

Board Packet

Woodbury Leadership Academy Board of Directors Special
Meeting

Wednesday, February 27, 2019

5:30 P.M.

**Woodbury Leadership Academy
8089 Globe Dr. Woodbury, Mn 55125
GYM**



Meeting: Board of Directors Regular Meeting

Date: Wednesday, February 27, 2019

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** (Jason Livingston)

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.

The Board is working to set some future goals for the school primarily in the areas of developing the leadership component of our program, earning the distinguishment of a Core Knowledge Blue Ribbon winner school, establishing clear financial targets and determining our long-term facility needs.

3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)

- 3.1. Approval of meeting agenda
Motion: _____ 2nd: _____ Vote: _____
- 3.2. Approval of January 23, 2019 and February 1, 2019 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 and Administration Reports**

- 6.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 6.2. Executive Director Report (Presenter: Dr. Mortensen)
- 6.3. Finance Committee (Presenter: Jess Erickson, Treasurer)
 - 6.3.1. Accept February committee meeting minutes, January 2019 Financial Statements and 990 tax form
Motion: _____ 2nd: _____ Vote: _____
- 6.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
- 6.5. Facilities Committee (Presenter: Jason Livingston, Facilities Chair)
 - 6.5.1. Facilities Committee Charge
 - 6.5.2. Committee Members

7. **Board Discussion and Business** (Presenter: Mandi Folks, Board Chair)

- 7.1. Ratify employment agreement(s)
- 7.2. 2018-2019 SY calendar re: snow day(s)
- 7.3. VOA amended contract
- 7.4. National Food Service program overview

- 7.5. Grade configuration
- 7.6. Board of Directors election taskforce

- 8. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
 - 8.1. Book summary of chapters 3 & 4
 - 8.2. Board Communication/Future Agenda Items - Reflection

- 9. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
 - 9.1. Next Regularly Scheduled WLA Board of Directors Meeting
 - Date: Wednesday, March 27, 2019
 - Time: 5:30 P..M.
 - Location: 8089 Globe Dr. Woodbury, MN - gym
 - 9.2. Delegation of Public Comment Items (if necessary)

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

Woodbury Leadership Academy



Board of Directors Meeting Minutes Regular Meeting January 23, 2019

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

Directors Absent: Ro Krejci

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 5:35 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. Board members discussed the four goals in the Strategic Goals summary statement.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Skordahl moved "to approve the agenda for the January 23, 2019 Board of Directors meeting." Seconded by Ms Erickson. Motion passed unanimously.

3.2 Approval of December 19, 2018 meeting minutes

Ms Erickson moved "to approve the meeting minutes from the December 19, 2018 Board of Directors meeting." Ms George 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. Ms Skordahl noted that she is an employee of the YMCA and would not be voting on that contract.

5. Public Comment

There was none.

6. Board Training/Presentations

6.1 Mid-year Reflection (strengths and challenges of the BOD, review of WLA by-laws, open meeting law, charter school statute)

Ms Folks directed Board members to review the Minnesota Statute governing charter schools, WLA's by-laws and the Open Meeting Law information included in the board packet. She distributed "A Primer on Minnesota Charter Schools" which summarized charter school facts and statutory requirements. Board members reviewed and discussed.

7. Board and Administration Reports

7.1 Board Report

Ms Folks reminded members the next meeting is on February 1 and will be a continuation of Strategic Planning with Dave DenHartog, with the focus being on goal setting. At Ms Folks request, Ms Kelly and Ms Mortensen reported on the VOA school safety conference that they recently attended.

7.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report, including current year enrollment and 2019-20 application numbers. There was discussion regarding enrollment status for students that take a leave of greater than 15 days. Ms Mortensen referred the long term leave situation to the Governance Committee.

Ms Mortensen expressed the need to over-enroll by 20% to compensate for attrition, students leaving or not showing up. She recommended 3 sections at each grade level and will report back to the board if it appears that 4 sections are needed. Ms Folks shared the history of class numbers and school growth. She indicated that Board needs to discuss and decide what the size of the school will be. This will impact financials and facility needs.

Ms Mortensen's recommendation is to management enrollment growth and remain on 2 floors next year, with facility improvements. The facilities committee will be meeting with the landlord and architect to discuss facility improvements.

The 5th SpEd EA position will be re-posted. Administration is analyzing the feasibility of an in-house sub.

Ms Mortensen reported on the Lunch Pilot that is coordinated by Kacie Paine, a WLA parent. She plans to do a parent and staff survey once the Pilot is completed.

The PTO held their first meeting and elected officers and established committees. They are requesting a teacher or Administrator report at each meeting. There was discussion of the role of the PTO and the relationship between the school and PTO.

Enrollment projections for next year are in the 434-442 range, depending on assumptions used. Ms Mortensen had Ms Baumann review her projection of 442 based on current applications, an 85% retention rate and 20% over-enrollment for no-show students.

7.3 Finance Committee Report

Ms Erickson reported the Finance Committee met and discussed the financial impact of enrollment numbers and the space and facility needs for next year. The Committee reviewed the financial report from the VOA: WLA is meeting

or exceeding in all areas except one due to the audit finding. Judith Darling reviewed highlights of the December financial statements. She reported BerganKDV is working on WLA's IRS Form 990; WLA has applied for a Line of Credit with Propel Nonprofits; and MDE has approved lease aid for the current year, but not in the full amount. BerganKDV is working with MDE to obtain approval of the full lease aid amount. She noted that the July 2018 (final month) rent for the Crosswinds facility has not been paid as WLA was not in the building and Kathy is working with St Paul Public Schools to get either a reduction or forgiveness of the July rent amount.

7.3.1 Accept November 2018/December 2018/January 2019 committee meeting minutes and November 2018 & December 2018 Financial Statements

Ms Erickson moved "to accept the November 2018, December 2018 and January 2019 Finance Committee meeting minutes and the November 2018 and December 2018 Financial Statements." Seconded by Ms Kelly. Motion passed unanimously.

7.4 Governance Committee

Ms George reported the committee met in January and discussed the policies up for 1st and 2nd reading notice at this evening's board meeting. Ms Mortensen requested members send any input they have for policies to the Governance meeting, rather than discuss at Board meetings.

7.4.1 Accept January Committee Meeting Minutes, 1st Reading Notice of 201.1 and 2nd Reading of Policies 524, 531 and 541

Ms George moved "to accept the January Governance Committee meeting minutes, 1st Reading Notice of Policy 201.1 Board of Directors Election and 2nd Reading Notice of Policy 524 Internet Acceptable Use and Safety, 531 The Pledge of Allegiance, and 541 Cell Phone Use." Seconded by Ms Kelly. Motion passed unanimously.

8. Board Discussion and Business

8.1 Ratify Employment Agreements

There were none.

8.2 YMCA Contract 2019-2020 SY

Ms Mortensen reported that there are no changes to the contract from the current year agreement.

Ms Erickson moved "to ratify the YMCA contract for the 2019-20 school year." Seconded by Ms Kelly. Ms Erickson, Ms Folks, Ms George, Ms Kelly and Mr Livingston vote for. Ms Skordahl abstained. Motion passed.

9. Board Communication & Future Items

9.1 Book Summary of Chapters 1 & 2

Ms Folks stated in general the book "Why Knowledge Matters" covers six well recognized educational frustrations in the United States:

1. Over testing of students
2. Fadeout of preschool games
3. Narrowing of elementary curriculum
4. Low verbal scores of High School graduates

5. Lack of progress of closing the achievement gap between social groups
6. Tribulations of Common Core Initiatives

There was discussion of chapters 1 and 2, mainly of individualization of instruction and cumulative content rich curriculum. Board members were asked to read chapters 3 and 4 for the end of February meeting.

9.2 Board Communication/Future Agenda Items - Reflection

Ms Mortensen distributed a quiz on resiliency for members to take for their own benefit. She gave an overview of the agenda for the Teacher In-service day on February 1st. Ms Erickson reminded the Board the need to form an Elections Committee and that Ms Krejci and Ms Skordahl's seats will be up for election this spring, as well as the two open Community Member seats. Ms Mortensen stated that an HR committee will also be needed to complete the mid-year Director review. Ms Mortensen was asked to look into potential lunch/snack options for students. A second Enrollment Showcase is scheduled for the following evening.

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 Friday, February 1, 2019 at 9:00 M 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 Skordahl moved "to adjourn." Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:16 PM.

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

**Board of Directors Minutes
February 1, 2019**

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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), David DenHartog (Consultant-facilitator)

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 9:03 AM.

1.2 Roll Call

Ms Baumann took roll.

2. WLA Mission, Vision and Strategic Goals

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

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved “to amend the agenda for the February 1, 2019 Board of Directors meeting to add item 6.2 Enrollment Committee.” Seconded by Ms Erickson. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

None noted.

5. Public Comment

There was none.

6. Board Business

6.1 Line of credit

Ms Mortensen informed the Board that WLA has been approved for a \$150,000 line of credit at Propel Nonprofit.

Mr Livingston arrived at 9:15 AM.

Ms Erickson moved “to approve the Corporate Borrowing Resolution accepting a \$150,000 line of credit with Propel.” Seconded by Ms Krejci. Motion passed unanimously.

6.2 Enrollment Committee

Ms Mortensen informed the Board that there are approximately 200 applications and a lottery will be needed in at least one grade. Per Board approved Enrollment policy, the Board needs to appoint an Enrollment Committee to conduct a lottery if needed. The committee is to be comprised of the Executive Director, one office staff and one Board member.

Ms Krejci moved “to appoint Ms Mortensen, Ms Baumann and Ms Erickson to the Enrollment Committee.” Seconded by Ms George. Motion passed unanimously.

7. Board Discussion

7.1 Strategic Planning Workshop

Mr DenHartog reviewed the 4 goals that had been identified by the Board at previous strategic planning sessions:

1. Establish clear financial targets
2. Determine long-term facility needs
3. Earn the distinguishment of a Core Knowledge Blue Ribbon school
4. Develop the leadership component of WLA curriculum

The purpose of today’s session is to more specifically define the goals, determine next stems, both short term (6 months) and long term (3 years), and determine how progress towards reaching those goals will be monitored. Members divided in pairs and selected one of the goals to work on. They then worked through a 3-step Future Protocol exercise:

1. The first step was to project into the future by defining what the goal “looks like,” “sounds like” and “feels like” 3 years from now.
2. The second step was to identify what challenges incurred and successes achieved in getting to the future as defined in the first step.
3. The third step was to identify what needed to be done to get to get to the future as defined in the first step.

Each group then shared their thoughts with the group. Group members discussed and provided feedback.

Leadership Curriculum (Ms George and Ms Krejci):

- Future Vision: students are role models in school and in the community, and are prepared to move on to high school
 - Service learning program, builds as progress thru grades
 - K-2: Teach tools, components of service learning, vocabulary, learn to work in groups and as partners, in-school projects
 - 3-5: Group projects, build comradery, more teacher support

- 6-8: Individual Capstone Project-research, execute, prepare portfolio, present to peers
 - Built-in structure and systems to embed leadership components curriculum areas and opportunities
 - Leadership is built into the school schedule
 - Includes use of technology and presentation skills
- Challenges and Successes incurred:
 - Accountability and involvement, enforcing and tracking
 - How to grade-similar to core virtue grading
 - Create community and parent involvement
- Steps Taken:
 - Divide leadership program by grade levels
 - Identify similar existing programs to use as a model
 - Identify service opportunities and types (civic, business, entrepreneurial, etc)
 - Develop grade level committees involving teacher, parents, community
 - Develop rubric to determine approved projects
 - Incorporate core virtues into leadership program

Finance (Ms Skordahl and Ms Baumann):

- Future Vision: WLA will be awarded Core Knowledge Blue Ribbon status
 - Balanced budget with year-end surpluses
 - Teachers curriculum and supply needs met and purchases are aligned with curriculum
 - VOA and MDE Finance Awards received
 - Solid, well-define financial processes in place
 - Positive relationships & culture: happy stakeholders (staff, students, parents, bank)
 - PTO relationship defined
- Challenges and Successes incurred:
 - Defining school make-up and size (# sections, class size, services provided)
 - Constant monitoring of finances, adjusting budget if needed
 - Educating stakeholders about education financing
 - Tough decisions on spending-collaborative group effort in budgeting
- Steps Taken:
 - Strong financial training:
 - Board leadership and financial training
 - Training staff on school finances and budgeting
 - Annual financial summary shared with stakeholders
 - Add or adjust programs and services and needs are identified or change

- Strong Finance Committee
- Learn from experiences of other charter schools

Core Knowledge Blue Ribbon School (Ms Mortensen and Ms Folks):

- Future Vision: WLA will be awarded Core Knowledge Blue Ribbon status
 - Easily identified rigorous Core Knowledge curriculum in classroom to current and prospective parents, identifiable quality assignments displayed
 - Students strive for quality assignments and work
 - Parents see a marked difference in WLA curriculum vs traditional public schools
 - Strong curriculum developed at all grade levels, including Middle School
 - Grade level teachers work in verbatim-collaboration within/between grades, clarity and coherence of curriculum
 - Teachers are trained for success; thus students are set for success
 - Diverse, rich, engaging, active, student-centered learning
 - Joyful culture and environment, students excited to learn
- Challenges and Successes incurred:
 - Teacher training, summer “teacher institutes”
 - Staff buy-in and turnover
 - Attracting and maintaining quality staff
 - Staff, curriculum and supply needs filled as of day 1 of school
 - Middle School curriculum delivery of Core Knowledge
 - Administration holding staff accountable for proper implementation
 - Attracting invested families
 - Increased test scores
- Steps Taken:
 - Site visits to Core Knowledge Blue Ribbon schools
 - Application process for Blue Ribbon status-stringent requirements
 - Increased teacher training in Core Knowledge
 - Increased Administration time focused on Core Knowledge implementation

Facilities (Ms Erickson and Mr Livingstons):

- Future Vision: Facility fits WLA’s needs
 - Facility plans for WLA’s forever home determined and in place/progress
 - Building is comfortably full of students, full of positive, respectful energy

- Building space meets WLA's needs: performance space to meet larger needs-gym, assemblies, music concerts, etc
- Facility is energy efficient, with positive air quality
- Outside natural world is integrated within the school (e.g. plants) and outside space is utilized by the staff and students
- Students are involved in facility plans
- Challenges and Successes incurred:
 - Financial resources
 - Building consensus on wide range of ideas of space needs/wants
 - Space challenges-how much room do we have to accomplish
 - Building relationships with the city, businesses, PTO and families – assist with marketing, fundraising and enrollment growth
 - Integration of technology into the space to meet security and learning needs perspective
 - Ensure autonomy to make changes needed, whether own or lease
- Steps Taken:
 - Well thought out, defined space plan
 - Shared forward-looking vision of what WLA will look like
 - Transparent process and on-going communicate to stakeholders

Mr DenHartog concluded the exercise by stating that next steps that need to be taken are:

1. Designate people or groups responsibility for each goal (shepherd the goal)
2. Determine 6-month goal for each area so shepherd knows what to strive towards

Ms Folks designated the assignment of the goals as follows:

- Facilities: Mr Livingston and the Facilities Committee
- Finance: Ms Erickson and the Finance Committee
- Leadership and Core Knowledge Blue Ribbon School: Ms Folks and Ms Mortensen will work to assign and oversee these goals

She asked that each report back to the Board with 6 month goals for their area.

The work done in the strategic planning sessions will be documented in a Strategic Plan with short term and long term goals to be brought before the Board for approval. Another strategic session will be scheduled for late summer to review progress towards 6 month goals.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items - Reflection

None was shared due time constraints.

9. Housekeeping

9.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting and training is scheduled for Wednesday, February 27, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

9.2 Delegation of Public Comment

There was no public comment to delegate.

10. Adjournment

10.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 11:07 AM.

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

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, FEBRUARY 27, 2019**

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 2/21/2019, we have 390 students.
- The final Strategic Planning session was held on February 1st to review the four goals set. At this point, six-month benchmark goals need to be determined for the following: Facilities = Jason, Curriculum = Kathy, Leadership = Kathy, Finance = Jess. Once the benchmark goals are set, we will begin tracking progress at our regular board meetings.
- We are required to have 165 school days. WLA initially had 172 student contact days scheduled. With the snow days on 1/28-1/31 and 2/20, we now have a 2-day margin to meet these requirements.

Provide leadership and monitor continuous school improvement

- Jenny Owens, under Mary Kelly's supervision, has been working on Tuition Billing for special education students. This is the process where state funds "follow the student". More specifically, rather than the resident district getting these funds, they are re-routed to WLA.
- Jenny Owens, again, under Mary Kelly's supervision, has been working on Medical Assistance Billing. This is the process where WLA gets reimbursed through insurance for things like occupational therapy, speech therapy, and physical therapy for students with needs in these areas.

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

- Special Board meeting February 12, 2019
- Facilities Committee meeting on February 12, 2019

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

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

- WLA Open House/Conferences are scheduled for Thursday, February 28, and Friday, March 1st, for all grades. Middle school teachers are conducting focus groups and providing students with surveys for their input on areas to improve upon. Parents will also receive surveys to get feedback for improving programming efforts, and administrators will be in the middle school area to solicit feedback face to face from parent stakeholders.
- Curriculum Team meeting scheduled for March 5th, to set benchmark goals, to review progress with curriculum implementation, and to determine purchasing needs for the 2019-2020 school year.

- The Fort Collins trip had to be cancelled due to weather, and will be rescheduled for later this spring. (We were supposed to fly out on February 20th, one of our snow storm days.) The group of teachers, board members, and administrative staff will observe two of the Core Knowledge schools that are ranked nationally, as “Distinguished”. There are eight of these schools nationwide, and with two of them both located in Ft. Collins, it is the obvious place for a site visit. (one is an elementary, the other is a middle/high school.) As part of the WLA Strategic Plan, we are setting one of the four goals, to be a Distinguished Core Knowledge school within the next several years. It is a three-year process to become such a school, and it is important that the teachers that are invested at WLA, see what a Distinguished Core Knowledge school looks like. Casey Churchill, from Liberty Common school in Fort Collins, was hired as a consultant by WLA to train our staff members last August in implementing Core Knowledge curriculum. I have maintained contact with him and his school is one of the schools we will be visiting.

