting.~~
- ~~B. The Board shall appoint three (3) election officials at the February Board meeting.~~
- ~~C. Election officials shall be individuals who are not nominated candidates for the Board and have no family member nominated for the Board.~~
- ~~D. One or more election officials will be responsible for verifying receipt of all ballots and for keeping ballots secured in a locked box until counting.~~
- ~~E. All election officials work to count all ballots and resolve any ballot disputes.~~
- ~~F. Counting results are shared with Board Chair and all voting and ballot records are given to the Board at the regular May board meeting.~~

~~III. NOMINATIONS FOR BOARD OF DIRECTORS~~

~~Beginning ninety (90) days in advance of WLA's July annual Board meeting, the Board of Directors will solicit nominations for all of the Board member positions that will be filled at the annual board meeting in July. A Self-Nomination Application form will be considered valid if received by the nomination deadline and the applicant meets all of the requirements as outlined in WLA Bylaws.~~

~~IV. VOTING ELIGIBILITY~~

- ~~A. Parents or legal guardians of a student enrolled at WLA shall have one vote.~~
- ~~B. All paid WLA staff shall have one vote.~~
- ~~C. All WLA community Board members shall have one vote.~~
- ~~D. No one may have more than one vote.~~
- ~~E. All eligible voter names will be compiled onto an election checklist used during ballot counting to verify one vote per person.~~

~~V. INVALID BALLOTS~~

~~Invalid ballots will be kept separate and tallied at the end for reporting to the Board.~~

~~Reasons for invalid ballots include:~~

- ~~● No name or signature on privacy envelope~~
- ~~● Ineligible voter~~
- ~~● Not an official ballot~~
- ~~● Ballot received after the deadline~~
- ~~● Marking too many candidates.~~
- ~~● **Note:** *If the intent is clearly marked on the ballot sheet and the election officials unanimously agree on the validity of the ballot, it will be considered valid.*~~

~~V. DETERMINING THE ELECTION WINNERS~~

- ~~A. The nominees for each seat with the highest number of votes is the winner.~~

- ~~B. In the event of a tie, the Board shall hold a tie-breaking vote.~~
- ~~C. The vote tallies for each candidate will be certified at the regular board meeting in May.~~
- ~~D. Disputed ballots shall only be considered valid if all election officials reach a unanimous agreement over the dispute.~~
- ~~E. The Board Chair and the WLA Executive Director will be contacted with the results.~~
- ~~F. The Board Chair will contact all candidates to inform them of the results, thank them for their participation, and remind the winners of the date for their first meeting.~~
- ~~G. An election certification report will be filled out and given to the Board Chair.~~
- ~~H. All election ballots and election documents will be given to the Board for storage with the school records for a minimum one (1) year.~~

VI. CAMPAIGN GUIDELINES

If any campaigning guidelines are violated, the WLA Director will contact the candidate.

Permitted

WLA will only allow candidates to submit a prepared campaign statement and biography for distribution to its stakeholders. It is highly recommended that all candidates carefully prepare and submit this documentation that may be posted on the WLA school website and/or a hard copy will be distributed to stakeholders:

- Items in Candidate Statement and Biography should include:
- Biography highlights which may include educational experience, CM experience, committee appointments, volunteer work awards, and/or honors received.

Not Permitted

- Shall not print and distribute materials promoting or opposing a candidate using district resources.
- Shall not use school grounds or school events to promote or oppose a candidate.
- Signs advocating for or against candidates or ballot measures shall not be posited on district property in any area accessible for the general public or in classrooms.
- Publicly owned vehicles shall not be used to carry or display political material.
- Shall not pressure employees or Board members.
- Shall not use the school's internal mail or email system to communicate

campaign-related information.

- Smear campaigning will not be tolerated.