III. Financial Management

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

- Cost savings for snow days in regard to busing is \$4,600. Our contract states that in the event of emergency closings, the bus company will reimburse (or not charge) WLA for 50% of the cost for that day. (5 days x 8 buses x \$115 per bus/per day = \$4,600) In the event that any of those days are made up on the school calendar, we will need to re-book for busing needs.
- Booth Law has been able to recover some legal expenses from Hanover Insurance, for some work done previous to the 2018-2019 school year. I appreciate the diligence of Booth Law as well as the willingness of Hanover Insurance representatives, to get those expenses covered. Since this has occurred years later, Booth has not charged us for some of the work they have done for us this year. (One of our more recent bills from Booth Law was for only \$32.00)
- Finance Committee meeting was held on February 14, 2019

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 are posting for a 4th special education paraprofessional to replace JM who has accepted a flight attendant position.
- We are posting for a 5th special education paraprofessional. This position is in the budget.
- We are posting for a 4th special Education teacher per Mary Kelly, to be hired now to continue next school year, and is within the budget.
- We are posting for a social studies teacher, to provide consistency in programming. When the teacher out on medical leave is able to return to work, we will utilize him as an on-site building substitute teacher. I have been discussing with Judith the funding options to hire an “in-house” substitute teacher for the remainder of the year. This will shift some of the funds that we pay for substitutes through Teachers on Call, to the WLA salaried person. The added expense to do this will be up to \$6,000, however, these funds can be

arranged from within the current, board approved, budget. In shifting to this model for the remainder of this school year, the substitute teacher analysis looks like we have utilized at least one sub on 74% of the days that school has been in session. (due to the use of PTO, field trips and so forth) A more specific breakdown is as follows:

September = 19 school days, 12 days when one sub was needed, 4 days when two subs were needed, one day when three subs were needed. (17/19 = 89%)

October = 19 school days, six days when one sub was needed, five days when two subs were needed, one day when 3 subs were needed. (14/19 = 74%)

November = 19 school days, seven days when one sub was needed, one day when two subs were needed. (12/19 = 47%)

December = 14 school days, six days when one sub was needed, three days when two subs were needed. (9/14 = 64%)

January = 17 school days, (due to losing an additional 4 days for emergency closings) four days when one sub was needed, six days when two subs were needed, four days when three subs were needed, one day when four subs were needed, one day when five subs were needed. (16/17 = 94%)

Thus, the average number of days we needed at least one sub from September through January is 74%. Moving forward, on any days that we do not need to use a sub, we will utilize this person to do remediation with students, and/or push in to classrooms to assist teachers. Finally, it is expected that we will have a need for a significant number of subs this spring as teachers begin their peer observations.

- I will begin round three of formal classroom observations in March. ·

Oversee conflict resolution and all other personnel matters

- We continue to have meetings to work on re-organizing office personnel. I am also connecting with vendors to see about potential contracted office and/or operational services for the 2019-2020 school year.
- We do have staff members who are currently on “improvement plans”. With support and a set of focused items to improve upon, it is hoped that they will be able to make needed improvements.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- Amy Cahlander attended the third, regional school safety meeting with local school district representatives and members of law enforcement. We will both be registering for the annual conference, joining approximately 200 local law enforcement and school administrators from the east metro area.
- The WLA Safety Team meeting has been scheduled for March 21st.

VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month, and oversee development and implementation of student/parent activities

- The field trip to the Science Museum for grade four, has now been postponed twice, both times due to school closings!
- The Middle School Dance was a huge success due to the hard work of our parent volunteers and staff members. A good time was had by all!
- “100 Year Day” was held on February 21, celebrating our 100th day of school this year.
- All information has gone out to families regarding the enrollment lottery. However, we are waiting for families to yet accept their seats.
- I continue to meet regularly meeting with a parent group, and with a middle school student focus group, to address various concerns. We have also been planning for middle school parent focus groups, with middle school teachers, to further discuss needed changes.



Meeting: Finance Committee

Date: Thursday, January 14, 2019

Time: 4:30 p.m.

Location: Woodbury Leadership Academy- Conference Room
8089 Globe Drive, Woodbury, MN 55125

Minutes

The meeting was called to order by Jessica Erickson at 4:32 p.m.

Attendees: Jessica Erickson, Judith Darling, and Kathy Mortensen

Absent: Kacie Paine, and Mandi Folks

Development & Discussion

- January Financial Statements
- Snow Day Pay
- 2019-2020 Enrollment Numbers

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Thursday, March 14, 2019

Time: 4:30 p.m.

Location: Woodbury Leadership Academy School
8089 Globe Drive, Woodbury, MN 55125
Conference Room

Jessica Erickson adjourned the meeting @ 5:07 p.m.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017
Open to Public Inspection

A For the 2017 calendar year, or tax year beginning **JUL 1, 2017** and ending **JUN 30, 2018**

B Check if applicable: <input checked="" type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization WOODBURY LEADERSHIP ACADEMY Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 8089 GLOBE DRIVE City or town, state or province, country, and ZIP or foreign postal code WOODBURY, MN 55125 F Name and address of principal officer: MANDI FOLKS SAME AS C ABOVE	D Employer identification number 46-4095121 E Telephone number (651) 571-2100 G Gross receipts \$ 2,099,627. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: ▶ WOODBURYLEADERSHIPACADEMY.COM		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: 2013
		M State of legal domicile: MN

Part I Summary

	1	Briefly describe the organization's mission or most significant activities: SEE PART III, LINE 1		
Activities & Governance	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	8
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5	Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	38
	6	Total number of volunteers (estimate if necessary)	6	60
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	7b	Net unrelated business taxable income from Form 990-T, line 34	7b	0.
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 2,199,151.	Current Year 2,063,561.
	9	Program service revenue (Part VIII, line 2g)	8,545.	19,087.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	157.	178.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	3,598.	1,263.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,211,451.	2,084,089.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
14		Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,999,824.	1,860,105.
16a		Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b		Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.		
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	749,823.	1,014,760.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,749,647.	2,874,865.
	19	Revenue less expenses. Subtract line 18 from line 12	-538,196.	-790,776.
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 945,682.	End of Year 3,223,257.
	21	Total liabilities (Part X, line 26)	960,245.	4,028,596.
	22	Net assets or fund balances. Subtract line 21 from line 20	-14,563.	-805,339.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer DR. KATHLEEN MORTENSEN, EXECUTIVE DIRECTOR Type or print name and title	Date _____			
Paid Preparer Use Only	Print/Type preparer's name THERESA GOETTE	Preparer's signature THERESA GOETTE	Date 02/05/19	Check if self-employed <input type="checkbox"/>	PTIN P01062926
	Firm's name ▶ BERGANKDV, LTD.	Firm's EIN ▶ 41-1431613			
	Firm's address ▶ 3800 AMERICAN BLVD WEST, SUITE 1000 MINNEAPOLIS, MN 55431-4420		Phone no. 952-563-6800		

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's 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 THE BASIS OF A RIGOROUS OVERALL EDUCATIONAL PROGRAM THAT BUILDS STRONG SKILLS IN MATH,

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 2,392,436. including grants of \$) (Revenue \$ 28,230.) WOODBURY LEADERSHIP (WLA) IS A CHARTER SCHOOL THAT SERVED STUDENTS IN GRADES K-6 DURING THE 2017-2018 SCHOOL YEAR. WLA INCORPORATES THE CORE KNOWLEDGE SEQUENCE AND DIFFERENTIATES INSTRUCTION TO MEET THE NEEDS OF ALL STUDENTS. WLA HAS A FOCUS ON LEADERSHIP WHICH IS SEEN THROUGH STUDENT COUNCIL, STUDENT LED ASSEMBLIES, AND CORE VIRTUES. WLA SERVED AN AVERAGE OF 260 STUDENTS DURING THE 2017-2018 FISCAL YEAR.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 2,392,436.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with columns for question numbers (1a-14b), descriptions, and Yes/No checkboxes. Includes sub-questions for Form 1096, Form W-2G, Form W-3, Form 990-T, Form 8886-T, Form 8282, Form 8899, Form 1098-C, Form 4947(a)(1), and Form 720.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1b	Enter the number of voting members included in line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	X	
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	The governing body?	X	
8b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		X
11b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official	X	
15b	Other officers or key employees of the organization	X	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **MN**
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records: **BERGANKDV - (651) 463-2233**
22488 CHIPPENDALE AVE, FARMINGTON, MN 55024

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MANDI FOLKS BOARD CHAIR	10.00	X		X				0.	0.	0.
(2) ROMANA KREJCI SECRETARY	3.00	X		X				0.	0.	0.
(3) JESSICA ERICKSON TREASURER/TEACHER	43.00	X		X				31,816.	0.	6,911.
(4) CLAUDIA GEORGE MEMBER/TEACHER	43.00	X						33,898.	0.	6,562.
(5) JASON LIVINGSTON MEMBER	3.00	X						0.	0.	0.
(6) SHANNON KELLY MEMBER	3.00	X						0.	0.	0.
(7) JOLENE SKORDAHL MEMBER/TEACHER	43.00	X						13,320.	0.	3,097.
(8) MARY HITZEMANN MEMBER	3.00	X						0.	0.	0.
(9) BARBARA YOUNG MEMBER	3.00	X						0.	0.	0.
(10) KYLIE GRIFFITH MEMBER/TEACHER	43.00	X						29,720.	0.	5,387.
(11) ANNA YANG MEMBER/TEACHER	43.00	X						23,457.	0.	1,951.
(12) KARIN SWAINEY MEMBER	3.00	X						0.	0.	0.
(13) ED RUMKUS MEMBER	3.00	X						0.	0.	0.
(14) KATHLEEN MORTENSEN EXECUTIVE DIRECTOR	40.00			X				36,991.	0.	5,553.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Sub-total								169,202.	0.	29,461.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								169,202.	0.	29,461.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c	17,779.				
	d Related organizations	1d					
	e Government grants (contributions)	1e	2,038,893.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	6,889.				
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f		2,063,561.				
	Program Service Revenue	2 a FEES FROM PATRONS	Business Code 611600	19,087.	19,087.		
b _____							
c _____							
d _____							
e _____							
f All other program service revenue							
g Total. Add lines 2a-2f			19,087.				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		178.			178.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	(i) Real					
		(ii) Personal					
		b Less: rental expenses					
		c Rental income or (loss)					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	(i) Securities					
		(ii) Other					
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ 17,779. of contributions reported on line 1c). See Part IV, line 18	a	0.				
		b Less: direct expenses	b	8,294.			
c Net income or (loss) from fundraising events			-8,294.			-8,294.	
9 a Gross income from gaming activities. See Part IV, line 19	a						
	b Less: direct expenses	b					
	c Net income or (loss) from gaming activities						
10 a Gross sales of inventory, less returns and allowances	a	7,658.					
	b Less: cost of goods sold	b	7,244.				
	c Net income or (loss) from sales of inventory		414.			414.	
Miscellaneous Revenue		Business Code					
11 a MISC REVENUE	611600	9,143.	9,143.				
	b _____						
	c _____						
	d All other revenue						
	e Total. Add lines 11a-11d		9,143.				
12 Total revenue. See instructions.		2,084,089.	28,230.	0.	-7,702.		

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	245,851.	150,052.	95,799.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	46,077.	46,077.		
7 Other salaries and wages	664,040.	584,239.	79,801.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	779,641.	669,033.	110,608.	
9 Other employee benefits	51,091.	45,000.	6,091.	
10 Payroll taxes	73,405.	61,122.	12,283.	
11 Fees for services (non-employees):				
a Management				
b Legal	36,843.		36,843.	
c Accounting	66,921.		66,921.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	453,254.	439,559.	13,695.	
12 Advertising and promotion	6,867.		6,867.	
13 Office expenses	49,960.	41,586.	8,374.	
14 Information technology	39,320.	22,984.	16,336.	
15 Royalties				
16 Occupancy	178,862.	178,437.	425.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	18,636.	18,470.	166.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	25,177.	25,087.	90.	
23 Insurance	8,960.	8,960.		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a SMALL EQUIPMENT PURCHAS	53,673.	53,673.		
b INSTRUCTIONAL SUPPLIES	35,598.	35,598.		
c DUES & MEMBERSHIPS	28,130.		28,130.	
d FIELD TRIPS	12,559.	12,559.		
e All other expenses _____				
25 Total functional expenses. Add lines 1 through 24e	2,874,865.	2,392,436.	482,429.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing		1	
	2 Savings and temporary cash investments	525,296.	2	395,300.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	178,375.	4	298,976.
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	42,381.	9	10,031.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 236,336.		
	b Less: accumulated depreciation	10b 60,084.	10c	176,252.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	0.	15	2,342,698.
16 Total assets. Add lines 1 through 15 (must equal line 34)	945,682.	16	3,223,257.	
Liabilities	17 Accounts payable and accrued expenses	143,763.	17	145,072.
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	816,482.	25	3,883,524.
	26 Total liabilities. Add lines 17 through 25	960,245.	26	4,028,596.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets		27	
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds	-214,193.	30	-981,591.
	31 Paid-in or capital surplus, or land, building, or equipment fund	199,630.	31	176,252.
	32 Retained earnings, endowment, accumulated income, or other funds	0.	32	0.
33 Total net assets or fund balances	-14,563.	33	-805,339.	
34 Total liabilities and net assets/fund balances	945,682.	34	3,223,257.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,084,089.
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,874,865.
3	Revenue less expenses. Subtract line 2 from line 1	3	-790,776.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	-14,563.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	-805,339.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

- 1** Accounting method used to prepare the Form 990: Cash Accrual Other _____
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a** Were the organization's financial statements compiled or reviewed by an independent accountant? _____
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- b** Were the organization's financial statements audited by an independent accountant? _____
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- c** If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- 3a** As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____
- b** If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____

	Yes	No
2a		X
2b	X	
2c	X	
3a		X
3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization: WOODBURY LEADERSHIP ACADEMY
Employer identification number: 46-4095121

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 X A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state:
5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
9 An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
11 An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
a Type I. A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
b Type II. A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
c Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
d Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations
g Provide the following information about the supported organization(s).

Table with 6 columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization listed in your governing document?, (v) Amount of monetary support, (vi) Amount of other support. Includes a Total row at the bottom.

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2016 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test - 2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2016 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2016 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2017. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2016. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2017 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2017			
a			
b From 2013			
c From 2014			
d From 2015			
e From 2016			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2017 distributable amount			
i Carryover from 2012 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2017 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2017 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2018. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2013			
b Excess from 2014			
c Excess from 2015			
d Excess from 2016			
e Excess from 2017			

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2017
Open to Public Inspection

Name of the organization **WOODBURY LEADERSHIP ACADEMY** Employer identification number **46-4095121**

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (e.g., recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange programs
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment _____ %
 - b Permanent endowment _____ %
 - c Temporarily restricted endowment _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|--------|----|
| (i) unrelated organizations | 3a(i) | |
| (ii) related organizations | 3a(ii) | |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		236,336.	60,084.	176,252.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				176,252.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) DEFERRED PENSION OUTFLOWS	2,342,698.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	2,342,698.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) NET PENSION LIABILITY	3,300,797.
(3) DEFERRED PENSION INFLOWS	582,727.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	3,883,524.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	2,086,492.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	8,294.
e	Add lines 2a through 2d	2e	8,294.
3	Subtract line 2e from line 1	3	2,078,198.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	5,891.
c	Add lines 4a and 4b	4c	5,891.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	2,084,089.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	2,129,546.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	10,093.
e	Add lines 2a through 2d	2e	10,093.
3	Subtract line 2e from line 1	3	2,119,453.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	755,412.
c	Add lines 4a and 4b	4c	755,412.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	2,874,865.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE ORGANIZATION HAS EVALUATED AND DETERMINED THAT THERE ARE NO UNCERTAIN TAX POSITIONS AS OF JUNE 30, 2018. THE ASSOCIATION'S TAX RETURNS ARE SUBJECT TO POSSIBLE EXAMINATION BY THE TAXING AUTHORITIES.

PART XI, LINE 2D - OTHER ADJUSTMENTS:

FUNDRAISING EXPENDITURES 8,294.

PART XI, LINE 4B - OTHER ADJUSTMENTS:

STATE AID RELATED TO PENSION EXP 5,891.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

Part XIII Supplemental Information (continued)

CAPITALIZED EQUIPMENT	1,799.
FUNDRAISING EXPENDITURES	8,294.
TOTAL TO SCHEDULE D, PART XII, LINE 2D	10,093.

PART XII, LINE 4B - OTHER ADJUSTMENTS:

DEPRECIATION EXPENSE	25,177.
CHANGE IN NET PENSION LIABILITIES	730,235.
TOTAL TO SCHEDULE D, PART XII, LINE 4B	755,412.

SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Schools

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.
- ▶ Attach to Form 990 or Form 990-EZ.
- ▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization

WOODBURY LEADERSHIP ACADEMY

Employer identification number

46-4095121

Part I

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	X	
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	X	
3 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II	X	
THE SCHOOL HAS THE RACIALLY NONDISCRIMINATORY POLICY AVAILABLE ON THE WEBSITE.		
4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	X	
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	X	
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	X	
d Copies of all material used by the organization or on its behalf to solicit contributions?	X	
If you answered "No" to any of the above, please explain. If you need more space, use Part II.		
5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges?		X
b Admissions policies?		X
c Employment of faculty or administrative staff?		X
d Scholarships or other financial assistance?		X
e Educational policies?		X
f Use of facilities?		X
g Athletic programs?		X
h Other extracurricular activities?		X
If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		
6a Does the organization receive any financial aid or assistance from a governmental agency?	X	
b Has the organization's right to such aid ever been revoked or suspended?		X
If you answered "Yes" on either line 6a or line 6b, explain on Part II.		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II	X	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2017

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable.

Also provide any other additional information.

LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID:

**AS A MN PUBLIC CHARTER SCHOOL, THE ACADEMY RECEIVES STATE EDUCATION AID
AND FEDERAL GRANT FUNDING.**

SCHEDULE G
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities
Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the
organization entered more than \$15,000 on Form 990-EZ, line 6a.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for the latest instructions.

OMB No. 1545-0047

2017

Open to Public
Inspection

Name of the organization

WOODBURY LEADERSHIP ACADEMY

Employer identification number

46-4095121

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a Mail solicitations
- b Internet and email solicitations
- c Phone solicitations
- d In-person solicitations
- e Solicitation of non-government grants
- f Solicitation of government grants
- g Special fundraising events

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? Yes No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
Total				▶		

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		FUN RUN (event type)	(event type)	NONE (total number)	
Revenue	1 Gross receipts	17,779.			17,779.
	2 Less: Contributions	17,779.			17,779.
	3 Gross income (line 1 minus line 2)				
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	8,294.			8,294.
	10 Direct expense summary. Add lines 4 through 9 in column (d)				8,294.
	11 Net income summary. Subtract line 10 from line 3, column (d)				-8,294.

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? Yes No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? Yes No

b If "Yes," explain: _____

- 11 Does the organization conduct gaming activities with nonmembers? Yes No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? Yes No

- 13 Indicate the percentage of gaming activity conducted in:

13a		%
13b		%

 - a The organization's facility
 - b An outside facility

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ _____

Address ▶ _____

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? Yes No
- b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ _____ and the amount of gaming revenue retained by the third party ▶ \$ _____
- c If "Yes," enter name and address of the third party:

Name ▶ _____

Address ▶ _____

16 Gaming manager information:

Name ▶ _____

Gaming manager compensation ▶ \$ _____

Description of services provided ▶ _____

Director/officer Employee Independent contractor

- 17 Mandatory distributions:
 - a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? Yes No
 - b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ _____

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2017

Open to Public
Inspection

Name of the organization

WOODBURY LEADERSHIP ACADEMY

Employer identification number

46-4095121

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

READING, LITERATURE, WRITING, MUSIC, SCIENCE AND TECHNOLOGY.