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

533 WELLNESS

~~[Note: All schools that receive funding from the federal school lunch program are required by the Child Nutrition and WIC Reauthorization Act of 2004 (“the Act”) to have a Wellness Policy that includes nutrition guidelines, goals for nutrition education, and physical activity to promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in the development of the wellness policy. The Act also requires a plan for measuring implementation of the policy and the designation of at least one person charged with operational responsibility for ensuring the school is in compliance with the policy. The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.]~~

I. PURPOSE

The purpose of this policy is to assure **that** the environment at Woodbury Leadership Academy (WLA) **is committed to providing school environments that** promotes and protects students’ health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. **WLA will engage students, staff, board members and families in developing, implementing, monitoring and reviewing the Wellness Policy.** ~~school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.~~
- B. **WLA will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.**
- C. All students in ~~grades K-8~~ will have opportunities, support, and encouragement to be physically active on a regular basis.
- D. **Foods and beverages made available on campus will meet the nutrition recommendations of the U.S. Dietary Guidelines of Americans.**
- E. ~~The school environment should promote and protect students’ health, well-being, and ability to learn by encouraging healthy eating and physical activity.~~

- ~~F. WLA encourages the involvement of students, parents, guardians, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.~~
- ~~G. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.~~
- ~~H. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.~~

III. GUIDELINES

A. Foods and Beverages – During Meal Time

~~{Note: The Act requires that schools have nutrition guidelines, selected by the school}, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.}~~

- a. WLA will schedule meal periods at appropriate times and provide students with sufficient time to eat.
- b. WLA will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- c. Students will be provided time to have access to hand washing or hand sanitizing before eating meals.
- d. A list of healthful meal items may be provided to families.
- e. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.

~~{Note: The Act requires that school's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools.}~~

B. Food and Beverages – Outside of Meal Time

- a. **Snacks:** Snacks during the school day or after school should make a positive contribution to student's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- b. **Celebrations:** WLA may limit celebrations/parties that involve food to special

events such as holidays and the last day of school. A list of healthful snack items may be provided to families.

C. Food and Beverages – Rewards

- a. The use of food or beverages as rewards for academic performances or good behavior is discouraged.
- b. The withholding of foods or beverages as a punishment is prohibited.

~~[Note: The Act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school determines is appropriate.]~~

D. Physical Activity

- a. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
- b. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
- c. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

IV. NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING

A. WLA will encourage students to:

- a. Follow a healthy eating pattern across their lifespan;
- b. Focus on variety, nutrient density and amount;
- c. Limit calories from added sugars and saturated fat and reduce sodium intake; and
- d. Shift to healthier food and beverage choices.

B. Students, staff and families will receive consistent nutrition messages throughout classrooms, gymnasium, and cafeteria.

C. WLA will allow marketing and advertising of foods and beverages that meet the Smart Snacks in School nutrition standards.

V. MONITORING AND POLICY REVIEW

- A. The governance committee will be responsible for monitoring and evaluation of this policy with input from all members.
- B. The administration ~~or designee will~~ ~~can~~ ensure **will monitor** compliance with the wellness policy and provide an annual report of Woodbury Leadership Academy's compliance with the policy to the school board upon request from the school board.
- C. WLA does not participate in federal Child Nutrition Programs, including the National School Lunch Program or the School Breakfast Program. If WLA decides to participate, we will be required to develop and implement a wellness policy as established by the Child Nutrition and WIC Reauthorization Act of 2004, and recently enhanced by the Healthy, Hungry-Free Kids Act of 2010 (HHFKA). Wellness policies can be integrated into the Whole School, Whole Community, Whole Child (WSCC) model for school health, and can help put into action several provisions of the Every Student Succeeds Act, including Title I and Title IV.