FORM 990, PART VI, SECTION A, LINE 7A:

ANY STAFF MEMBERS WHO ARE EMPLOYED AT THE SCHOOL, INCLUDING LICENSED
TEACHERS PROVIDING INSTRUCTION UNDER A COOPERATIVE, AND ALL
PARENTS/GUARDIANS OF CHILDREN ENROLLED IN THE SCHOOL MAY VOTE IN THE
ELECTION OF THE BOARD OF DIRECTORS.

FORM 990, PART VI, SECTION B, LINE 11B:

THE FORM 990 IS PREPARED BY THE SCHOOL ACCOUNTANT. PRIOR TO FILING THE FORM
990, THE EXECUTIVE DIRECTOR AND FINANCE COMMITTEE WILL CONDUCT A DETAILED
REVIEW OF THE 990. THE FULL BOARD WILL RECEIVE A PUBLIC DISCLOSURE COPY OF
THE 990.

FORM 990, PART VI, SECTION B, LINE 12C:

THE SCHOOL'S CONFLICT OF INTEREST POLICY COVERS OFFICERS AND BOARD MEMBERS
AND REQUIRES EACH COVERED INDIVIDUAL TO NOTIFY THE BOARD OF DIRECTORS ABOUT
ANY ACTUAL OR POTENTIAL CONFLICTS OF INTEREST UPON ACKNOWLEDGMENT THAT A
CONFLICT MAY EXIST. THE CONFLICTED INDIVIDUAL IS EXPECTED TO REPORT ALL
MATERIAL FACTS TO THE BOARD, WHO SHALL DETERMINE WHETHER A CONFLICT EXISTS
WITHOUT THE CONFLICTED INDIVIDUAL. AT THE START OF EVERY BOARD MEETING,
DIRECTORS ARE ASKED IF THEY HAVE A CONFLICT WITH ANY OF THE ITEMS ON THE
AGENDA. THE CONFLICTED INDIVIDUAL MAY NOT VOTE OR PARTICIPATE IN THE
DETERMINATION PROCESS. ALL CONFLICTS AND PROCEEDINGS ARE DOCUMENTED IN THE
MEETING MINUTES.

Name of the organization WOODBURY LEADERSHIP ACADEMY	Employer identification number 46-4095121
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FORM 990, PART VI, SECTION B, LINE 15:

FOR TEACHING STAFF, THE PAY-SCALE THAT WAS IN PLACE FOR THE FIRST OPERATIONAL YEAR (2014-2015) WAS DETERMINED ON THE BASIS OF YEARS TEACHING, AS WELL AS EXPERIENCE TEACHING AND KNOWLEDGE OF THE CORE KNOWLEDGE SEQUENCE, RESPONSIVE CLASSROOM, AND DIFFERENTIATION OF INSTRUCTION. IN SUBSEQUENT YEARS, MODIFICATIONS TO THE INITIAL PAY-SCALE ARE BASED ON COMPARATIVE SCHOOL INFORMATION AND COST OF LIVING INCREASES. THE BOARD OF DIRECTORS USED COMPARABILITY DATA TO SELECT A STARTING COMPENSATION RANGE FOR THE EXECUTIVE DIRECTOR.

FORM 990, PART VI, SECTION C, LINE 19:

THE SCHOOL MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART VII, SECTION A:

RELATED BOARD MEMBERS

PER MN STATUTE 124E.07, CHARTER SCHOOLS ARE REQUIRED TO HAVE LICENSED TEACHERS AS MEMBERS OF THE BOARD OF DIRECTORS.

JESSICA ERICKSON, CHAUDIA GEORGE, JOLENE SKORDAHL, KYLIE GRIFFITH, AND ANNA YANG ARE BOARD MEMBERS BUT RECEIVED COMPENSATION FOR THEIR SERVICES AS TEACHERS.

FORM 990, PART IX, LINE 11G, OTHER FEES:

NURSING SERVICES:

PROGRAM SERVICE EXPENSES

4,336.

Name of the organization WOODBURY LEADERSHIP ACADEMY	Employer identification number 46-4095121
---	--

TOTAL EXPENSES 4,336.

JANITORIAL SERVICES:

PROGRAM SERVICE EXPENSES 242,006.

TOTAL EXPENSES 242,006.

SUBSTITUTE TEACHERS:

PROGRAM SERVICE EXPENSES 46,801.

TOTAL EXPENSES 46,801.

MISC CONTRACTED SERVICES:

PROGRAM SERVICE EXPENSES 146,416.

MANAGEMENT AND GENERAL EXPENSES 13,695.

TOTAL EXPENSES 160,111.

TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A 453,254.

FORM 990, PART X, LINE 25:

PENSION LIABILITIES, DEFERRED OUTFLOWS & INFLOWS PENSION:

AS A CHARTER SCHOOL IN THE STATE OF MINNESOTA, PARTICIPATION IN TWO MULTIPLE-EMPLOYER, COST-SHARING DEFINED BENEFIT PENSION PLANS IS STATUTORILY REQUIRED. THE SCHOOL'S CONTRIBUTIONS TO THE PLANS ARE ALSO REGULATED BY STATUTE AND ARE BASED ON A PERCENTAGE OF SALARIES AND WAGES EARNED BY CURRENT EMPLOYEES. THEREFORE, WHILE THE NET PENSION LIABILITY, DEFERRED OUTFLOWS AND INFLOWS, ARE REPORTED ON THE SCHOOL'S STATEMENT OF NET POSITION, THE SCHOOL IS NOT IN A POSITION TO DIRECTLY CONTROL THE LIABILITIES OR THE SUBSEQUENT LIQUIDATION OF THE LIABILITIES.

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**

▶ **Information about Form 8868 and its instructions is at www.irs.gov/form8868 .**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile, click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

		Enter filer's identifying number
Type or print	Name of exempt organization or other filer, see instructions. WOODBURY LEADERSHIP ACADEMY	Employer identification number (EIN) or 46-4095121
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 600 WEIR DRIVE	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. WOODBURY, MN 55125	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

BERGANKDV

• The books are in the care of ▶ **22488 CHIPPENDALE AVE - FARMINGTON, MN 55024**
Telephone No. ▶ **(651) 463-2233** Fax No. ▶ **(651) 463-3605**

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2019**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ▶ calendar year _____ or
- ▶ tax year beginning **JUL 1, 2017**, and ending **JUN 30, 2018**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

January 2019



 berganKDV
CPAS | ADVISORS

Prepared by:
Judith Darling, CPA
Finance Manager

**Woodbury Leadership Academy
Woodbury, Minnesota
January 2019 Financial Statements**

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

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the actual ending information as of June 30, 2018 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.

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this will be repaid by the state to the school during August, September, and October of 2018. 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. We have been approved for a \$150K line of credit with Propel Nonprofits.

Summary of Key Indicators

- Our enrollment at the end of January was 389.
- Cash flow is healthy at \$523K.
- We are on target to meet our budget.

Other Items

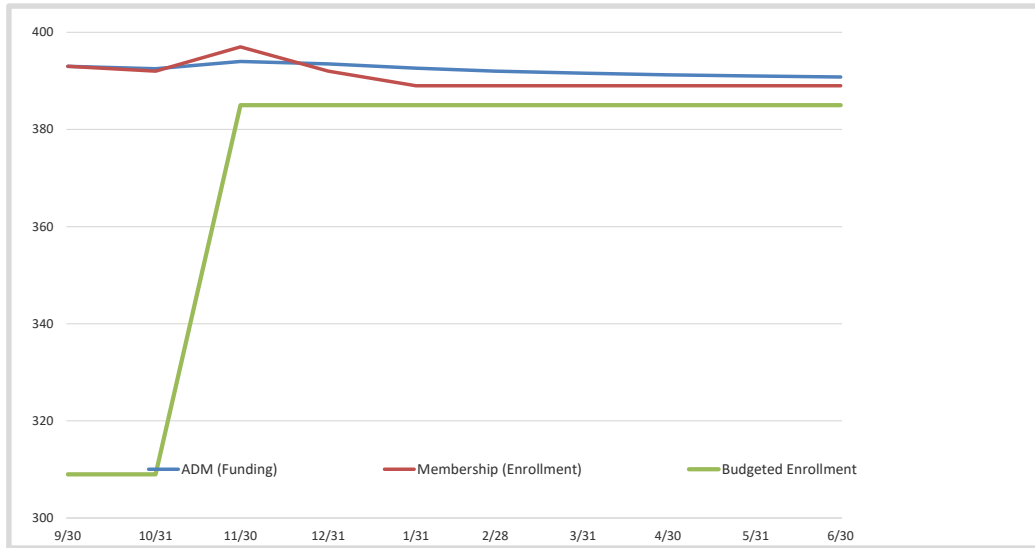
- Our 990 tax return has been completed and submitted to the Internal Revenue Service and the MN Attorney General as required. A copy of the return has been included in the board packet.

Supplemental Information for January 2019

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during January 2019.

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
2018-2019**



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	59	59	59	59	59	58	58	58	58	58	
1	67	67	66	66	66	66	66	66	66	66	
2	66	66	66	65	65	64	64	64	63	63	
3	67	67	67	66	66	66	66	66	65	65	
4	56	56	57	57	57	57	56	56	56	56	
5	37	37	37	38	38	38	38	38	38	38	
6	21	21	21	21	21	21	21	21	21	21	
7	14	14	14	15	15	15	15	15	15	15	
8	6	6	7	7	7	8	8	8	8	8	
GRAND TOTAL	393	393	394	394	393	392	392	391	391	391	

Membership (Enrollment) as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/5	
K	59	59	60	58	57	57	57	57	57	57	
1	67	66	66	66	66	66	66	66	66	66	
2	66	66	65	64	62	62	62	62	62	62	
3	67	67	66	64	65	65	65	65	65	65	
4	56	56	58	57	56	56	56	56	56	56	
5	37	37	37	39	39	39	39	39	39	39	
6	21	21	21	21	21	21	21	21	21	21	
7	14	14	15	15	15	15	15	15	15	15	
8	6	6	9	8	8	8	8	8	8	8	
GRAND TOTAL	393	392	397	392	389	389	389	389	389	389	

Budgeted Enrollments as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/5	
K	60	60	60	60	60	60	60	60	60	60	
1	57	57	66	66	66	66	66	66	66	66	
2	53	53	66	66	66	66	66	66	66	66	
3	53	53	66	66	66	66	66	66	66	66	
4	35	35	54	54	54	54	54	54	54	54	
5	25	25	35	35	35	35	35	35	35	35	
6	13	13	19	19	19	19	19	19	19	19	
7	5	5	14	14	14	14	14	14	14	14	
8	8	8	5	5	5	5	5	5	5	5	
GRAND TOTAL	309	309	385	385	385	385	385	385	385	385	

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
January 31, 2019

	Balance July 1, 2018	Balance January 31, 2019
<u>Assets</u>		
Current Assets		
Cash and Investments	\$ 395,300	\$ 523,226
Accounts Receivable	-	-
PY State Aid Receivable	-	2,804
CY State Aid Receivable/(Deferred Rev)	289,306	255,656
Federal Aids Receivable	9,670	-
Prepaid Expenses and Deposits	10,031	51,700
Total Assets	\$ 704,307	\$ 833,386
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	\$ 59,282	\$ 44,569
Line of Credit Payable /Loan Payable	-	-
Accounts Payable	39,202	10,141
Payroll Deductions and Contributions	46,589	27,392
Deferred Revenue	-	-
Total Current Liabilities	145,073	82,101
Fund Balance		
Fund Balance 7-1-2018	559,234	559,234
Net Income To Date	-	192,051
Total Fund Balance	559,234	751,285
Total Liabilities and Fund Balance	\$ 704,307	\$ 833,386

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
January 31, 2019

	388.80		58%	
	FY 2018 Actual 259 ADM	FY 2019 Revised Budget 385 ADM	January 2019 YTD Activity	Percent of Revised Budget
General Fund - 01				
Revenues				
State Revenues				
General Education Aid	\$ 1,705,086	\$ 2,700,011	\$ 1,735,695	64.3%
Literacy Aid	25,956	25,956	11,792	45.4%
Charter School Lease Aid	14,386	510,721	-	0.0%
Long-Term Facilities Maintenance Revenue	21,856	51,322	-	0.0%
Special Education Aid	189,346	294,890	94,708	32.1%
PY Over/Under Accrual	19,104	-	-	-
Endowment Aid	9,394	10,028	5,006	49.9%
CY Estimated State Aid Receivable/(Deferred Rev)	-	-	255,656	-
Total State Revenues	1,985,128	3,592,928	2,102,858	58.5%
	1,985,128	3,592,928	2,102,858	
Federal Revenues				
Federal Special Education Aid	41,667	25,302	21,045	83.2%
Federal CEIS Program	1,176	8,151	-	0.0%
PBIS Individuals with Disabilities Grant	6	-	-	-
Title I and II	5,025	8,578	3,000	35.0%
Total Federal Revenues	47,874	42,031	24,045	57.2%
	47,874	42,031	24,045	
Local Revenues				
Interest Earnings	178	100	490	489.6%
Donations and Grants	21,928	250	1,958	783.3%
Give to the Max (course 200)	2,740	-	6,291	-
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	17,367	23,300	19,679	84.5%
Miscellaneous Revenues	9,140	2,000	1,092	54.6%
Sale of Merchandise/Fundraising - Net	414	-	645	-
Total Local Revenues	51,767	25,650	30,154	117.6%
	51,767	25,650	30,154	
Total Revenues	\$ 2,084,769	\$ 3,660,609	\$ 2,157,057	58.9%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2019

	388.80		58%
	FY 2018	FY 2019	January 2019
	Actual	Revised Budget	YTD
	259 ADM	385 ADM	Activity
			Percent of
			Revised
			Budget
		3,660,609	
Expenditures			
100's Salaries	\$ 821,446	\$ 1,230,624	\$ 625,731 50.8%
200's Benefits	196,231	335,785	183,288 54.6%
305 Contracted Services	447,224	277,900	124,143 44.7%
315 Technology Services	15,153	17,730	9,630 54.3%
320 Communications Services	19,719	7,890	3,713 47.1%
329 Postage	893	2,500	1,105 44.2%
330 Utilities	119,360	69,810	37,693 54.0%
340 Property and Liability Insurance	8,960	13,639	12,035 88.2%
350 Repairs and Maintenance	53,303	44,630	27,145 60.8%
360 Student Transportation	-	323,852	207,559 64.1%
360 Transportation for Field Trips	5,494	7,700	2,592 33.7%
366 Travel, Conferences, and Staff Training	16,638	15,000	8,961 59.7%
369 Field Trips / Registration Fees	7,065	7,700	6,175 80.2%
370 Building Lease	16,033	567,468	352,279 62.1%
370 Other Rentals and Operating Leases	42,482	5,808	304 5.2%
380 Computer and Tech Related Hardware Rental	9,273	9,285	5,409 58.3%
401 Supplies - Non Instructional (455/465 NI Tech Supplies)	20,751	29,500	22,214 75.3%
401 Maintenance Supplies	1,515	23,000	8,085 35.2%
405 Non-Instructional Software and Licensing	9,887	10,350	7,351 71.0%
406 Instructional Software	2,201	7,500	1,913 25.5%
430 Instructional Supplies (456/466 Inst.Tech Supplies)	7,391	26,000	14,447 55.6%
460 Textbooks and Workbooks	18,242	30,000	26,977 89.9%
461 Standardized Tests	3,104	7,000	3,621 51.7%
470 Media/Library Resources	-	2,000	- 0.0%
490 Food Purchased	2,334	3,700	3,793 102.5%
520 Building Improvement	-	20,246	20,246 100.0%
530 Furniture and Other Equipment	-	35,252	35,883 101.8%
555 Technology Equipment	1,799	7,500	- 0.0%
556 Instructional Technology Equipment	-	25,500	- 0.0%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2019

	388.80		58%	
	FY 2018 Actual 259 ADM	FY 2019 Revised Budget 385 ADM	January 2019 YTD Activity	Percent of Revised Budget
740 Interest Expense	-	-	-	-
820 Dues and Memberships, Fees	28,130	30,530	2,994	9.8%
896 Special Assessments	-	-	-	-
State Special Ed Expenditures	201,432	317,086	149,473	47.1%
Federal Special Education Program, CEIS, PSI	42,843	33,454	26,819	80.2%
PBIS Individuals with Disabilities Grant	6	-	-	-
Title I and II	5,025	8,578	3,000	35.0%
Directors Discretionary Fund	-	7,500	-	0.0%
Subtotal Expenditures	2,123,936	3,562,016	1,934,578	54.3%
	2,123,936	3,562,016	1,934,578	
Transfers to Other Funds	-	-	-	-
Total Expenditures	\$ 2,123,936	\$ 3,562,016	\$ 1,934,578	54.3%
General Fund Net Income	\$ (39,168)	\$ 98,594	\$ 222,479	
Beginning Fund Balance, General Fund, July 1	475,231	436,063	436,063	
Projected Fund Balance, General Fund, June 30	\$ 436,063	\$ 534,657	\$ 658,542	
	20.5%	15.0%		

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2019

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	January 2019 YTD Activity	58% Percent of Revised Budget
Fund 04 Program				
Revenues				
050 Registration Revenue	\$ 1,720	\$ 2,100	\$ -	0.0%
Total Revenues	\$ 1,720	\$ 2,100	\$ -	0.0%
Expenditures				
Purchased Services	\$ 3,410	\$ 2,100	\$ -	0.0%
Supplies and Materials, Snacks	2,198	-	-	-
Equipment	-	30,430	30,428	100.0%
Dues and Memberships	-	-	-	-
Total Expenditures	\$ 5,607	\$ 32,530	\$ 30,428	93.5%
Community Services Fund Net Income	\$ (3,887)	\$ (30,430)	\$ (30,428)	
Beginning Fund Balance, Fund 04, July 1	127,058	123,171	123,171	
Projected Fund Balance, Fund 04, June 30	\$ 123,171	\$ 92,741	\$ 92,743	