- 1. ~~All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.~~
- 2. ~~Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.~~
- 3. ~~Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~
- 4. ~~Woodbury Leadership Academy will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.~~
- 5. ~~Woodbury Leadership Academy will provide students access to hand washing or hand sanitizing before eating~~
- 6. ~~Woodbury Leadership Academy will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.~~

7. ~~Woodbury Leadership Academy will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~

B. ~~School Food Service Program/Personnel~~

1. ~~Woodbury Leadership Academy will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~
2. ~~Woodbury Leadership Academy shall designate an appropriate person to be responsible for Woodbury Leadership Academy's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.~~
3. ~~As part of Woodbury Leadership Academy's responsibility to operate a food service program, WLA will provide continuing professional development for all food service personnel in schools.~~

C. ~~Nutrition Education and Promotion~~

~~Nutrition education and promotion positively influences lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourages participation in school programs. Students and staff will receive consistent nutrition messages throughout classrooms, gymnasium, and cafeteria. Nutritional promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, guardians, students and the community.~~

~~Woodbury Leadership Academy will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.~~

~~Woodbury Leadership Academy will provide a list of healthy foods and beverages for celebrations, parties and classroom snacks.~~

~~D. Physical Activity~~

- ~~1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;~~
- ~~2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and~~
- ~~3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.~~

~~E. Communications with Parents and Guardians
may adapte~~

- ~~:~~ ~~Woodbury Leadership Academy recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.~~
- ~~:~~ ~~Woodbury Leadership Academy will support parents' and guardians' efforts to provide a healthy diet and daily physical activity for their children.~~

- : ~~Woodbury Leadership Academy encourages parents and guardians to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.~~
- : ~~Woodbury Leadership Academy will provide information about physical education and other school-based physical activity opportunities and will support parents' and guardians' efforts to provide their children with opportunities to be physically active outside of school.~~

IV. ~~IMPLEMENTATION AND MONITORING~~

~~[Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.]~~

- A. ~~This Wellness Policy will be implemented throughout Woodbury Leadership Academy.~~
- B. ~~School food service staff at WLA will ensure compliance within the school's food service areas and will report to the food service program administrator, or the Executive Director, as appropriate.~~
- C. ~~Woodbury Leadership Academy's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~
- D. ~~The administration or designee will ensure compliance with the wellness policy and will provide an annual report of Woodbury Leadership Academy's compliance with the policy to the school board.~~

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: July 26, 2018

540 STUDENT DRESS, APPEARANCE AND UNIFORM

I. PURPOSE

As a part of our focus on safety and academic excellence, students attending Woodbury Leadership Academy (WLA) are required to wear uniforms. The purpose of this policy is to minimize distraction, promote appropriate student behavior, alleviate peer pressure, and promote and encourage school spirit.

II. GENERAL STATEMENT OF POLICY

A. All WLA students are expected to be in school uniform each day, except for the designated “Free Dress Days” or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. This is a joint responsibility of the student and the student’s parent(s) or guardian(s). Please see the modesty guidelines detailed in this policy. WLA staff reserves the right to determine appropriateness of attire. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

B. The following disciplinary action may be used for uniform violations:

1. A written warning and communication via email or phone to guardian.
2. A written warning and detention or in-school suspension until appropriate attire is brought for the student.
3. Continued violations will result in a conference with administration.
4. Chronic violations will result in further administrative action.

****WLA will not provide uniform modifications for students who receive a uniform violation**

III. DEFINITIONS

- A. “Free Dress Days” students are permitted to wear clothing other than their school uniform.
- B. “Appropriate” clothing appropriate for the weather, activity (i.e. physical education or the classroom) that does not create a health or safety hazard.
- C. “Inappropriate” Clothing bearing a message that is, suggestive, lewd, vulgar, or

obscene. Apparel promoting products or activities that are illegal for use by minors is inappropriate. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Woodbury Leadership Academy's Harassment and Violence Policy is inappropriate. Any apparel or footwear that would damage school property.

- D. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.
- E. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- F. "Modesty" dress to prevent intentional exposure of the body. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for students. Violations of these guidelines will be treated as a uniform violation.
- Shorts/jumpers/skirts/skortis must be no shorter than fingertip length with relaxed arms
 - No underwear showing, bottoms are to be worn at the natural waist.
 - No bra straps, or cleavage may be showing.
 - No midriff may be showing.
 - Outfits, both uniform or non-uniform, that are too tight and/or too revealing, including leggings, jeggings and other tight fitting spandex pants are not to be worn. **In addition, items that are too loose such as sagging pants are not to be worn.** The latest fashion or fad may not fit the dress code. Bike shorts, leggings, or tights under skirts are strongly encouraged.