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2019

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	January 2019 YTD Activity	58% Percent of Revised Budget
Total All Funds				
Revenues				
State Revenues	\$ 1,985,128	\$ 3,592,928	\$ 2,102,858	58.5%
Federal Revenues	47,874	42,031	24,045	57.2%
Local Revenues	53,487	27,750	30,154	108.7%
Transfer In	-	-	-	-
Total Revenues	\$ 2,086,489	\$ 3,662,709	\$ 2,157,057	58.9%
	<small>2,086,489</small>	<small>3,662,709</small>	<small>2,157,057</small>	
Expenditures				
Salaries and Wages	\$ 821,446	\$ 1,230,624	\$ 625,731	50.8%
Employee Benefits	196,231	335,785	183,288	54.6%
Purchased Services	765,008	1,373,011	798,742	58.2%
Supplies and Materials	67,622	139,050	88,401	63.6%
Equipment	1,799	118,929	86,558	72.8%
Other (Fundraising, Special Ed, Dues, etc.)	277,436	397,147	182,286	45.9%
Total Expenditures	\$ 2,129,544	\$ 3,594,546	\$ 1,965,006	54.7%
	<small>2,129,544</small>	<small>3,594,546</small>	<small>1,965,006</small>	
Total Revenues All Funds	\$ 2,086,489	\$ 3,662,709	\$ 2,157,057	58.9%
Total Expenditures All Funds	\$ 2,129,544	\$ 3,594,546	\$ 1,965,006	54.7%
Net Income - All Funds	\$ (43,055)	\$ 68,164	\$ 192,051	
	<small>(43,055)</small>	<small>68,164</small>	<small>192,051</small>	
Beginning Fund Balance, All Funds, July 1	602,289	559,234	559,234	
Projected Fund Balance, All Funds, June 30	\$ 559,234	\$ 627,398	\$ 751,285	
	<small>559,234</small>	<small>627,398</small>	<small>751,285</small>	

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
2018-2019**

Period Ending	Cash Inflows (Revenues)					Cash Outflows (Expenditures)			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback	Total Receipts	Salaries	Other Expenses	Total Expenses	
								<i>Beginning Balance</i>	\$ 395,300
Jul 31	\$ 174,716	\$ -	\$ 807	\$ -	\$ 175,523	\$ 49,047	\$ 140,740	\$ 189,787	381,036
Aug 31	174,529	-	807	163,105	338,441	57,800	257,624	315,424	404,053
Sept 30	209,405	-	1,099	76,796	287,300	80,167	263,507	343,674	347,679
Oct 31	295,934	-	12,012	56,019	363,965	85,216	257,172	342,387	369,257
Nov 30	249,879	7,154	16,472	247	273,751	85,674	214,334	300,008	343,000
Dec 31	430,543	-	5,092	-	435,634	87,317	124,849	212,166	566,468
Jan 31	312,196	16,891	6,783	5	335,875	86,124	292,994	379,118	523,226
Feb 28	277,287	3,597			280,884	86,124	216,272	302,396	501,713
Mar 31	277,287	3,597			280,884	86,124	216,272	302,396	480,201
Apr 30	277,287	3,597			280,884	86,124	216,272	302,396	458,689
May 31	277,287	3,597		2,804	283,688	86,124	216,272	302,396	439,981
June 30	277,287	3,597			280,884	86,124	216,272	302,396	418,468
Projected	3,233,635	42,031	43,072	298,976	3,617,714	961,964	2,632,582	3,594,546	
	3,233,635	42,031	27,750	298,977	3,602,393			3,594,546	
	-	-	(15,322)	0	(15,321)			3,594,546	
Totals	3,233,635	42,031	43,072	298,976	3,617,714	961,964	2,632,582	3,594,546	418,468

Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our 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
Woodbury, MN
District 4228**

Supplemental Information

January 2019



Prepared by:
Judith Darling, CPA
Finance Manager

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 01/01/2019 - 01/31/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1001	Public Employee Retirement Association	01/15/2019	\$1,305.15	5526	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	01/15/2019	\$7,550.89	5527	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	01/15/2019	\$8,877.08	5528	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	01/15/2019	\$4,114.99	5528	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	01/15/2019	\$2,051.79	5529	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	01/15/2019	\$200.00	5530	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	01/15/2019	\$1,014.23	5531	B 01 215 021	TSA
OLDN		WX	1 1047	MN Association of Charter Schools	01/29/2019	\$398.78	5547	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1 1391	Alerus	01/29/2019	\$30.00	5548	E 01 005 110 000 000 305	Alerus Participant Fee
OLDN		WX	1 1014	Trusted Employees	01/30/2019	\$55.00	5558	E 01 005 110 000 000 305	Background Checks
OLDN		WX	1 1018	Office Max	01/30/2019	\$27.99	5553	E 01 005 110 000 000 401	Desk Pad - ED
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$50.97	5549	E 01 010 203 000 000 430	Magenetic Letters - grade 1
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$84.78	5549	E 01 005 110 000 000 401	Chair bands, tape, mag strips
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$31.62	5550	E 01 010 630 000 000 406	CKLA teachers guide - grade 4
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$17.82	5551	E 01 005 110 000 000 401	Binder clips and Dixie Cups
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$14.38	5551	E 01 010 720 000 000 401	Binder clips and Dixie Cups
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$35.96	5552	E 01 010 630 000 000 456	Voice Amplifier - grade 6
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$11.52	5554	E 01 010 630 000 000 456	Headjack extenders for iPads
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$4.99	5555	E 01 005 108 000 000 455	Micro B Cable
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$290.97	5556	E 01 010 420 000 419 401	Printer Toner
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$49.72	5559	E 01 005 110 000 000 401	Organizational supplies - front desk
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$45.54	5560	E 01 010 203 000 000 460	Books - grade 6
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$37.86	5561	E 01 010 420 000 419 401	Expanding files
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$14.00	5562	E 01 010 203 000 000 430	Expo Markers - Grade 5
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$329.80	5566	E 01 010 203 000 000 430	Copier Paper
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$56.44	5567	E 01 010 203 000 000 430	Science batteries and holders
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$20.35	5568	E 01 005 810 000 000 401	Ice Melt - nontoxic
OLDN		WX	1 1027	Amazon.com	01/30/2019	\$13.80	5570	E 01 005 110 000 000 401	Minisphere fidgit toy
OLDN		WX	1 1030	Target	01/30/2019	\$46.27	5573	E 01 010 203 000 000 401	10 Drawer rolling cart
OLDN		WX	1 1032	Walmart	01/30/2019	\$44.91	5557	E 01 005 810 000 000 401	Office Calendar/Goldfish/Chair Legs
OLDN		WX	1 1032	Walmart	01/30/2019	\$14.96	5557	E 01 010 203 000 000 430	Office Calendar/Goldfish/Chair Legs
OLDN		WX	1 1032	Walmart	01/30/2019	\$5.84	5557	E 01 005 110 000 000 401	Office Calendar/Goldfish/Chair Legs
OLDN		WX	1 1032	Walmart	01/30/2019	\$14.97	5569	E 01 005 810 000 000 401	Tennis balls/table leg protectors
OLDN		WX	1 1032	Walmart	01/30/2019	\$31.36	5574	E 01 010 203 000 000 401	Lunch supplies and mouse trap
OLDN		WX	1 1032	Walmart	01/30/2019	\$2.92	5574	E 01 005 810 000 000 401	Lunch supplies and mouse trap

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1259	Costco	01/30/2019	\$53.56	5565	E 01 010 203 000 000 401	Lunch supplies - plates, spoons and applesa
OLDN		WX	1 1372	Teachers Pay Teachers	01/30/2019	\$7.50	5563	E 01 010 203 000 000 460	Reading curriculum - Grade 7 and 8
OLDN		WX	1 1419	Menards	01/30/2019	\$111.18	5572	E 01 005 810 000 000 401	Light Bulbs, frosted window film
OLDN		WX	1 1502	Holiday Inn Minneapolis	01/30/2019	\$100.00	5564	E 01 010 640 000 316 366	VOA Conference - Room Deposit Krejci
OLDN		WX	1 1503	Master Medical Equipment	01/30/2019	\$55.00	5571	E 01 010 720 000 000 401	AED Battery
OLDN		WX	1 1441	Old National	01/31/2019	\$217.05	5581	E 01 005 110 000 000 305	Service Charge
OLDN		WX	1 1001	Public Employee Retirement Association	01/31/2019	\$1,682.33	5575	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	01/31/2019	\$7,681.94	5576	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	01/31/2019	\$9,389.66	5577	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	01/31/2019	\$4,425.53	5577	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	01/31/2019	\$2,219.46	5578	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	01/31/2019	\$200.00	5579	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	01/31/2019	\$1,089.37	5580	B 01 215 021	TSA
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$64.42	5597	E 01 005 810 000 000 401	Light bulbs, - 4 pin double
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$31.98	5599	E 01 010 203 000 000 430	Pattern Blocks - grade 2
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$53.28	5600	E 01 005 107 000 000 401	40inch K, 1-8 bnalloons and wallframes
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$33.99	5600	E 01 005 110 000 000 401	40inch K, 1-8 bnalloons and wallframes
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$39.49	5601	E 01 005 107 000 000 401	Instax Mini instant Film
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$14.99	5602	E 01 005 108 000 000 455	Wireless mouse - Dean
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$23.70	5604	E 01 005 110 000 000 401	Books - Good to Great and Social Sectors - I
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$2.51	5606	E 01 010 203 000 000 430	Brads - Science grade 4
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$75.96	5606	E 01 010 203 000 000 460	Laminating Sheets - Math curriculum
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$128.37	5606	E 01 010 203 000 000 401	Misc Classrom supplies
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$85.96	5607	E 01 010 203 000 000 401	Book bins - grade 4
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$329.80	5610	E 01 010 203 000 000 430	Copy paper
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$28.64	5613	E 01 005 107 000 000 401	40 inch K, 1-8 Balloons - Enrollment Showca
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$24.08	5614	E 01 005 107 000 000 401	40 inch K, 1-8 Balloons - Enrollment Showca
OLDN		WX	1 1027	Amazon.com	01/31/2019	\$15.99	5618	E 01 010 203 000 000 430	Pattern Blocks - Grade 2
OLDN		WX	1 1030	Target	01/31/2019	\$33.74	5603	E 01 005 110 000 000 401	Storage Cart - Dean
OLDN		WX	1 1031	Sam's Club	01/31/2019	\$232.38	5611	E 01 010 203 201 000 490	Lunch - pilot food
OLDN		WX	1 1031	Sam's Club	01/31/2019	\$54.86	5617	E 01 005 107 000 000 401	Helium tanks, cookies - Enrollment Showcas
OLDN		WX	1 1101	Papa John's	01/31/2019	\$54.49	5608	E 01 005 110 000 000 490	Enrollment Showcase volunteers
OLDN		WX	1 1101	Papa John's	01/31/2019	\$68.59	5619	E 01 005 110 000 000 490	Pizza - Enrollment Showcase volunteers
OLDN		WX	1 1101	Papa John's	01/31/2019	\$231.49	5620	E 01 010 203 201 000 490	Lunch Pilot Food
OLDN		WX	1 1101	Papa John's	01/31/2019	\$12.00	5621	E 01 010 203 201 000 490	Lunch Pilot Food

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OLDN		WX	1 1101	Papa John's	01/31/2019	\$170.49	5622	E 01 010 203 201 000 490	Lunch Pilot Food
OLDN		WX	1 1125	Party City	01/31/2019	\$49.99	5598	E 01 005 107 000 000 401	Helium tank
OLDN		WX	1 1143	Cub Foods	01/31/2019	\$2.99	5616	E 01 005 110 000 000 490	Bottled Water - Board meetings
OLDN		WX	1 1317	Panera Bread	01/31/2019	\$52.45	5609	E 01 005 110 000 000 490	Office organization dinner meeting
OLDN		WX	1 1372	Teachers Pay Teachers	01/31/2019	\$21.43	5605	E 01 010 203 000 000 460	Intro to Leadership - Student Council
OLDN		WX	1 1372	Teachers Pay Teachers	01/31/2019	\$6.43	5615	E 01 010 203 000 000 460	Simple Machines curriculum - grade 2
OLDN		WX	1 1409	T-Mobile	01/31/2019	\$189.19	5612	E 01 005 110 000 000 320	Cell phone service 12/2-1/1/2019
OLDN		WX	1 1004	MN Department of Revenue Service	01/31/2019	\$223.00	5623	R 01 005 000 000 000 620	Sales Tax
Check Total:						\$56,486.91			
OLDN	5684	CH	1 1481	Comcast	01/03/2019	\$400.92	5491	E 01 005 110 000 000 320	12/21-1/20/2019 Internet Services
Check Total:						\$400.92			
OLDN	5685	CH	1 1064	HealthPartners - Group	01/03/2019	\$12,743.02	5492	B 01 215 008	January medical and dental premiums
OLDN	5685	CH	1 1064	HealthPartners - Group	01/03/2019	\$914.00	5492	B 01 215 009	January medical and dental premiums
Check Total:						\$13,657.02			
OLDN	5686	CH	1 1054	Integrative Therapy, LLC.	01/03/2019	\$2,151.04	5493	E 01 010 420 000 740 394	OT: 12/3-12/13/2018 24.58hrs@ \$87.50
Check Total:						\$2,151.04			
OLDN	5687	CH	1 1150	JR Computer Associates	01/03/2019	\$800.00	5494	E 01 005 605 000 000 315	January monthly computer tech services
Check Total:						\$800.00			
OLDN	5688	CH	1 1500	Macalester College African Music	01/03/2019	\$440.00	5495	E 01 010 203 000 000 369	1.17.19 Field Trip
OLDN	5688	CH	1 1500	Macalester College African Music	01/03/2019	(\$440.00)	5495	E 01 010 203 000 000 369	Wrong Amount
OLDN	5688	CH	1 1500	Macalester College African Music	01/03/2019	\$440.00	5495	E 01 010 203 000 000 369	1.17.19 Field Trip
OLDN	5688	CH	1 1500	Macalester College African Music	01/03/2019	(\$440.00)	5495	E 01 010 203 000 000 369	Wrong Amount
Check Total:						\$0.00			
OLDN	5689	CH	1 1334	Mary Kelly	01/03/2019	\$2,080.00	5496	E 01 010 420 000 419 303	SPED Director Services 12/5-12/19/2018
Check Total:						\$2,080.00			
OLDN	5690	CH	1 1457	MSB Holdings - Woodbury LLC	01/03/2019	\$36,651.13	5401	E 01 005 850 000 348 370	January Lease
OLDN	5690	CH	1 1457	MSB Holdings - Woodbury LLC	01/03/2019	\$767.00	5401	E 01 005 850 000 348 370	Insurance
OLDN	5690	CH	1 1457	MSB Holdings - Woodbury LLC	01/03/2019	\$5,384.67	5401	E 01 005 810 000 000 330	Utilities
OLDN	5690	CH	1 1457	MSB Holdings - Woodbury LLC	01/03/2019	\$3,735.00	5401	E 01 005 810 000 000 305	Janitorial
OLDN	5690	CH	1 1457	MSB Holdings - Woodbury LLC	01/03/2019	\$1,780.00	5401	E 01 005 810 000 000 350	R&M
OLDN	5690	CH	1 1457	MSB Holdings - Woodbury LLC	01/03/2019	\$11,353.09	5401	E 01 005 850 000 348 370	Taxes
OLDN	5690	CH	1 1457	MSB Holdings - Woodbury LLC	01/03/2019	\$947.29	5401	E 01 005 850 000 000 896	Special Assessments
Check Total:						\$60,618.18			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5691	CH	1 1097	Principal Life Insurance Company	01/03/2019	\$1,265.24	5497	B 01 215 007	January Life, LTD/STD premiums
Check Total:						\$1,265.24			
OLDN	5692	CH	1 1098	Teachers on Call	01/03/2019	\$331.50	5498	E 01 010 203 000 000 305	Sub Teachers 12/14/2018
OLDN	5692	CH	1 1098	Teachers on Call	01/03/2019	\$884.00	5499	E 01 010 203 000 000 305	Sub Teachers 12/17-12/21/2018
Check Total:						\$1,215.50			
OLDN	5693	CH	1 1500	Macalester College African Music	01/03/2019	\$250.00	5504	E 01 010 203 000 000 369	1.17.19 Field Trip
Check Total:						\$250.00			
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	\$100.50	5505	E 01 010 420 000 740 394	Autism License 1.5hrs@\$67
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	\$57.50	5506	E 01 010 420 000 740 394	DD License .5hrs@\$115
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	\$213.75	5506	E 01 010 420 000 740 394	ASD Services 2.25hrs@\$95
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	\$95.00	5506	E 01 010 420 000 740 394	DCD Services 1hrs@\$95
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	\$95.00	5506	E 01 010 420 000 740 394	Other SPED Services
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	(\$213.75)	5506	E 01 010 420 000 740 394	ASD Services 2.25hrs@\$95
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	\$213.75	5506	E 01 010 411 000 740 394	Coding Correction
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	(\$95.00)	5506	E 01 010 420 000 740 394	DCD Services 1hrs@\$95
OLDN	5694	CH	1 1249	Designs for Learning	01/09/2019	\$95.00	5506	E 01 010 402 000 740 394	Coding Correction
Check Total:						\$561.75			
OLDN	5695	CH	1 1461	Gamino's Cleaning Company LLC	01/09/2019	\$3,600.00	5507	E 01 005 810 000 000 305	Waxing Floors
Check Total:						\$3,600.00			
OLDN	5696	CH	1 1054	Integrative Therapy, LLC.	01/09/2019	\$1,152.09	5510	E 01 010 420 000 740 394	OT: 12/17-12/20/2018 13.17hrs@\$87.50
Check Total:						\$1,152.09			
OLDN	5697	CH	1 1500	Macalester College African Music	01/09/2019	\$75.00	5511	E 01 010 203 000 000 369	Additional tickets for field trip on 1.17.19
Check Total:						\$75.00			
OLDN	5698	CH	1 1492	Plainview Milk Products Cooperative	01/09/2019	\$201.60	5509	E 01 010 203 000 000 401	December 2018 milk
Check Total:						\$201.60			
OLDN	5699	CH	1 1233	Reno Mothes	01/09/2019	\$440.00	5512	E 01 010 420 000 740 394	DAPE: 12/3-12/18/2018 8hrs@\$55
Check Total:						\$440.00			
OLDN	5700	CH	1 1358	Science Museum	01/09/2019	\$684.00	5513	E 01 010 203 000 000 369	Field Trip
Check Total:						\$684.00			
OLDN	5701	CH	1 1474	Supplyworks	01/09/2019	\$195.89	5514	E 01 005 810 000 000 401	Custodial supplies - pro clean canister vacuu
OLDN	5701	CH	1 1474	Supplyworks	01/09/2019	\$32.76	5515	E 01 005 810 000 000 401	Custodial supplies - micro filter
Check Total:						\$228.65			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5702	CH	1 1214	The Hanover Insurance Group	01/09/2019	\$1,932.39	5508	E 01 005 940 000 000 340	Commercial Package Policy
Check Total:						\$1,932.39			
OLDN	5703	CH	1 1302	Toshiba Financial Services	01/09/2019	\$751.18	5516	E 01 010 605 000 000 580	Copier Lease
OLDN	5703	CH	1 1302	Toshiba Financial Services	01/09/2019	\$21.55	5516	E 01 010 605 000 000 581	Copier Lease
OLDN	5703	CH	1 1302	Toshiba Financial Services	01/09/2019	\$975.21	5516	E 01 010 203 000 000 401	Overage
Check Total:						\$1,747.94			
OLDN	5704	CH	1 1291	Booth Law Group, LLC	01/14/2019	\$1,758.50	5517	E 01 005 111 000 000 305	12/17-12/21/2018 Legal Services
Check Total:						\$1,758.50			
OLDN	5705	CH	1 1064	HealthPartners - Group	01/14/2019	\$9,638.79	5518	B 01 215 008	February Medical and Dental insurances
OLDN	5705	CH	1 1064	HealthPartners - Group	01/14/2019	\$753.65	5518	B 01 215 009	February Medical and Dental insurances
Check Total:						\$10,392.44			
OLDN	5706	CH	1 1240	Keys to Communication	01/14/2019	\$2,571.25	5519	E 01 010 401 000 740 394	Speech: 12/11-12/20/2018 28.75hrs@\$85 3l
Check Total:						\$2,571.25			
OLDN	5707	CH	1 1013	Region V Computer Services	01/14/2019	\$1,372.00	5520	E 01 005 108 000 000 405	FY2019 3rd Quarter Membership Fee
Check Total:						\$1,372.00			
OLDN	5708	CH	1 1490	Seestedt's	01/14/2019	\$7,433.18	5521	E 01 005 810 000 000 520	Balance due from commons floor tile
Check Total:						\$7,433.18			
OLDN	5709	CH	1 1116	Strategic Staffing Solutions	01/14/2019	\$1,006.25	5522	E 01 010 420 000 740 394	Psychologist: 12/7-1/4/2019 11.5hrs@\$87.5l
Check Total:						\$1,006.25			
OLDN	5710	CH	1 1474	Supplyworks	01/14/2019	\$353.08	5523	E 01 005 810 000 000 401	Janitorial supplies - handwash, towels
Check Total:						\$353.08			
OLDN	5711	CH	1 1098	Teachers on Call	01/14/2019	\$221.00	5524	E 01 010 203 000 000 305	Sub Teachers 12/7/2018
OLDN	5711	CH	1 1098	Teachers on Call	01/14/2019	\$884.00	5525	E 01 010 203 000 000 305	Sub Teachers 1/2-1/4/2019
Check Total:						\$1,105.00			
OLDN	5712	CH	1 1369	BerganKDV Outsourced Services LLC	01/23/2019	\$9,920.00	5533	E 01 005 110 000 000 305	January Financial Mgmt and Accounting Sen
Check Total:						\$9,920.00			
OLDN	5713	CH	1 1249	Designs for Learning	01/23/2019	\$166.25	5534	E 01 010 420 000 740 394	ASD Services: Lovegreen - 1.75hrs@\$95
Check Total:						\$166.25			
OLDN	5714	CH	1 1054	Integrative Therapy, LLC.	01/23/2019	\$1,990.64	5535	E 01 010 420 000 740 394	OT: 1/2-1/10/2019 22.75hrs@\$87.50
Check Total:						\$1,990.64			
OLDN	5715	CH	1 1240	Keys to Communication	01/23/2019	\$1,721.25	5536	E 01 010 401 000 740 394	Speech: 1/3-1/10/2019 19.25hrs@\$85 2hrs@
Check Total:						\$1,721.25			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5716	CH	1 1216	Minnesota Historical Society	01/23/2019	\$120.00	5537	E 01 010 203 000 000 369	Field Trip
Check Total:						\$120.00			
OLDN	5717	CH	1 1462	Monarch Bus Service Inc	01/23/2019	\$37,903.90	5538	E 01 005 760 000 720 360	Student Transportation 7 of 10 + YTD Adjust
OLDN	5717	CH	1 1462	Monarch Bus Service Inc	01/23/2019	\$520.00	5539	E 01 005 760 000 720 360	September Monthly Tech Fee
OLDN	5717	CH	1 1462	Monarch Bus Service Inc	01/23/2019	\$520.00	5540	E 01 005 760 000 720 360	October Monthly Tech Fee
OLDN	5717	CH	1 1462	Monarch Bus Service Inc	01/23/2019	\$520.00	5541	E 01 005 760 000 720 360	November Monthly Tech Fee
OLDN	5717	CH	1 1462	Monarch Bus Service Inc	01/23/2019	\$520.00	5542	E 01 005 760 000 720 360	December Monthly Tech Fee
Check Total:						\$39,983.90			
OLDN	5718	CH	1 1457	MSB Holdings - Woodbury LLC	01/23/2019	\$36,651.13	5532	E 01 005 850 000 348 370	February Lease
OLDN	5718	CH	1 1457	MSB Holdings - Woodbury LLC	01/23/2019	\$767.00	5532	E 01 005 850 000 348 370	Insurance
OLDN	5718	CH	1 1457	MSB Holdings - Woodbury LLC	01/23/2019	\$5,384.67	5532	E 01 005 810 000 000 330	Utilities
OLDN	5718	CH	1 1457	MSB Holdings - Woodbury LLC	01/23/2019	\$3,735.00	5532	E 01 005 810 000 000 305	Janitorial
OLDN	5718	CH	1 1457	MSB Holdings - Woodbury LLC	01/23/2019	\$1,780.00	5532	E 01 005 810 000 000 350	R&M
OLDN	5718	CH	1 1457	MSB Holdings - Woodbury LLC	01/23/2019	\$11,353.09	5532	E 01 005 850 000 348 370	Taxes
OLDN	5718	CH	1 1457	MSB Holdings - Woodbury LLC	01/23/2019	\$947.29	5532	E 01 005 850 000 000 896	Special Assessments
Check Total:						\$60,618.18			
OLDN	5719	CH	1 1097	Principal Life Insurance Company	01/23/2019	\$1,265.24	5543	B 01 215 007	February Life/LTD/STD insurance premiums
Check Total:						\$1,265.24			
OLDN	5720	CH	1 1241	Sheila Merzer	01/23/2019	\$312.50	5544	E 01 010 408 000 740 394	Autism Specialist: 2.5hrs@\$125 1/15/2019
OLDN	5720	CH	1 1241	Sheila Merzer	01/23/2019	(\$312.50)	5544	E 01 010 408 000 740 394	Autism Specialist: 2.5hrs@\$125 1/15/2019
Check Total:						\$0.00			
OLDN	5721	CH	1 1098	Teachers on Call	01/23/2019	\$663.00	5545	E 01 010 203 000 000 305	Sub Teachers 1/10-1/11/2019
OLDN	5721	CH	1 1098	Teachers on Call	01/23/2019	\$221.00	5545	E 01 010 201 000 000 305	Sub Teachers 1/10-1/11/2019
Check Total:						\$884.00			
OLDN	5722	CH	1 1413	AppleBees	01/29/2019	\$845.00	5546	R 01 005 000 000 000 619	Fundraiser - Pancake Breakfast 169 plates s
Check Total:						\$845.00			
Bank OLDN Total:						\$293,054.39			
Report Total:						\$293,054.39			