School Uniform Information

Grades K-8 Uniforms

Pants/Capris/Shorts: khaki or navy blue twill or corduroy

Jumpers/Skirts/Skortts: khaki or navy blue (jumpers must have school logo)

Shirts: Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo, “polo” style shirts (with collar), long or short sleeve—white or navy blue with school logo

Cardigans: navy blue with school logo

Sweater Vests: navy blue with school logo crew-neck

Pullovers (v-neck/fleece): navy blue with school logo and WLA hooded sweatshirt

Fleece zip ups: navy blue with school logo

Leggings or tights: solid colors white, gray, navy blue and black can be worn under school uniforms such as jumpers/skirts.

Shoes: Any dress shoe, casual shoe or athletic shoe that are closed toes are acceptable *No wedges/heels, flip flops, opened toed sandals, or shoes that have lights, sounds or rollers.*

WLA Middle School Students Uniforms (Grades 6-8)

Middle school students at WLA are permitted to wear any uniform appropriate wear above, but will also gain the additional color options.

Shirts: light blue and heather gray

Additionally, WLA middle school students (grades 6-8) are permitted to wear school sponsored spirit wear (t-shirts, sweatshirts, etc.) on any Friday. WLA hooded sweatshirts are approved to wear on any school day, but other spirit wear t-shirts may only be worn on Fridays.

The following items *may not* be worn as part of the uniform.

- short shorts, athletic shorts, tennis shorts, or cut-offs
- sweatpants, jeans, jeggings or leggings (leggings/jeggings are acceptable under school uniform skirt/jumper **and only in solid colors white, gray or navy blue and black.**)
- sweatshirts/hoodies (WLA hooded sweatshirts are acceptable)

IV. Miscellaneous

When, in the judgment of the WLA staff, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the

health or safety of the student or others, the student will be directed to make modifications and parents/guardians will be notified.

Hats, hoods, and bandanas are not allowed to be worn in the building except with the approval of the administration.

Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

Revised:

541 CELL PHONES AND OTHER ELECTRONICS POLICY

I. PURPOSE

~~All types of electronic devices are a distraction to the learning environment.~~

- A. While the school personnel understands that electronic devices, including cell phones, are prevalent, convenient and a part of day-to-day life for many students for social interaction and communication, their use by students during the school day is most often a distraction to the classroom, learning environment and the safe operation of the school. It is the intention of Woodbury Leadership Academy (WLA) to maintain a safe and healthy learning environment for all students at all times.
- B. The Cell Phones and Other Electronics Policy at WLA is in place to address concerns that are present when cell phones or electronic devices are brought to school. Common concerns include:
 - a. Disruption to the educational environment and learning process which includes academic integrity, cheating, harassment, confidentiality;
 - b. Theft or loss of cell phones and electronic devices;
 - c. Misuse of phones/electronic devices (possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds or school events shall be prohibited and may result in disciplinary action);
 - d. Taking any unauthorized pictures of other students, teachers or staff;
 - e. Right of privacy of students, staff and visitors.

II. GENERAL STATEMENT OF POLICY

- A. Personal items of value such as cell phones, iPads, iPods, etc. are the responsibility of the student. WLA discourages students from bringing these items to school. If items are lost or stolen the school *is not* responsible for search, replacement or reimbursement.
- B. There is only one situation where any electronic device may be turned on during the school day: If the device is being used in the classroom for instructional purposes with specific permission from the teaching staff; the device may be turned on.
- C. Rules governing student use of cell phones or other electronic devices on campus are as follows:

- a. Cell phones and electronic devices must be **turned off** (not just on vibrate or silent) during the school day between 9:05 AM and 4:00 PM;
 - b. Cell phones and electronic devices must not be on student's person between 9:05 AM and 4:00 PM. Cell phones and electronic devices must be stored in a backpack, handbag, locker, etc. If a cell phone or electronic device is being used or seen by staff, the device will be confiscated;
 - c. Possession of another student's phone or electronic device may constitute theft and will be disciplined accordingly.
- D. Students in violation of WLA's Cell Phones and Other Electronics Policy will result in the following disciplinary action:
- a. **1st Offense:** The student may retrieve the personal electronic device from the administrative office **at the end of the instructional day** in which the phone was confiscated.
 - b. **2nd Offense:** The student's parent/legal guardian may retrieve the personal electronic device from the administrative office **at the end of the instructional day** in which the phone was confiscated.
 - c. **3rd Offense:** The student's parent/legal guardian may retrieve the personal electronic device from the administrative office **at the end of the instructional day** in which the device was confiscated. Further disciplinary actions may apply.

Please Note: Students who need to make a phone call during 9:05 AM and 4:00 PM must come to the office and get permission from the office staff. Students are permitted to bring cell phones and electronic devices to school as long as they respect the guidelines for having them at school.

~~A. Cell phones and other electronics must be off and out of sight **may be used at the teachers discretion** during school hours in the school building or at school related events, unless given special authorization by administration Any staff member can confiscate them.~~

~~B. The following procedures will **disciplinary action may** be used for noncompliance:~~

~~1. First offense: device(s) confiscated for remainder of the day.~~

~~2. Second offense: device(s) confiscated and only returned to parent/guardian.~~

~~3. Repeated infractions **offense** or failure to comply with staff members will **may** result in further disciplinary action.~~

~~C. The school is not responsible if such items are lost, stolen, or damaged. We recommend that students not bring them to school.~~



WOODBURY LEADERSHIP ACADEMY

PROPOSAL FOR FINANCIAL MANAGEMENT SERVICES AMENDMENT

bergankDV

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

EXECUTIVE SUMMARY

Thank you for the opportunity to submit a proposal for financial management services for Woodbury Leadership Academy (School). BerganKDV Outsourced Services (BerganKDV) is a full service charter school financial management service provider. Our team in Farmington works exclusively with charter schools throughout Minnesota.

Here are a few benefits of working with us:

- **Charter school experience.** You are looking for an advisory firm that has experience and knowledge in the complex charter school environment. For more than a decade, Beltz, Kes, Darling and Associates (BKDA) has provided services to charter schools. In July 2017, BKDA joined ranks with BerganKDV, a professional services firm that solves complex business, financial and technology challenges, all under one roof.
- **Expertise in charter school engagements.** Currently, we are providing services to more than 45 schools ranging in size from 50 to 2,900 students. We support our client schools with comprehensive financial management services including budgeting, financial management of state and federal grants, processing monthly accounting information including the preparation of comprehensive interim financial statements, and preparing accounting records for the annual financial audit.
- **Relationship focus.** We are more than a vendor, but rather a member of the school's team providing services to meet the needs of the school. One of the tools that we use is a comprehensive long range budget projection model that focuses on the short term (current year) and long term (multiyear) budgets to provide the board of directors and administrators information on financial decisions made today and the long term impact of those decisions in future budgets.
- **Award winning.** John Hehre and Creative Processes, Inc. and Kara Schneeberger of BerganKDV (formerly BKDA) won the 2015 Turnaround of the Year Award for the successful and rewarding turnaround of the Upper Mississippi Academy charter school. This award, by the Turnaround Management Association, recognizes the individuals who establish effective operations, implement solid management, improve cash flow, and increase production, in addition to the other operational factors leading to recovery of a struggling business.

If there are any matters not adequately covered in this proposal, please contact us. We look forward to meeting with you to further discuss any questions or concerns you may have and thank you for the opportunity to respond to your proposal request.