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1460	4228	OLDN	CR0119													
FY19 SERV																
				1460	Credit	A	01/10/19	Check	1	1001						
										MN DEPT OF EDUCATION						
										FY19 Title II					2,997.19	0.00
										FY19 PY Title II					2.81	0.00
										FY19 Special Education					13,891.33	0.00
														Receipt Total:	\$16,891.33	\$0.00
														Deposit Total:	\$16,891.33	\$0.00
1461	4228	OLDN	CR0119													
FY19 IDEAS																
				1461	Credit	A	01/15/19	Check	1	1001						
										MN DEPT OF EDUCATION						
										FY19 General Education Aid					127,601.91	0.00
														Receipt Total:	\$127,601.91	\$0.00
														Deposit Total:	\$127,601.91	\$0.00
1462	4228	OLDN	CR0119													
FY19 WePay																
				1462	Credit	A	01/15/19	Check	1	M						
										Miscellaneous Customer						
										FY19 WE Pay					318.50	0.00
														Receipt Total:	\$318.50	\$0.00
														Deposit Total:	\$318.50	\$0.00
1463	4228	OLDN	CR0119													
FY19 WE Pay																
				1463	Credit	A	01/23/19	Check	1	M						
										Miscellaneous Customer						
										FY19 WE Pay					990.50	0.00
														Receipt Total:	\$990.50	\$0.00
														Deposit Total:	\$990.50	\$0.00
1464	4228	OLDN	CR0119													
FY19 School Deposit																
				1464	Credit	A	01/25/19	Check	1	1003						
										SCHOOL DEPOSIT						
										FY19 Studnet Lunch Pilot					2,821.73	0.00
														Receipt Total:	\$2,821.73	\$0.00
														Deposit Total:	\$2,821.73	\$0.00
1465	4228	OLDN	CR0119													
FY19 School Deposit																
				1465	Credit	A	01/25/19	Check	1	1003						
										SCHOOL DEPOSIT						
										FY19 Gr 6 Snake River Fieldtr					220.00	0.00
										FY19 MS-Arican Music/Histor					1,053.00	0.00
														Receipt Total:	\$1,273.00	\$0.00
														Deposit Total:	\$1,273.00	\$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	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
1466	4228	OLDN	CR0119															
FY19 School Deposit																		
			1466	Credit	A	01/25/19		Check	1	1003						SCHOOL DEPOSIT		
						4228	R 01 005 000 000 000 050									FY19 Milk Sales	322.00	0.00
						4228	R 01 005 000 000 000 621									FY19 Planner Sales	15.00	0.00
						4228	E 01 005 110 000 000 305									FY19 Background Checks	43.50	0.00
						4228	E 01 005 110 000 000 305									FY19 Reimbursement for NSF	37.00	0.00
						4228	R 01 005 000 000 000 620									FY19 Spiritwear	183.00	0.00
														Receipt Total:	\$600.50	\$0.00		
														Deposit Total:	\$600.50	\$0.00		
1467	4228	OLDN	CR0119															
FY19 IDEAS																		
			1467	Credit	A	01/30/19		Check	1	1001						MN DEPT OF EDUCATION		
						4228	B 01 121 000									FY18 General Education	5.19	0.00
						4228	R 01 005 000 000 000 211									FY19 General Education Aid	143,215.02	0.00
						4228	R 01 005 000 000 740 360									FY19 Special Education	36,662.44	0.00
						4228	R 01 005 000 000 000 212									FY19 Literacy Incentive Aid	4,716.90	0.00
														Receipt Total:	\$184,599.55	\$0.00		
														Deposit Total:	\$184,599.55	\$0.00		
1468	4228	OLDN	CR0119															
FY19 WePay																		
			1468	Credit	A	01/29/19		Check	1	M						Miscellaneous Customer		
						4228	R 01 005 000 000 000 096									FY19 We Pay School	336.00	0.00
														Receipt Total:	\$336.00	\$0.00		
														Deposit Total:	\$336.00	\$0.00		
1469	4228	OLDN	CR0119															
FY19 Old National Interest																		
			1469	Credit	A	01/31/19		Check	1	1006						Old National		
						4228	R 01 005 000 000 000 092									FY19 Interest	432.41	0.00
														Receipt Total:	\$432.41	\$0.00		
														Deposit Total:	\$432.41	\$0.00		
1470	4228	OLDN	CR0119															
FY19 Target Refund																		
			1470	Credit	A	01/16/19		Check	1	M						Miscellaneous Customer		
						4228	E 01 010 203 000 000 401									FY19 Target Refund	10.00	0.00
														Receipt Total:	\$10.00	\$0.00		
														Deposit Total:	\$10.00	\$0.00		
														Report Total:	\$335,875.43	\$0.00		

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
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Name WLA Facilities Committee

Purpose

The purpose of the Facilities Committee is to provide leadership and guidance to the WLA Board of Directors on matters related to the physical building and surrounding areas in order to create a safe and welcoming environment conducive to positive learning for our students, families and faculty. The Facilities Committee will operate consistent with the Vision and Mission for WLA as defined by the WLA Board of Directors.

Responsibilities

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

1. Research, develop and communicate recommendations to the Board regarding agreements, plans, and decisions related the long-term facilities requirements for WLA.
2. Perform capacity planning for existing WLA facilities and future capacity planning for space requirements based on projected enrollment.
3. Develop a long-term facility plan that projects facility requirements forecasted out a minimum of 3 years.
4. Work with stakeholders to establish and prioritize annual improvement plan for WLA facilities and present related budget to the Board for comment and approval prior to annual financial budget approval.
5. Work directly with outside vendors or consultants to develop plans, designs or models for future facilities improvements or additions.
6. Develop a facilities maintenance plan to include surrounding areas including but not limited to parking lots, play grounds, and green space, if these tasks are not performed by a property owner or land lord.
7. Coordinate with other Board committees for topics related to WLA facilities.

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 vote of the Board. Membership is limited to a maximum of five members.

Accountability

The Committee shall comply with the requirements of MN statute 13D (Open Meeting Law) and the provisions of the 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.

The Facilities Committee shall not have the authority to act on behalf of the Board unless specifically delegated by the Board.

Duration

The committee shall be a standing committee of the Board of Directors.

	S	M	T	W	TH	F	S
J	1	2	3	4	5	6	7
U	8	9	10	11	12	13	14
L	15	16	17	18	19	20	21
Y	22	23	24	25	26	27	28
	29	30	31				

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E	2	3	4	5	6	7	8
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	23	24	25	26	27	28	29
	30						19

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	27	S N O W					21

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	31						15

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	30						4

**WOODBURY LEADERSHIP ACADEMY
2018-2019 SCHOOL YEAR**

REVISED SCHEDULE

170 STUDENT CONTACT DAYS

(Board approved on _____, 2019)

SCHOOL CALENDAR

Aug. 23-24 New Teacher Workshop
Aug. 27-31 All Staff Workshop
Aug. 29 Back to School 4-7 p.m.
Sept. 3 Labor Day Holiday
Sept. 4 First Day of School Gr 1-8
Sept. 4-5 Kindergarten Conferences
Sept. 6 First Day of School Gr K
Oct. 5 All Staff Workshop, No School
Oct. 16 Evening Conferences
Oct. 17 Morning Conferences, No School
Oct. 18-19 EM-No School or Staff
Oct. 24-Nov. 2 NWEA MAP Fall Assessments
Nov. 22 Thanksgiving Holiday
Nov. 23 No School
Nov. 29 End of Trimester I (57 days)
Nov. 30 Teacher Grading Day, No School
Dec. 10 Teacher Workshop Day, No School
Dec. 24-31 Winter Break
Jan. 1 New Year's Day Holiday
Jan. 21 Martin Luther King Holiday
Jan. 28-31 Emergency Weather Closing
Feb. 1 Teacher Workshop Day, No School
Feb. 18 President's Day Holiday
Feb. 28 Evening Conferences
Mar. 1 Students Dismissed at 1:00, Afternoon Conferences
Mar. 7 End of Trimester II (58 days)
Mar. 8 Professional Development
Mar. 11-15 Spring Break
Mar. 4-7 NWEA MAP Spring Assessments
Apr. 8 Emergency Weather Make-up Day
Apr. 15-May 3 MN Comprehensive Assessments
May 27 Memorial Day Holiday
June 6 End of Trimester III (57 days)
June 7 Teacher Grading Day



CHARTER SCHOOL CONTRACT

between

Volunteers of America-Minnesota, Authorizer

and

Woodbury Leadership Academy (#4228), School

WHEREAS, the primary purpose of the School is to improve all pupil learning and all student achievement;

WHEREAS, additional purpose of the School include to:

- increase learning opportunities for all pupils.

WHEREAS, the parties are authorized under Minnesota law to contract for the development and management of a charter school, pursuant to Department of Education approval of Volunteers of American-Minnesota's affidavit of intent to charter the School, dated January 13, 2014; and

WHEREAS, Volunteers of America-Minnesota has considered the authorization of the School and has approved the issuance of a charter contract to the School;

NOW, THEREFORE, Volunteers of America-Minnesota grants this Contract conferring certain rights, privileges, and obligations of a charter school and confirms the continued status of a charter school to the School. In addition, the parties agree that the granting of this Contract is subject to the following terms and conditions.

ARTICLE 1

TERM OF CHARTER CONTRACT

- 1.1 Effective date: July 1, 2018, or the date the Authorizer obtains all required signatures under Minn. Stat. 124E.10, whichever is later.
- 1.2 Expiration date: June 30, 2022.
- 1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this contract: 1. Liability; 2. State and Federal Audits; 3. Government Data Practices and Intellectual Property; 4. Publicity and Endorsement; 5. Governing Law, Jurisdiction, and Venue; 6. Data Disclosure; and 7. Dissolution.

ARTICLE 2

DEFINITIONS

2.1 "Charter Contract" means this contract between the Authorizer and the School as required by Minnesota Charter School Law, Minn. Stat. § 124E.10.

2.2 "Applicable Law" means all state and federal laws and rules applicable to Minnesota charter schools and any regulations and guidelines issued pursuant to those laws and rules. This includes changes made to Applicable Law by Congress, Minnesota Legislature and/or appropriate federal and state agencies.

2.3 “School Program Description” means the school program parameters agreed upon by the Authorizer and the School for the length of this Contract, as evidenced by Addendum A (“Charter School Program”).

2.4 “Approval” means Department of Education letter of approval of Volunteers of America-Minnesota’s affidavit of intent to charter the School, dated January 13, 2014.

2.5 “Charter Law” means the Minnesota Statutes § 124E.10 *et seq.*, as amended, and any rules or regulations adopted by the Education Commissioner relating to this law.

2.6 “Charter School Board” means the Board established to govern the School, as required under Minnesota Statutes § 124E.07.

2.7 The “Authorizer” refers to the Volunteers of America of Minnesota.

2.8 The “School” refers to Woodbury Leadership Academy charter school.

2.9 “Education Commissioner” means the Commissioner of the Minnesota Department of Education or his or her designee.

2.10 “Department” means the Minnesota Department of Education.

2.11 State” means the State of Minnesota.

2.12 “School information” includes all educational data, as defined in Minnesota Statutes §13.32; any and all data related to employees; any and all complaints filed by the School as required by federal and state law and all complaints filed against the School or any of its employees; any and all investigative files and the results of any investigations; any and all financial information as required to be disclosed under the Minnesota Data Practices Act; and any data or other information that the Authorizer deems reasonably necessary to carry out its role.

ARTICLE 3
RELATIONSHIP BETWEEN THE SCHOOL AND
VOLUNTEERS OF AMERICA OF MINNESOTA

3.1 Voluntary Authorization. Volunteers of America of Minnesota qualifies as an authorizer pursuant to Minnesota Statute 124E.10 Subd. 3. In granting this Contract, Volunteers of America of Minnesota voluntarily exercises powers given to Volunteers of America of Minnesota pursuant to Applicable Law to authorize charter schools. Nothing in this Contract shall be deemed to be any waiver of Volunteers of America of Minnesota’s autonomy or power.

3.2. Independent Status of the School. The School is not and shall not be deemed to be a division or part of Volunteers of America of Minnesota. The relationship between the School and Volunteers of America of Minnesota is based solely on the applicable provisions of the Charter School Act and the terms of this Contract or other written contracts or written agreements between Volunteers of America of Minnesota and the school. Except as otherwise provided in this Contract, Volunteers of America of Minnesota shall have no authority or control over operational, administrative, or financial responsibility for the School.

3.3. Financial Obligations Are Separate. Any contract or other instrument of indebtedness entered into by the School and a third party shall not in any way constitute an obligation, either general, special, or moral, of

Volunteers of America of Minnesota. The School will never pledge the full faith and credit of Volunteers of America of Minnesota for the payment of any School contract, loan, or other instrument of indebtedness.

Any contract or other instrument of indebtedness entered into by Volunteers of America of Minnesota and a third party shall not in any way constitute an obligation, either general, special, or moral, of the School. Volunteers of America of Minnesota will never pledge the full faith and credit of the School for the payment of any Volunteers of America of Minnesota contract, loan, or other instrument of indebtedness.

3.4 No Authority to Obligate or Bind Other Party. The School has no authority whatsoever to enter into any contract or other agreement that would financially obligate Volunteers of America of Minnesota, nor does the School have any authority whatsoever to make any representations to lenders or third parties, that Volunteers of America of Minnesota in any way guarantees, is financially obligated, or is in any way responsible for any contract, loan or other instrument of indebtedness entered into by the School.

Volunteers of America of Minnesota has no authority whatsoever to enter into any contract or other agreement that would financially obligate the School, nor does Volunteers of America of Minnesota have any authority whatsoever to make any representations to lenders or third parties, that the School in any way guarantees, is financially obligated, or is in any way responsible for any contract, loan or other instrument of indebtedness entered into by the Volunteers of America of Minnesota.

3.5 Limited Use of Volunteers of America of Minnesota Name. The School may not use the name of the Volunteers of America of Minnesota or any assumed name, trademark, division or affiliation of Volunteers of America of Minnesota in any of the School's promotional advertising, contracts, or other materials without Volunteers of America of Minnesota prior written consent, except that the School may include the following statement in such materials "Woodbury Leadership Academy is authorized by Volunteers of American-Minnesota." Pursuant to Minnesota Statute 124E.10, Subd. 8, the School shall identify Volunteers of America of Minnesota as the authorizer and provide contact information.

ARTICLE 4 LEGAL STRUCTURE

4.1 Nonprofit Status. The Charter School Board is organized and operated as a nonprofit corporation under Minnesota Statutes Chapter 317A, as amended.

4.2 Articles of Incorporation. The Charter School Board is organized and operated as a nonprofit and within the parameters of their state approved Articles of Incorporation under and by virtue of Minnesota Statutes Chapter 317A, as amended. The School must notify the Authorizer of any changes to the Articles of Incorporation approved by the Minnesota Secretary of State.

4.3 Bylaws. The Charter School Board is organized and must operate within the parameters of their approved bylaws. The School will notify the Authorizer of any amendments to the bylaws. At its discretion, the Authorizer may provide review and comment on the proposed amendments. The School will consider the Authorizer's review and comment.

4.4 Lease Space. The School may lease space from any public or nonsectarian private organization as it deems necessary. If the School intends to lease from a private sectarian organization, it will comply with the provisions of the Charter Law, specifically Minnesota Statutes § 124E.22. Prior to finalizing a lease for space, the School will submit an application to the Department for approval. The School will provide a copy of the Department's decision, to the Authorizer within thirty days of receipt.

4.5 Authorized Grades. The School is authorized to serve grades K-8. The School will not expand its present grade levels without approval by the Authorizer and the Education Commissioner, consistent with the Charter Law or Minnesota Statutes § 124E.10, subd. 5.

ARTICLE 5 SCHOOL LOCATION

5.1 The location of the school is 8089 Globe Drive, Woodbury, MN 55125.

5.2 The School will notify the Authorizer of any anticipated change in geographical location. At its discretion, the Authorizer may provide review and comment on the proposed change in location. The School will consider the Authorizer's review and comment.

5.3 The School will not expand to additional school sites beyond the present location(s) without approval by the Authorizer and the Education Commissioner, consistent with the Charter Law or Minnesota Statutes § 124E.10, subd. 5.

ARTICLE 6 OPERATING REQUIREMENTS

6.1 Governance Structure. The School shall be governed by a Board of Directors. The School will file changes in the membership of the Board with the Authorizer and Department. The Board will be composed of at least five nonrelated members and include: (1) at least one licensed teacher employed as a teacher at the school or providing instruction under a contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school; and (3) at least one interested community member who resides in Minnesota and is not employed by the charter school and does not have a child enrolled in the school. The board may include a majority of teachers or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator are ex-officio nonvoting board members. No charter school employees shall serve on the board other than licensed teachers employed as a teacher at the school. Board bylaws shall outline the process and procedures for changing the board's governance model, consistent with Chapter 317A and Charter Law.

Contractors providing facilities, goods, or services to a charter school may not serve on the board of directors of the charter school. A board may change its governance structure only: (1) by a majority vote of the board of directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative; and (2) with the authorizer's approval. Any change in board governance structure must conform with the composition of the board established under Charter Law.

6.2 Charter School Board Election. Charter School Board elections will be conducted as provided in the Charter Law. Board elections must be held during the school year but may not be conducted on days when the school is closed for holidays, breaks, or vacations. The charter school will notify eligible voters of the school board election dates at least 30 days before the election.

6.3 Background Checks. Prior to the time such persons are seated as members of the Charter School Board, the School will conduct a criminal background check identical to those required by Minnesota Statutes § 123B.03, subd. 1. The Charter School Board will certify to the Authorizer that background checks have been completed. Consistent with data practices law, the Charter School Board will provide to the Authorizer any adverse

information that is revealed as part of the background checks and will evaluate, on a case-by-case basis, membership on the Charter School Board where the background check revealed adverse information.

6.4 Training. Every charter school board member shall attend annual training throughout the member's term on the board. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months of being seated on the board is automatically ineligible to continue to serve as a board member. The school shall include in its annual report the training attended by each board member during the previous year. The Charter School Board will submit its plan for training to the Authorizer annually, and attend additional training reasonably required by the Authorizer.

6.5 Powers. The Charter School Board will provide policy leadership including, but not limited to, long range planning and goal-setting for the School consistent with the school's approved mission; holding the School accountable for meeting its goals; and overseeing and approving an annual budget. The board may not levy taxes or issue bonds.

6.6 Board Operations. All meetings and business of the Charter School Board will comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.01 and the Minnesota Open Meeting Law, Minnesota Statutes Chapter 13D.

6.7 Frequency of Board Meetings. The Charter School Board will meet as provided in the bylaws. A copy of the agenda, minutes and all related documents will be provided to the Authorizer prior to the public meeting. At the request of the Authorizer, the Charter School Board will provide the Authorizer an opportunity to address the Charter School Board regarding matters determined by the Authorizer.

6.8 Board Responsibilities. The board of directors shall decide and be responsible for policy matters related to the operation of the school, including budgeting, curriculum programming, personnel, and operating procedures. The board shall maintain a policy on nepotism in employment and other policies required by state or federal law. Charter Law requires that the board maintain personnel evaluation policies and practices that, at a minimum: (1) carry out the school's mission and goals; (2) evaluate the execution of charter contract goals and commitments; (3) evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals; (4) establish a teacher evaluation process; and (5) provide professional development related to the individual's job responsibilities.

6.9 School Web Site. The Charter School Board shall publish and maintain on the school's official Web site all items required by state and federal law and Authorizer, including, but not limited to: (1) the minutes of meetings of the board of directors for at least one calendar year from the date of publication; (2) directory information for members of the board of directors, (3) names of members of committees having board-delegated authority, (4) board meeting calendar, (5) board- approved school budget, (6) School Annual Report, (7) school admissions policy including lottery process that it must use when accepting pupils by lot and early admissions requirements when applicable, (7) Authorizer name and contact information, (8) the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation.

6.10 Employment Terms and Conditions. The Charter School Board is subject to section Minnesota Statutes Chapter 181.932. When offering employment to a prospective employee, a charter school must give that employee a written description of the terms and conditions of employment and the school's personnel policies.

6.11 Authorization of Employment. The Charter School Board will employ and contract with necessary teachers, as defined by Minnesota Statutes § 122A.15, subd. 1, who hold valid teaching licenses issued by the State to perform the particular service for which they are employed at the School.

6.12 Non-Licensed Personnel. The Charter School Board or its delegate may employ necessary employees who are not required to hold teaching licenses to perform duties other than teaching, and may contract for other services.

6.13 Administrative Leadership. A person, without holding a valid administrator's license, may perform administrative, supervisor, or instructional leadership duties. The Charter School Board will establish and maintain qualifications for persons that hold administrative, supervisory or instructional leadership roles. The qualifications will include at least the following areas: instruction and assessment; human resource and personnel management; financial management; legal and compliance management; effective communication; and board, authorizer, and community relationships. The Charter School Board will use those qualifications as the basis for job descriptions, hiring, and annual performance evaluations of those who hold administrative, supervisory, or instructional leadership roles. The Charter School Board and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop and maintain a professional development plan. Documentation of the implementation and maintenance of the professional development plan of these persons shall be included in the school's Annual Report.

6.14 Collective Bargaining. If employees of the School choose to engage in collective bargaining, the School will comply with Minnesota Statutes Chapter 179A, the Public Employment Labor Relations Act ("PELRA").

6.15 Non-Sectarian Operation. The School will be non-sectarian in its program, admission policies, and employment practices, and for all other purposes.

6.16 Home School Students. The School will not be used as a method of generating revenue for students who are being home schooled pursuant to Minnesota Statutes § 120A.22.

6.17 School Admissions. The School may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, nor may it condition admission on criteria or take any action that would violate the Minnesota Human Rights Act, Minnesota Statutes Chapter 363A. The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its Web site, a lottery policy and process that it must use when accepting pupils by lot.

A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. A charter school may give enrollment preference to children currently enrolled in the school's free preschool or prekindergarten program under section 124E.06, subdivision 3, paragraph (a), who are eligible to enroll in kindergarten in the next school year.

A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks

admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its Web site a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in this section.

Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56. A charter school is subject to and must comply with the Pupil Fair Dismissal Act, sections 121A.40 to 121A.56.

6.18 Reporting to the Authorizer.

(a) Reports. The School will file reports with the Authorizer regarding the program and financial status of the school according to the terms of this Contract and the Volunteers of America of Minnesota Annual Submission Calendar.

(b) Other Reports. The School and the Authorizer will file all reports with the Education Commissioner consistent with the procedures established by the Department.

(c) Violations of Law. The School will promptly notify the Authorizer of all complaints that allege that a violation of state or federal law or regulation has been committed by the School, its employees or agents, unless such reporting would be in non-compliance with a state or federal law.

6.19 Financial Management.

(a) Financial Reports. The School will provide the Authorizer a copy of the annual budget for review and comment prior to its approval by the Charter School Board, if requested by the Authorizer. The School also will provide the Authorizer periodic reports of the financial status of the School.

(b) UFARS and MARSS. The School will utilize the UFARS financial accounting principles and MARSS student accounting requirements.

(c) Audits. The School will comply with the same financial audits, audit procedures, and audit requirements of school districts required in Minnesota Statutes §§ 123B.75-.83. The School will be audited annually by a public accounting firm hired by the Charter School Board and the annual audit will be submitted to the Department and Authorizer no later than December 31 of each year. The School will make available for review by the Authorizer all financial records at such times as requested by the Authorizer.

(d) Creditors. The School will pay all creditors within 30 days of receipt on an outstanding invoice, pursuant to the State's prompt payment law, Minnesota Statutes § 16A.124, subd. 3. If the School has any payments to creditors for which there is an outstanding liability of over 90 days, the School will provide the Authorizer a written statement explaining the reasons for the delay and a proposal for payment of the outstanding liability.

6.20 Transportation. Transportation will be provided for students enrolled at the School in accordance with the Charter Law and other applicable state and federal laws.

6.21 Insurance. Notwithstanding anything to the contrary in this Charter Contract, the School is considered a school district for the purposes of tort liability under Minnesota Statutes Chapter 466. The School Board of Directors shall acquire and maintain at least the amount and types of insurance coverage up to the applicable

tort liability limits under Chapter 466.04. The School agrees to provide the Authorizer with certificates of insurance at least annually or as otherwise requested by the Authorizer. The board must submit changes in its insurance carrier or policy to its Authorizer within 20 business days of the change.

ARTICLE 7

SCHOOL PROGRAM, PERFORMANCE INDICATORS AND EVALUATION

7.1 Academic Program and Curriculum. The School will implement and adhere to the academic program and curriculum set forth in Addendum A (“School Program Description”).

7.2 Methods of Assessment. The School shall evaluate student’s work based on the assessment strategies identified in this Contract and in its annual report. The School and the Authorizer agree that the School’s operation under the Charter Contract shall be measured by the school performance indicators set forth in this Contract, including academic outcomes, standards for governance, financial management, and school operation as set forth in state and federal law and Addendum B (“School Accountability and Authorizer Oversight System”).

- (1) **Regular Assessments.** Volunteers of America will monitor student academic achievement by reviewing student testing and assessments.
- (2) **Government Required Assessments.** School students will take the Minnesota Comprehensive Assessment tests and any other testing required by Applicable Law.

The School will comply with the requirements of the Minnesota Graduation Standards, as defined by Minnesota Statutes §§ 120B.02 and 120B.024; and Minnesota Rules parts 3501.0010–.0280.

- (3) **District Assessment Plan.** The School will annually adopt a Board-approved Assessment Plan. The Plan will utilize a variety of assessment techniques to measure student progress towards state standards. These measures include internal and external assessments. The School will submit the board-approved school Assessment Plan to the authorizer by September 1st annually.
- (4) **Test Results.** The School will provide the Authorizer results of the Minnesota Comprehensive Assessments at such time they are available.

7.3 Professional Development. The School will ensure that each teacher at the School has a professional development plan that focuses in part on developing quality assessments, measures of student outcomes, and effective teaching strategies. The School will provide the Authorizer with a calendar for planned staff development according to the Volunteers of America-Minnesota Annual Submission Calendar.

7.4 Contract Amendments. The charter contract will be amended as warranted by Minnesota Department of Education approval of an additional school site(s) and/or additional grade levels served, or significant changes in state law. The charter contract may be amended during the term of the contract if the Authorizer and School mutually agree that the school specific academic goals (performance targets) are not attainable.

7.5 VOA-MN Charter School Network Meetings. The School agrees to participate in Volunteers of America of Minnesota Charter School Network Meetings and the Authorizer will monitor the School’s attendance at Network Meetings. The goal of participation in the Network Meetings is to share information and resources, and identify resources, and School agrees to do so. The Network Meetings are comprised of two representatives from each Volunteers of America Minnesota authorized charter school (one person in an administrative position and one person from the Charter School Board). The Authorizer will convene Network Meetings no more than twice annually.

7.6 Service Learning. The Authorizer requires that the School annually engage in planned and meaningful service learning activities. The school will have a Service Learning Plan. The school reserves the right to amend the annual plan as needed. The school should develop a corresponding locally determined method of evaluation to measure the level of student and community engagement and benefit from each service learning opportunity. The school shall include their annual plan for service learning and related evaluation results in the school Annual Report of the following year.

ARTICLE 8 COMPLIANCE WITH STATE AND FEDERAL LAWS

8.1 State Laws. The School shall comply with applicable state laws.

- (1) Students with a Disability. The School shall comply with Minnesota Statutes Chapters A charter school must comply with sections 125A and 124E and rules relating to the education of pupils with a disability as though it were a district. Consistent with the provisions of Minnesota Statutes, the financial parameters within which the School will operate to provide special education instruction and related services to students with disabilities will be based on the individual needs of the student, as defined by the student's evaluation and by the instruction and related services specified in the student's Individual Education Plan ("IEP"). Refer to Addendum C ("Special Education Services").
- (2) Health and Safety. The school will meet all applicable federal, state, and local health and safety requirements applicable to school districts. (Minnesota Statutes § 124E.03, subd. 2).
- (3) Immunizations. The School shall comply with Minnesota Statutes section 121A.15, requiring proof of student immunization against measles, rubella, diphtheria, tetanus, pertussis, polio, mumps, and hemophilia influenza type B prior to enrollment.
- (4) Human Rights Act. The School shall comply with the Minnesota Human Rights Act, Chapter 363, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education; and comply with Minnesota Statutes section 121A.04, which governs provisions of equal opportunities for members of both sexes to participate in athletics.
- (5) Student Discipline and Dismissal. The school will comply with the Pupil Fair Dismissal Act.
- (6) Fee Law. The school shall comply with the Minnesota Public Schools Fee Law, Minnesota Statutes §§ 123B.34-.39, which governs authorized and prohibited student fees.
- (7) Annual Report. The School will publish an Annual Report approved by the Board. The report will contain all information required by the Authorizer and the Education Commissioner consistent with the provisions of the Charter Law at § 124E.16, subd.2. The Annual Report will be filed in a timely manner. The School may include other information in the Annual Report. The School will distribute the Annual Report by publication, mail, or electronic means to the Authorizer, school employees, and parents and legal guardians of students enrolled in the charter school and must also post the report on the charter school's official Web site. The reports are public data under Chapter 13.

8.2 Federal Laws. The School shall comply with applicable federal laws.

ARTICLE 9 AUTHORIZER'S DUTIES

9.1 Oversight Plan. The Authorizer will implement a plan to provide ongoing oversight to determine whether the School is complying with the terms of this Charter Contract and to meet its responsibilities under the law regarding Authorizer oversight. Refer to Addendum A (“School Program Description”) and Addendum B (“School Accountability and Authorizer Oversight System”). The Authorizer will use the following five criteria in determining the School’s compliance with this Charter Contract:

(a) Mission and Program Model Implementation. The Authorizer will evaluate whether the School has been faithful to the terms of this Agreement regarding the implementation of the School’s design pursuant to the Application submitted to the Department.

(b) Governance. The Authorizer will evaluate whether the Charter School Board is performing its governance responsibilities.

(c) Student and school performance. The Authorizer will evaluate whether the performance of the students and the School meet the Authorizer expectations as provided in this Contract and Addendum B (“School Accountability and Authorizer Oversight System”).

(d) Finance. The Authorizer will evaluate whether the School is using its resources in compliance with the law and is engaging in adequate fiscal planning for future years.

(e) Operation of the School. The Authorizer will evaluate whether the School is meeting the administrative requirements of the Charter Law.

9.2 Site-Visits. The Authorizer will conduct a minimum of one formal site visit and one informal site visit in the course of an academic year. Formal site visits will be guided by the Volunteers of America of Minnesota Formal Site Visit Rubric. Volunteers of America of Minnesota may engage in scheduled and unscheduled site-visits at such frequency as determined necessary or prudent by Volunteers of America of Minnesota.

9.3 Authorizer Fee. The Authorizer shall monitor and evaluate the academic, financial, operational, and governance performance of the school (refer also to Addendum B and F), and may for this purpose annually assess a charter school a fee. The School shall pay a fee for Volunteers of America of Minnesota execution of its oversight duties. The fee shall be the maximum fee provided by the Charter Law, except that if Minnesota law is amended to increase this fee, the school will pay the increased fee.