SCOPE OF SERVICES

- **Board Training and Ongoing Development.** Our managers are available to provide financial management training for board members that meet the requirements for newly elected board members and ongoing training for all board members. These trainings can be done on the board's schedule and cover topics that are relevant and specific to your school. In addition, BerganKDV will keep the school up-to-date on all new Department of Education funding changes, requirements and other items.
- **Contract Review and Development.** BerganKDV will assist the school in the review of the various contracts it will enter into for services including but not limited to their building lease, transportation, catering, and auditing. The advantage to working with numerous schools is that we are familiar with the market rate of the various services and can aid the school in negotiating the best prices.
- **Assist in the development of the annual budget using a unique and proprietary Long-Range Budget Model and provide financial guidance to the school leadership.** *The long range budget model is a crucial tool for all of our schools. It is a proprietary budget model in an inter-active Excel file that allows us to do what-ifs for your school. The what-ifs will help us answer questions such as what happens to our budget in 3 years if enrollment is 100, 134, 175, 200 or more. What impact will the expansion plans of the school have on its finances? How much can we afford for our lease today and 5 years from now? What about if we want to add another teacher? How about a 1.0 office manager, instead of .75? A one year budget model will not answer these questions in the long term, but a 5 year long range budget will and that is why we rely so heavily on this model for our budget planning and decision making with our schools.*
- **Aid the school leadership in understanding the impact of current and proposed state legislation affecting charter schools.** Our staff members are informed in charter school laws and are continually reviewing current and proposed legislation. Our expertise in this area will allow your school to plan and budget in the most effective manner possible.
- **Financial Policy Review.** Assist the school in the development of financial management policies, including (but not limited to) procurement, fund balances, capital assets accounting, and document retention. Many policies are required to contain specific language as related to state statutes and federal aid awards. Our staff attend many trainings to stay on-top of the latest requirements.
- **Management of Accounts Payable and Receivable.** Receive invoices, process checks with appropriate approvals, verify internal controls are in place, enter payment information into the finance system, present checks to authorized signatory, and mail checks. Process receivables, verify MDE funding from IDEAS reports and SERVS statements, and enter data into the finance system. We pay the vendors directly from our office. Thus, no checks have to be sent back to your school for you to attach postage to and then mail. This saves you both time and money. The board will approve monthly a listing of disbursements and receipts to be in compliance with state statute.

- **Payroll and Employee Benefits Management.** All payroll processing is performed by our firm on state approved software. This alleviates many errors, journal entries, and compliance issues with the State that arise when payroll is outsourced to a non-integrated payroll service. Payroll management includes calculating and paying all federal and state income taxes, remitting of the state PERA and TRA pension contributions, deducting from employee paychecks and tracking/reconciling staff health, dental, life and short-term/long-term disability benefits. We reconcile the various insurance accounts to ensure you are only paying for the employees that are receiving the benefits. In addition, we introduce clients to our COBRA vendor if needed. We also assist schools in compiling information required for ACA reporting including printing Forms 1095 and 1094 as needed (other providers charge additional fees for this).
- **Grant Management.** Coordinate the financial management of Title, Special Education, and food service related grants as well as any other miscellaneous grants.
- **Management of EDRS, SERVS, Title and Special Education.** Verify that the coding in the finance system matches EDRS and SERVS. This is a critical area in order to maximize the revenue that is available to your school. Process SERVS payment requests in a timely manner in order to maximize cash flow for the school.
- **EDRS ADM Estimates.** In consultation with school staff, submit required ADM estimates in the EDRS system.
- **MARSS Data.** Monitor MARSS turnaround reports to ensure that data reported is accurate (no local or statewide errors) and reasonable (based on projected enrollments and internal reports).
- **UFARS Data and Journal Entries.** Ensure that UFARS coding is compliant with MDE standards. Calculate year end accruals and enter journal entries into the finance system as applicable and for the annual audit.
- **Food Service CLICS Reporting.** Monitor monthly CLICS reports to ensure that claims are made in a timely manner and the correct amount of revenues are received, based on the number of meals claimed each month.
- **Bank statement reconciliation.** Reconcile cash accounts on a monthly basis. For the proper segregation of duties, this is done by a staff member that is independent of the accounts payable process. Process and correct discrepancies if applicable.
- **Comprehensive Financial Reporting – Management & Board Report.** Prepare a monthly balance sheet and income statement. Additionally, the income statement will include a comparison to the budget which will aid administration to determine any potential issues. Prepare grant reports quarterly or as requested by charter school director. Provide analytical information that will allow you to compare your ratios and analytics to those of other charter schools. In addition, we will prepare special reports as requested by the board, authorizer and MDE. We will provide you information that is important to you without overloading you with unnecessary information.

- **Cash Flow Projection and Monitoring.** As necessary, we will work with the school's administration to determine projected cash flows. The cash flow projection will be updated monthly based on current receipts and disbursements, and the projection for future cash flow. This tool will enhance decision making and will enable the administration to eliminate unexpected financial issues. If necessary we will apply for a line of credit, which is very common for new schools. We work with a few lenders that trust BerganKDV and their ability to evaluate the school's cash needs.
- **Audit Management.** Close out books for previous fiscal year and prepare audit work papers including:
 - Analyze revenues (state and federal aids, local revenues, other grants), create and enter accounts receivable journal entries.
 - Analyze prepaid expenditures, create and enter journal entries.
 - Analyze accounts payable, create and enter accounts payable listing. Prepare salaries payable journal entries based on school contracts.
 - Compare UFARS FIN codes with revenue sources and expenditures. Enter journal entries as needed to assure revenues are maximized.
 - Track capital assets and construction in process using fixed asset software.
 - Work as the school's liaison with the independent auditor.
- **Attend school board meetings and finance committee meetings as needed.**

MAXIMIZING CHARTER SCHOOL REVENUE

Included with our proposed services is the ongoing service of assuring that your school will be maximizing its revenue. Maximizing your revenue is one of the more valuable services that BerganKDV will provide to your school. There are several ways to assure that revenues are maximized. The primary funding source for most charter schools is based on student enrollment. Knowing how to project student enrollment and knowing that it is properly reported to the Minnesota Department of Education is critical. We will work with your school staff to verify that correct MARSS data is uploaded.

In addition, another key step is the budget planning process. It is critical that a school know which funds are available for projects and expenditures. In order to maximize revenue, there must be a person working for the organization that can analyze the full scope of the program and at the same time have a comprehensive knowledge of the state public school finance systems. This analysis and knowledge results in connections between programming and ensures revenues are maximized. Our staff have that knowledge and will work closely with your school to make sure that you align your expenses in a way that ensures the school is maximizing revenue. Our goal is to help you succeed by maximizing your revenue and providing a comprehensive and proprietary long-range budget model that will facilitate the school making the best decisions for its staff and students.

The next step to maximizing revenue is to report expenditures properly. UFARS coding is used by the state to ensure compliance in a number of finance areas, including: Special Education, Title Funds, and Lease Aid. We will verify that appropriate Finance Codes are used in expenditure coding to assure that the school receives all the revenues it has earned.

Special Education Billing (Uniform Tuition Billing) is also a critical funding source for charter schools. This again requires an understanding of both the program and the finance side of special education. We will work with the school's special education staff to make sure that special education students are reported properly, and that EDRS is entered accurately and completely.

Building Lease Aid represents one of the largest state aids for your school. We will review your annual request to the state for lease aid to insure that you are maximizing the lease aid available to the school under the state lease aid laws.

FEES AND COMPENSATION

Our fees for the aforementioned services are based on the amount of time it will take to provide these services which is directly related to the number of students and staff in the school.

We propose that our monthly fees for the services described above will be as follows:

- 2018-2019 \$5,564 based on estimated enrollment of 385. This is an amendment to the current contract which was based on 312 students)
- 2019-2020 \$5,898 based on projected enrollment of 443
- 2020-2021 \$6,163 based on projected enrollment of 491

These fees are based on the enrollments listed above. Should the enrollments of the school vary by more than 10%, we would ask for the opportunity to renegotiate the fee. Our fees are paid on the 15th of the month from the IDEAS payments paid by the state to the school for that month.