9.4 Liaison. The Authorizer will designate a liaison for the School and will inform the School if the liaison changes. The name of the liaison and the liaison’s duties are included in Addendum B (“School Accountability and Authorizer Oversight System”).

ARTICLE 10

CAUSES FOR NONRENEWAL OR TERMINATION

10.1 Grounds. The Authorizer may or may not renew the Agreement at the end of the term for any ground listed in Article nine of the Charter Contract. The Authorizer may unilaterally terminate the Agreement during the term of the Agreement for any ground listed in Article nine of the Charter Contract and Addendum B (“School Accountability and Authorizer Oversight System”). The grounds for non-renewal or termination for cause must be consistent with Charter Law.

10.2 Formal Notice. At least 60 business days before not renewing or terminating the Agreement, the Authorizer shall notify the Charter School Board of the proposed action in writing. The notice shall state the grounds for the proposed action in reasonable detail and that the Charter School Board may request in writing

an informal hearing before the authorizer within 15 business days of receiving notice of nonrenewal or termination of the Agreement. Failure by the Charter School Board to make a written request for an informal hearing within the 15-business-day period shall be treated as acquiescence to the proposed action. Upon receiving a timely written request for a hearing, the Authorizer shall give ten business days' notice to the Charter School Board of the hearing date. The Authorizer shall conduct an informal hearing before taking final action. The Authorizer shall take final action to renew or not renew a contract no later than 20 business days before the proposed date for terminating the contract or the end date of the contract.

10.3 Termination and Nonrenewal. The Charter Contract may be terminated or not renewed upon any of the following grounds:

- (1) failure to demonstrate satisfactory academic achievement for all students, including the requirements for pupil performance contained in the contract;
- (2) failure to meet generally accepted standards of fiscal management;
- (3) violations of law; or (4) other good cause shown.

If a contract is terminated or not renewed under this paragraph, the school must be dissolved according to the applicable law and the terms of the Charter Contract.

10.4. Mutual Nonrenewal or Termination. If the Authorizer and the Charter School Board mutually agree not to renew the Agreement, a change in authorizers is allowed. The Authorizer and the Charter School Board must jointly submit a written and signed letter of their intent to the Commissioner to mutually not renew the Agreement. If no change in authorizer is approved by the Commissioner, the School and the Authorizer may withdraw their letter of nonrenewal and enter into a new Agreement. If the transfer of authorizers is not approved and the current Authorizer and the School do not withdraw their letter and enter into a new Agreement, the school must be dissolved according to applicable law and the terms of the Charter Contract.

10.5 Commissioner Termination for Cause. The Commissioner, after providing reasonable notice to the Charter School Board and the Authorizer, and after providing an opportunity for a public hearing, may terminate the existing contract between the Authorizer and the Charter School Board if the charter school has a history of:

- (1) failure to meet pupil performance requirements consistent with state law;
- (2) financial mismanagement or failure to meet generally accepted standards of fiscal management; or
- (3) repeated or major violations of the law.

10.6 Dissolution. In the event that the Charter School Board unilaterally votes to close the School or the school must be dissolved under section 10.3 or 10.4 of the Charter Contract, the school must be dissolved according to applicable state and federal laws and the terms of the Agreement. Refer to Addendum E (“School Closure Plan”).

ARTICLE 11 GENERAL TERMS

11.1 Amendments. The Charter Contract may only be amended by written agreement executed by both parties.

11.2 Authorizer Authority. Except as otherwise provided by the Charter Contract or Applicable Law, the Authorizer has no authority, control, power, administrative or financial responsibility over the School. This provision does not prohibit the parties from contracting for any services deemed appropriate in the future.

11.3 Assumption of Liability. The School and the Charter School Board may sue and be sued. The School and the Charter School Board accept liability for all actions arising out of, or in any manner connected with, the School's operations.

11.4 Indemnification. The School will assume full liability for its activities and indemnifies and holds harmless the Authorizer. The Authorizer, the Authorizer's board members and employees, are immune from civil and criminal liability with respect to all activities related to the School. The School agrees not to sue the Authorizer

or any of its representatives for any matters that may arise under the Charter Contract. The School and Authorizer acknowledge and agree that the Commissioner, Authorizer, members of the board of the Authorizer in their official capacity, and employees of the Authorizer are immune from civil or criminal liability with respect to all activities related to a charter school they approve or authorize. Notwithstanding Minn. Stat. 3.736, the School

shall assume full liability for its activities and indemnify and hold harmless the Authorizer and its officers, agents, and employees from any suit, claim, or liability arising from any operation of the School and the Commissioner and Department officers, agents, and employees.

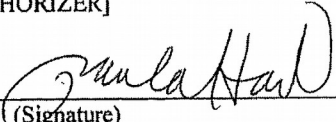
11.5 Severability. If any provision in the Charter Contract is held to be invalid or unenforceable, it will be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the Agreement.

11.6 Non-agency. It is understood that the School is not the agent of the Authorizer.

11.7 General Compliance and Assurances. The School and the Authorizer agree to comply with all Applicable Laws including, but not limited to, the Charter Law. In addition, the School and the Authorizer assure that they are eligible entities under the Charter Law.

As the designated Representative for Volunteers of America of Minnesota, I hereby issue this contract to the School.

[AUTHORIZER]

By:  CEO
(Signature) (Position Held)

As the authorized representative for the School, I hereby certify that the school is able to comply with the contract and all applicable law and that the school, through its governing board, has approved and agreed to comply with and be bound by the terms and conditions of this contract.

[SCHOOL]

 Board Chair
(Signature) (Position Held)

The charter contract addendums are as follows:

WLA

- A. School Program Description
- B. School Accountability and Authorizer Oversight System
- C. Special Education
- D. Signed Board Member Assurances
- E. School Closure Plan
- F. Authorizer School Renewal Evaluation



STATE APPROVED: January 2014
FIRST YEAR SERVING STUDENTS: 2014-2015
GRADES SERVED: K-6
GRADES APPROVED TO SERVE: K-8
ADDRESS: 8089 Globe Drive, Woodbury, MN 55125
PHONE: 651 539-2641
WEBSITE: www.wlamn.org

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.

SCHOOL PROGRAM DESCRIPTION: The mission of WLA is to utilize Core Knowledge curriculum to provide an educational program that is academically rigorous, based on solid research, and demonstrated success. In addition to the Core Knowledge Curriculum, we utilize Saxon and Singapore Math, and a character education program to build leadership skills throughout the school. The commitment of WLA is to deliver the curriculum with passion via dedicated teachers who will work in partnership with families to ensure the ultimate success of every student. WLA graduates will enter high school academically and socially prepared with exceptional leadership skills that will ensure their success in high school and beyond. It is the goal of WLA to provide all students a standards-based education, dedicated to the mastery of a broad-base of knowledge and the development of a rich vocabulary, full literacy and mathematics skills. The Core Knowledge curriculum exceeds Minnesota

State Academic Standards for K-8. The Core Knowledge Sequence is currently being used successfully in schools throughout the United States to empower students to excel, and with great success and proven results!

WLA's academic philosophy is based upon The Core Knowledge Sequence developed by The Core Knowledge Foundation. The Core Knowledge Sequence is defined as "a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school's curriculum, it provides a coherent, content specific foundation for learning, while allowing flexibility to meet local needs." The Core Knowledge Sequence is the result of research into the content and structure of the highest performing elementary school systems around the world, as well as extensive consensus building among diverse groups and interests, including parents, teachers, scientists, professional curriculum organizations, and experts from The Core Knowledge Advisory Board on Multicultural Traditions. The Core Knowledge Sequence is recognized as an effective whole school model, being one of the 33 whole-school models recognized by the U.S. Education Department as high quality and determined to be effective through research.

WLA's educational program also includes "Words Their Way" program, "Fountas and Pinnell", and Saxon Math. In 2009, an independent study of students in grade K-3 found that students who had used the Saxon Math curriculum made statistically significant gains in math as compared to the national average. Using different methods have furthered our goal to address the varied learning styles and strengths of students at WLA. Saxon curriculum is a strong core subject program that fully support and implement Core Knowledge. WLA's curriculum includes language arts (reading, writing, grammar and usage, drama, poetry, fiction, nonfiction, speeches, sayings, and phrases), world and American history, geography, science (life, earth, and physical), mathematics, visual arts, and music. The Core Knowledge Sequence is supported by specific curricular resources. WLA activities include a school-wide Science Fair, Festival of Nations, and a Living Museum focusing on world explorers in the upper grades, as well as extra-curricular activities such as Math Masters, Academic Triathlon, and spelling bees.

WLA is a data-driven institution committed to rigorous and ambitious state and national test standards. As a data-driven organization, our school's approach to assessment is fully aligned with the goals and objectives of the NWEA MAP, and the Minnesota Comprehensive Assessments. Students attending WLA are assessed in each of the core academic skill areas using a range of valid and reliable methods, including, but not limited to, formative and summative assessments, criterion reference tests and assessments, homework, teacher observations, student project presentations, oral reports and standardized tests. Assessment data is used throughout the educational process to inform and assist students, parents, teachers, and administrators. Assessment data is used immediately in the classroom through differentiated instruction to ensure that each student is being taught at his or her level. Scores are used, along with additional comparative data, to place students at appropriate academic levels.

WLA has continued to keep a low teacher to student ratio. Instruction is differentiated in the classroom including acceleration. For example, in the current third grade classrooms the teachers work collaboratively through a data review process to align students into groups. The groups align with the students' academic level – in math they have 6 groups of students working on curriculum/standards that range from grade 3 to grade 7. The focus is on student learning. Through the PLC process teachers use data and formative/summative assessments to determine areas of student strength, weakness, and growth. Parents continually comment and applaud not only the teaching strategies that are used, but also the curriculum that was selected – the Core Knowledge Curriculum and Saxon Math Curriculum meet the needs of students at all levels, but specifically engage students in higher levels of thinking. In reading, math, and science, WLA students outperformed their peers statewide. In terms of NWEA MAP, in both subject areas students are out-performing that national average.

As indicated above, the Core Knowledge Curriculum is the cornerstone of WLA. Additionally, students receive 90 minutes of instruction weekly from certified specialists in the areas of music, Spanish, and physical education. WLA integrates a hands-on approach by hosting science fairs, career days, and hosting parent experts. The school addresses the leadership component through the use of a modified approach to responsive classroom in conjunction with a Core Values curriculum. Teacher standards and teaching objectives include specific learning goals related to leadership development. Enrichment opportunities are available to students such as run club, art club, science club, musical theatre, band, chess, student council, and others, which are based on student demand.

DESCRIPTION OF SCHOOL BOARD GOVERNANCE AND ELECTIONS PROCESS: The Board of Directors at WLA has been making improvements in the area of board governance. A new board chair has been appointed, and the board was expanded from five members to seven members. Furthermore, extensive board training has been completed and/or yet to be scheduled for the current school year. The board also expanded the

number for seats available to teacher representatives. Currently the board is composed of seven members including one community member, three parents, and three teacher members. It is expected that the board will appoint an additional community member at the March board meeting. Board members regularly assess policy work, conform to legal mandates, conduct open meetings, assesses overall progress of the school, keep the public informed of deliberations and decisions, promote accountability, act in an ethical manner, and provide a framework for setting goals. More specifically, the Board of Directors complies with training requirements, regularly reviews and approves By-Laws, evaluates the school leader, maintains a quorum at board meetings, follows the election process according to Minn. Stat. 124D.10, Subd. 11(b), follows a board member orientation protocol, and sends out the Board Packet to board members, the school leader, and VOA, at least three days in advance of board meetings. Additionally, the board conducts a self-evaluation annually, complies with the Minnesota Data Practices Act, maintains a board documentation binder, reviews student academic progress, and conducts stakeholder satisfaction surveys. Finally, WLA maintains a compliance binder which provides evidence of compliance with state and federal statutes.

SCHOOL'S PRESENT GOVERNING BOARD:

<u>Last Name</u>	<u>First Name</u>	<u>Seat</u>	<u>Term Start</u>	<u>Term End</u>
Erickson	Jessica	Teacher	1/24/2017	6/30/2020
Folks	Mandi	Parent	1/24/2017	6/30/2020
George	Claudia	Teacher	11/14/2017	6/30/2018
		Community		
Hitzemann	Mary	Member	11/14/2017	6/30/2018
Krejci	Romana	Parent	4/26/2016	6/30/2019
Livingston	Jason	Parent	12/5/2017	6/30/2018
Skordahl	Jolene	Teacher	9/26/2017	6/30/2019

SCHOOL ADMINISTRATION/MANAGEMENT TEAM:

<u>Last Name</u>	<u>First Name</u>	<u>Title</u>
Mortensen	Kathleen	Executive Director
Baumann	Nancy	Office Manager
Cahlander	Amy	Administrative Assistant

SCHOOL FACULTY:

<u>Last Name</u>	<u>First Name</u>	<u>Name</u>	<u>Assignment</u>
Alverado	Lorena	Lorena Alverado	Spanish
Balamurugan	Bharathi	Bharathi Balamurugan	EA
Barthel	Ashley	Ashley Barthel	Kindergarten
Cafferty	Claire	Claire Cafferty	Gr 2
Cappelen	Kelly	Kelly Cappelen	Gr 5
Coddington	Krista	Krista Coddington	Gr 2
Cooper	Ellen	Ellen Cooper	Gr 3
Ebel	Krystal	Krystal Ebel	Gr 2
Engelsgjerd	Megan	Megan Engelsgjerd	Kindergarten

Erickson	Jessica	Jessica Erickson	Gr 5
George	Claudia	Claudia George	Gr 1
Grubisch	Katie	Katie Grubisch	SpEd
Hanson	Katie	Katie Hanson	Gr 1
Iwasko	Alex	Alex Iwasko	Gr 1
Koerner	Ashlee	Ashlee Koerner	Gr 3
Lock	Steve	Steve Lock	EA

Purinton	Monica	Monica Purinton	Kindergarten
Ryan	Antonio	Antonio Ryan	EA
Schlattman	Shanessa	Shanessa Schlattman	EA
Schrandt	Casidee	Casidee Schrandt	Gr 6
Skodahl	Jolene	Jolene Skodahl	PE/Health
Trites	Elizabeth	Elizabeth Trites	Music
Walsh	Megan	Megan Walsh	Gr 4

STUDENT RECRUITMENT AND ENROLLMENT: Woodbury Leadership Academy Admissions Policy: Once a student has accepted a space in the school, sibling preference applies for other siblings in that family. Preference is given to staff member children who have completed an application. Students admitted to Woodbury Leadership Academy are placed in the appropriate grade based on their age and previous schooling. Woodbury Leadership Academy does not accept a student for kindergarten unless they are at least five years old by September 1st of the school year in which they start kindergarten. The Board of Directors Adopted Enrollment Policy #538 on August 12, 2014, and it can be found on the WLA website as a part of the policy manual. Minnesota State Law Woodbury Leadership Academy follows Minnesota Statutes 124D.10 (Subd. 9) in its enrollment practices.

ENROLLMENT PROJECTIONS:

	BASE	YR 1	YR 2	YR 3	YR 4	YR 5
	2017-18	2018-19	2019-20	2020-20	2020-21	2021-22
K	53	60	60	60	60	60
1	54	55	60	60	60	60
2	56	56	56	60	60	60
3	37	56	56	56	60	60
4	25	40	56	58	60	60
5	28	33	45	56	58	60
6	5	28	35	45	58	60
7	0	15	30	35	45	60
8	0	0	20	30	35	45
	258	343	418	460	496	525

SCHOOL CALENDAR: WLA follows the South Washington Schools calendar, which is our resident school district. (The 2018-2019 schedule is attached.)

DESCRIPTION OF SPECIAL EDUCATION: (refer to Addendum C)

A. Identification

Woodbury Leadership Academy has developed systems designed to identify pupils with disabilities in kindergarten through seventh grade. Transfer students with disabilities who have existing Section 504 plans or Individualized Education Programs are identified when a student is registered. Previous districts are contacted for existing due process documentation for identified students. Special Education teachers review the received due process to ensure eligibility and identify current goals and objectives, and services identified on the existing IEP. These students then received special education and related services. Parents may request a special education evaluation at any time. In addition to receiving referrals from parents Woodbury Leadership Academy has a referral process for teachers.

The Student Teacher Assistance Team (STAT) meets on an at-needs basis at each grade level to discuss teacher concerns regarding classroom students and develops interventions. This is done with parent notification. The school director and special education representative is available to consult the grade-level STAT at any point. The classroom teacher implements the identified first intervention for 6 to 8 weeks. Data is collected weekly to determine the effectiveness of the intervention.

After the first intervention the teacher returns to the grade level STAT. Together the data is reviewed and a decision regarding the effectiveness of the intervention. If the intervention was successful, it should be continued in the classroom. If the intervention was unsuccessful, the teacher and grade-level STAT identify a second intervention. The classroom teacher implements the identified second intervention for 6 to 8 weeks. Data is collected weekly to determine the effectiveness of the intervention. After the second intervention the teacher returns to the grade-level STAT. Together the data is reviewed and a decision regarding the effectiveness of the intervention. If the intervention was successful, it should be continued in the classroom. If the intervention was unsuccessful a referral may be made for a special education evaluation. The referral includes a discussion of the whole child to identify additional areas that may impact the child and be appropriate to include in a comprehensive evaluation. A special education case manager is assigned who schedules an Evaluation Planning meeting with the parents and other special education specialists who may be involved with the evaluation.

II. Method of Providing the Special Education Services for the Identified Pupils

Woodbury Leadership Academy provides a full range of educational service alternatives. All students with disabilities are provided the special instruction and services that are appropriate to their needs. The following is representative of method of providing the special education services for the identified pupils, sites available at which service may occur, and instruction and related services are available.

Appropriate program alternatives to meet the special education needs, goals, and objectives of a pupil are determined on an individual basis. Choice of specific program alternatives are based on the pupil's current levels of performance, pupil special education needs, goals, and objectives, and must be written in the IEP.

DESCRIPTION OF SERVICE LEARNING PROGRAM: Service Learning Opportunities for the 2017-2018 school year which are tied to grade level curriculum are as follows:

- GR K Rain Garden Caretakers
- GR 1 Pennies for Patients
- GR 2 Food Drive
- GR 3 Toy Drive (combined with Children's Hospital tour) Woodbury Senior Living
- GR 4 Coat and Jacket Drive
- GR 5 Feed My Starving Children
- GR 6 Reading/Mentor Buddies

In addition to the above mentioned service learning items we also have opportunities for students to be involved with:

Student of the Week

Assemblies (Core Virtues, student led, skits, birthday recognition and announcements on the first Thursday of every month)

Student Council (elected in older grades, representatives in younger grades)

Reading/Mentor Buddies (K with 6th)

Lunchroom Helpers

Safety Patrol

DESCRIPTION OF SCHOOL TRANSPORTATION PLAN: WLA utilizes the South Washington Schools transportation system, which is our resident school district. We currently provide busing for half of our students, with parents transporting the other half of our student body.