BergankDV Philosophy on Counsel and Advice Throughout the Year

We encourage our clients to contact us whenever they have questions during the year. We will not invoice additional amounts unless substantial research or work is required, in which case, we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.

Relationship of Parties. It is understood by the parties that BerganKDV is an independent contractor providing professional services to the school and not an agent or employee of the school. The school shall not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of our staff members.

ABOUT BERGANKDV

BerganKDV is not in the business of providing one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them.

We are a professional services firm that solves complex business, financial and technology challenges, all under one roof. We have more than 300 employees in our locations in Iowa and Minnesota offering business planning and consulting, tax, assurance and accounting, technology and wealth management services throughout the Midwest.

Our People and Our Values

Relationships are at the core of everything we do and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

We continually work align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We've found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

BERGANKDV CORE VALUES



Live with a passion
for helping others



Always get better



Seek excellence through
innovative thinking



Do what's right



Build unwavering
relationships

Personalized Service

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable and knowledgeable personnel who are responsible for knowing, understanding and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

Community Support

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support more than one event a week in our communities. This year we supported 34 civic, 15 health and wellness, 11 youth and four arts organizations.

Conclusion

We look forward to the opportunity to work with your school. We feel that we can provide a unique combination of budgeting, accounting and audit experience to your school that will enhance the decision-making of your organization. Either party may cancel this agreement with a 90-day notice, effective June 30 of any year.

Upon signing below, both parties agree to the terms of this commitment letter through June 30, 2021:

Woodbury Leadership Academy

Date

Judith Darling, CPA, MBA
BerganKDV Outsourced Services

Date

Woodbury Leadership Academy
 Proposal Calculation

	Actual Contract (Revised downward due to lower enrollment) 2017-2018	Signed 2018-2019	Proposed		
			2018-2019	2019-2020	2020-2021
Enrollment	Average ADM	Budgeted			
<i>Enrollment Growth</i>	250 3.7%	312 24.8%	385 54.0%	443 15.1%	491 10.8%
Expenditures					
Fee per Schedule Contract	56,916	58,056 2.0%	66,768 17.3%	70,774 6.0%	73,959 4.5%
Fee per Month	4,743	4,838	5,564	5,898	6,163
Fee per Student	228	186	173	160	151

Finance committee meeting minutes and WLA November 2018 financial statements were not available at the time of posting the WLA board of directors meeting packet. These items will be posted when available.

Name WLA Facilities Committee

Purpose

The Facilities Committee is charged by the Board of Directors to do the following:

1. Liaison as appropriate with any and all representatives as selected by the board for matters related to securing long term facilities for WLA
2. Researching, forming, and communicating recommendations to the board regarding agreements, plans, and decisions related the long term facilities options for WLA
3. Developing documentation that records and characterizes the facilities needs of WLA. This includes scenario based needs, for example based on projected enrollment. This documentation will be a living document that is intended to be revised as needed or appropriate.
4. Developing a facilities plan for the 2017-2018 school year

Membership

The Facilities Committee shall be composed of at least two board members. The committee must have one board member acting as the chair of the committee. The Chair of the Committee shall be a Board member appointed by the Board or the Chairperson of the Board. Membership must include at least one teacher or administrator and one community member. Membership is limited to a maximum of five members.

Product(s)

The product(s) of the Committee's work shall be:

1. Developing and evaluating long term facilities options for WLA
2. Documentation of the facilities requirements of WLA
3. Recommendation to the board regarding facilities decisions

Accountability

The Committee shall comply with the requirements of MN statute 13D (Open Meeting Law) and the provisions of the Corporation By-Laws and Board Policies.

The Committee shall submit verbal or written reports to the Board at each regularly scheduled board meeting. The Committee Chair and Members shall make themselves available for presentations upon request of the Board.

Duration

The committee shall be a standing committee for 2 years. At the end of 2 years the board will evaluate the usefulness and appropriateness of the committee and determine to either renew the committee charge or disband the committee.