DESCRIPTION OF SCHOOL FACILITY PLAN: WLA is currently pursuing all leasing options. This includes looking at six buildings that are located in the Woodbury community and closely surrounding communities. WLA retained a broker who began in late December, to lead the search. WLA also has a Director led, Facilities Committee who meet several times per month to tour buildings and discuss options. At this point in time we are expecting to lease for the next 3-5 years, but will consider a longer lease if there is an option to grow into additional space. To date, we have potential agreements being considered at three locations. _

FUTURE PLANS: WLA will be growing to include middle school level grades. The Board of Directors long range vision is to enroll up to three sections of each grade level in grades K-8. WLA will eventually plan on financing a building, but that is not in the short term (two year) plan.

FINANCIAL MANAGEMENT AND BUDGET: WLA provides VOA with copies of draft and final budgets prior to June 30th each year. VOA is also provided with financial statements and audit results in order to monitor the reasonableness of the budget. For the current school year WLA is projecting an 18.9% fund balance. WLA maintains a balanced budget and is compliant with state reporting timelines, and financial obligations. Finally, WLA provides VOA with monthly financial statements including detailed income/expense reports, cash flow sheet, check register, and enrollment numbers.

**Woodbury Leadership Academy
Long-Range Budget Projection Model
June 5, 2018**

	<i>Actual</i>	<i>Adopted</i>	<i>Adopted</i>	<i>Projection</i>		
	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
	<u>Year 3</u>	Year 4	Year 5	Year 6	Year 7	Year 8
<u>Enrollment Projections</u>						
Number Students Grade HK	3					
Number Students Grade K	50	51	60	60	60	60
Number Students Grade 1	58	55	57	60	60	60
Number Students Grade 2	34	54	53	60	60	60
Number Students Grade 3	31	40	53	53	60	60
Number Students Grade 4	35	25	35	53	53	60
Number Students Grade 5	25	28	25	40	53	53
Number Students Grade 6	7	6	13	25	40	53
Number Students Grade 7	8	0	5	28	25	40
Number Students Grade 8	0	0	8	7	25	22
<u>Enrollment totals by state pupil unit weighting category</u>						
Total Number of Students Grade K - 6	243	259	296	351	386	406
Total Number of Students Grade 7-12	8	0	13	35	50	62

Total Number of Students/ADM	251	259	309	386	436	468
Total Number of Current Year Pupil Units	252.67	259.00	311.60	393.00	446.00	480.40

State Revenue Assumptions and Calculations						
<u>General Education Rev: State Averages Per Pupil Unit</u>						
	\$6,067	\$6,188	\$6,312	\$6,406	\$6,503	\$6,600
Inflation Rate Assumption-Basic only	<u>2.0%</u>	<u>2.0%</u>	<u>2.0%</u>	<u>1.5%</u>	<u>1.5%</u>	<u>1.5%</u>
		\$6,188.0	\$6,311.7	\$6,406.	\$6,502.	\$6,600.
Basic INCLUDING Transportation	\$6,067.00	0	6	44	53	07
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00
Sparsity	29.11	29.48	29.48	29.48	29.48	29.48
Operating Capital	226.34	226.26	226.26	226.26	226.26	226.26
Equity	120.01	121.01	121.01	121.01	121.01	121.01
Referendum	156.78	177.15	177.15	177.15	177.15	177.15
Transportation	(282.72)	(288.36)	0.00	0.00	0.00	0.00
				6,973.3	7,069.4	7,166.9
Per Pupil Unit State Revenue	6,329.52	6,466.54	6,878.66	4	3	7
Pension Adjustment	0.00	0.00	0.00	0.00	0.00	0.00
		\$6,466.5	\$6,878.6	\$6,973.	\$7,069.	\$7,166.
Total Per Pupil Unit State Revenue	\$6,329.52	4	6	34	43	97
Total General Education State Revenue	1,599,292	1,674,834	2,143,390	2,740,521	3,152,967	3,443,013

	6%	6%	6%	6%	6%	6%
	per MDE	per	per	estimat	estimat	estimat
	1-22-16	1/4/17	1/10/18	e	e	e
Compensatory Revenue						
A: Number of Students prior yr. (current year for 1st year)	295	238	238	309	386	436
B: Number of Free Lunch Students prior yr. (or current year for 1st yr.)	19	15	15	19	24	27
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st yr.)	4	10	10	13	16	18
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	21.00	20.00	20.00	25.97	32.44	36.64
E: Concentration Portion	0.07	0.08	0.08	0.08	0.08	0.08
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.09	0.11	0.11	0.11	0.11	0.11
G: PU = .6 * D * F	1.12	1.26	1.26	1.64	2.04	2.31
H: Initial Revenue	6,337	7,277	7,433	9,805	12,445	14,282
Miscellaneous Adjustment (Rounding)	(482)	(537)	(693)			
I: Short Year Factor	1	1	1	1	1	1
Calculated Compensatory State Revenue ((A) x (B))	5,855	6,740	6,740	9,805	12,445	14,282

Building Lease Aid: Lesser of line a or b below:						
-						
Lease Aid Expense			569,419	638,923	658,090	701,384
a) Lease Aid Rev at \$1,314 per pupil unit as per state cap	<u>332,011</u>	<u>340,326</u>	<u>409,442</u>	<u>516,402</u>	<u>586,044</u>	<u>631,246</u>
b) Lease Aid Rev at Aid at 90% of Lease			<u>512,477</u>	<u>575,031</u>	<u>592,281</u>	<u>631,246</u>
Lesser of \$1,314.p.u. or 90% of lease payment			409,442	516,402	586,044	631,246
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
Total Prorated Building Lease Aid Revenue	0	0	409,442	516,402	586,044	631,246
Lease Aid Revenue per pupil unit (after proration)	<u>0</u>	<u>0</u>	<u>1314</u>	<u>1314</u>	<u>1314</u>	<u>1314</u>

Building Lease Aid Analyticals:						
Lease Aid Rev that would need to be generated to cover expense at 90%. Max per Statute is \$1,314	<u>0</u>	<u>0</u>	<u>1645</u>	<u>1463</u>	<u>1328</u>	<u>1314</u>
How many more WADM would we need to maximize lease aid?	0	0	78	45	5	0

Long-Term Facilities Maintenance Revenue		prorated 99%				
Revenue per Adjusted Pupil Unit	<u>34</u>	<u>85</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>
Total Long-Term Facilities Maintenance Revenue	8,591	21,795	41,131	51,876	58,872	63,413
Special Education Revenue	Estimate - 93.%	Estimate - 93.%	Estimate - 93.%	Estimate - 93.%	Estimate - 93.%	Estimate - 93.%
State Special Education Aid and Tuition Billing	241,346	186,219	207,576	215,853	224,502	233,523

	0%	0%	0%	0%	0%	0%
LEP (Limited English Proficiency)						
State Aid	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Prior Year LEP Eligible ADM	5	1	4	7	7	7
Current Year LEP Eligible ADM	1	4	7	7	7	7
ADM Served	325	259	309	386	436	468
Adjusted LEP ADM	2	4	7	7	7	7
LEP Marginal Cost Pupils	20	20	20	20	20	20
LEP Revenue	14,080	14,080	14,080	14,080	14,080	14,080
Concentration Portion	0.0031	0.0154	0.0227	0.0181	0.0161	0.0150
Concentration Factor	0.027	0	0	0	0	0
LEP Pupil Units	0	1	1	1	1	1
LEP Concentration Revenue	7	134	345	276	244	228
Rounding Adjustment	1	-19				
Total LEP Aid	14,088	14,195	14,425	14,356	14,324	14,308

General Fund Revenue Summary

State Aids

General Education Revenue	1,599,292	1,674,834	2,143,390	2,740,521	3,152,967	3,443,013
LEP Aid	14,088	14,195	14,425	14,356	14,324	14,308
Extended Time Revenue	0	0	0	0	0	0
Declining Enrollment	62,800	0	0	0	0	0
Compensatory Revenue	<u>5,855</u>	<u>6,740</u>	<u>6,740</u>	<u>9,805</u>	<u>12,445</u>	<u>14,282</u>
Subtotal	1,682,035	9	4	82	36	03
Building Lease Aid	0	14,430	409,442	516,402	586,044	631,246
Prior Year Over/Under accruals	(1,187)	68	0	0	0	0
Long-Term Facilities Maintenance Revenue	8,591	21,795	41,131	51,876	58,872	63,413
Special Education Aid	241,346	186,219	207,576	215,853	224,502	233,523
Endowment Aid, \$28.31 per pupil unit	10,171	9,394	7,332	8,821	11,126	13,600
Literacy Aid	0	25,956	25,956	25,956	25,956	25,956
Other Miscellaneous State Aid	0	0	0	0	0	0
Total State Aids	1,940,956	1,953,630	2,855,992	3,583,591	4,086,236	4,439,341

Federal Revenue

Federal CSP Grant (Implementation 002 - 9/30/16)	165,298	0	0	0	0	0
Federal Special Ed	23,351	41,441	42,700	44,000	45,300	46,700
PBIS Individuals with Disabilities Grant	14,994	6	0	0	0	0
Title II	185	5,012	2,300	2,900	3,300	3,600
Total Federal Revenue	203,828	46,459	45,000	46,900	48,600	50,300

Other Revenue

Interest Earnings	157	175	100	100	115	120
Donations and Grants	88	22,500	0	0	0	0
200 Give to the Max	3,026	2,833	0	0	0	0

Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	8,305	17,700	18,500	23,600	27,200	29,800
Miscellaneous Revenue	947	6,500	2,000	0	0	0
Sale of Merchandise/Fundraising/Net	2,517	4,250	0	0	0	0
071 Third Party Billing	134	0	0	0	0	0

Total Other Revenue 15,174 53,958 20,600 23,700 27,315 29,920

Total Revenue	2,159,958	7	2	91	51	61
	2,159,958	2,054,047	2,921,592	3,654,191	4,162,151	4,519,561

General Fund Expenditure Calculations

<u>New Staff Calc - Staff increases based on enrollment increases</u>						
Actual/projected enrollment change from prior year	(36)	8	50	77	50	32
Added new teacher FTE's - calculated at 22:1 ratio (rounded)				2.0	2.0	1.0
Manual Adjustment					(1.0)	
<u>Other Teachers/Non-teachers Added</u>						
Additional staff add (non teachers)				50,000	50,000	50,000
Total new teachers added/subtracted						
Projected new teacher (1FTE) Salary cost	37,000	37,000	37,000	37,740	38,495	39,265
Added salary cost - teachers (added FTE's times cost)			0	75,480	38,495	39,265
Added cost - others per above			See Payroll Tab	50,000	50,000	50,000
<u>Inflation Assumptions</u>						
Salaries				2.0%	2.0%	2.0%
Other costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

<u>Budget Calculations</u>	22.3%	26.0%	26.4%	26.9%	27.4%	27.9%
100's Salaries	880,523	816,922	1,019,982	1,165,900	1,277,700	1,392,500
200's Benefits	195,927	212,573	269,008	313,322	349,755	388,143
305 Contracted Services	323,915	464,911	237,043	302,000	347,900	380,900
315 Technology Services	9,157	15,155	18,400	23,400	27,000	29,600
320 Communications Services	550	21,876	23,100	29,400	33,900	37,100
329 Postage	752	2,500	2,000	2,500	2,900	3,200
330 Utilities	47,158	119,360	61,141	64,025	65,300	66,600
340 Property and Casualty Insurance	8,774	11,000	11,500	14,700	16,900	18,500
350 Repairs and Maintenance Services	53,579	50,413	61,029	94,103	97,397	100,806
360 Student Transportation	0	0	300,000	382,300	440,500	482,300
360 Field Trip Transportation	1,998	5,000	6,180	7,720	8,720	9,360
366 Travel and conferences	1,395	6,000	10,000	12,700	14,600	16,000

369 Field Trip Admissions	3,894	3,000	6,180	7,720	8,720	9,360
Projected Lease Expense New Building - Aug 1, 2018			569,419	638,923	658,090	677,833
Additional Lease Expense to maximize lease aid			0	0	0	23,551
370 Lease Expense	29,492	16,033	569,419	638,923	658,090	701,384
370 Other Rentals and Operating Leases	0	42,358	2,800	3,600	4,100	4,500
380 Computer and Tech Related Hardware Rental		10,275	12,500	15,900	18,300	20,000
401 Office Supplies/General Supplies	11,848	20,000	24,300	31,000	35,700	39,100
401 Maintenance Supplies	35	250	20,000	25,500	29,400	32,200
405 Non-Instructional Software and Licensing	8,262	9,887	12,000	15,300	17,600	19,300
406 Instructional Software	1,198	2,500	6,000	9,600	11,100	12,200
430 Instructional Supplies/Classroom Supplies	12,153	7,500	20,000	25,500	29,400	32,200
455 Non-Instructional Tech Supplies (new code)	407	1,600	2,500	3,200	3,700	4,100
456 Instructional Tech Supplies (new code)	639	500	2,000	2,500	2,900	3,200
460 Textbooks and Workbooks	1,657	20,000	15,000	19,100	27,000	29,600
461 Standardized Tests	0	5,000	6,100	7,800	9,000	9,900
470 Media/Library Resources	0	500	2,000	2,500	2,900	3,200
490 Food Purchased	771	4,700	3,700	3,700	3,800	4,200
530 Furniture and Other Equipment	0	0	10,000	17,700	20,400	22,300
555 Technology Equipment	513	5,000	3,000	8,800	10,100	11,100
556 Instructional Technology Equipment (new code)	2,485	0	19,000	24,200	27,900	30,500
740 Interest Expense	0	0	0	3,500	3,500	3,500
820 Dues and memberships	28,543	28,445	32,400	34,700	37,100	39,700
State Special Ed Expenditures / ESY	259,512	200,235	223,200	232,100	241,400	251,100
Extended Time Expenses	0	0	0	0	0	0
Federal CSP Grant (Implementation 002)	166,547	0	0	0	0	0
Federal Special Ed Expenditures	23,351	41,441	42,700	44,000	45,300	46,700
PBIS Individuals with Disabilities Grant	14,994	6	0	0	0	0
Director's Discretionary Fund	0	3,500	7,500	15,000	15,000	15,000
Title II	185	5,012	2,300	2,900	3,300	3,600
Total Expenditures	2,095,589	2,153,452	3,063,981	3,606,812	3,948,282	4,272,953
		2	1	12	82	53
		2,153,452	3,063,981	3,606,812	3,948,282	4,272,953
General Fund Annual Surplus	64,369	(99,405)	(142,389)	47,378	213,869	246,608
Beginning General Fund Balance	410,862	475,231	375,826	233,437	280,815	494,684
Ending General Fund Balance	475,231	375,826	233,437	280,815	494,684	741,292
<i>Fund Balance Percentage</i>	22.7%	17.5%	7.6%	7.8%	12.5%	17.3%
<i>Target</i>	12%	18-20%	18-20%	18-20%	18-20%	18-20%

Community Service Revenue and Expenditure Summary

Fund 04 Program Revenue	240	2,000	2,100	2,200	2,300	2,400
Fund 04 Program Expenses	230	2,250	2,100	12,200	12,300	12,400
Community Service Annual Surplus	10	(250)	0	(10,000)	(10,000)	(10,000)
Beginning Community Service Fund Balance	127,048	127,058	126,808	126,808	116,808	106,808
Ending Community Service Fund Balance	127,058	126,808	126,808	116,808	106,808	96,808
Schoolwide Activity						
Total Revenues	2,160,198	2,056,047	2,923,692	3,656,391	4,164,451	4,521,961
Total Expenditures	2,095,819	2,155,702	3,066,081	3,619,012	3,960,582	4,285,353
Schoolwide Annual Surplus	64,379	(99,655)	(142,389)	37,378	203,869	236,608
Beginning Schoolwide Fund Balance	537,910	602,289	502,634	360,245	397,623	601,492
Ending Schoolwide Fund Balance	602,289	502,634	360,245	397,623	601,492	838,100
	602,289	502,634	360,245	397,623	601,492	838,100



School Accountability and Authorizer Oversight System

SCHOOL STATUTORY PURPOSES:

- ❑ **PRIMARY PURPOSE** (M.S. 124E.01): The primary purpose of the charter school is to improve all pupil learning and all student achievement.
 MEASURE: MCA exams
 PERFORMANCE STANDARDS / EXPECTATIONS: Academic Performance Standards below.
 REPORTING: Progress meeting these expectations is a required element of the Annual Report and “World’s Best Workforce” Plan.
- ❑ **STATUTORY PURPOSE II** (MS 124E.01): Increase learning opportunities for all pupils.
 PERFORMANCE EXPECTATIONS – Woodbury Leadership Academy will incorporate student leadership-building into their program through the use of a modified approach to responsive classroom in conjunction with a Core Values curriculum. Teacher standards and teaching objectives will include specific learning goals related to leadership development. WLA graduates will enter high school academically and socially prepared with exceptional leadership skills that will ensure their success in high school and beyond. Service learning is another way in which WLA students will acquire social awareness and leadership skills.
 REPORTING: Progress meeting these expectations is a required element of the Annual Report and “World’s Best Workforce” Plan.
- ❑ **ADDITIONAL PURPOSE** (M.S. 120B.11): The school is to meet the outcomes adopted by the Commissioner for all public school students under Minnesota Statutes, section 120B.11 (“World’s Best Workforce”), applicable to elementary and high schools. Specifically, that 1) all racial and economic achievement gaps between students are closed; 2) all children are ready for school, 3) all third-graders can read at grade level.
- ❑ **GOALS**: locally determined, board approved annually for each of the outcomes.
 REPORTING: Element of the Annual Report and “World’s Best Workforce” Plan.

Introduction

As a leading authorizer, Volunteers of America–Minnesota builds its portfolio of high-performing charter schools by only selecting proposals with a strong potential for success. It then ensures that such potential is realized through a unique system of accountability that begins even before a school opens its doors.

VOA-MN is committed to fulfilling its role as a charter school authorizer by holding its schools accountable for a range of results. The accountability system presented in this document ensures that VOA-MN will uphold its legal obligation to make sure the schools it authorizes are reaching (or making adequate progress toward) the goals and benchmarks outlined in its charter contract and Minnesota statute.

VOA-MN uses a standard charter contract with unique school-specific terms that capture different approaches to achieving student success. The individuality of each school will be preserved in the “Academic Program Description” addendum to the charter contract.

Volunteers of America of Minnesota Accountability Plan

According to Minnesota Statute 124E.01, subd.1, *The primary purpose of charter schools is to improve all pupil learning and all student achievement.* VOA-MN holds the schools it authorizes accountable in five major areas: academic performance, fiscal management, board governance, management and operations, and legal compliance. Each area may have multiple indicators of success and the charter school’s performance on each indicator will be rated as:

- Meets standard;
- Partially meets standard;
- Does not meet standard.

Rating Scale: For each standard, a school earns points for contract renewal as follows:

- 2 = Meets Standard
- 1 = Partially Meets Standard
- 0 = Does Not Meet Standard

Weighting of Performance Measures used during the contract renewal process is as follows:

- 50% weighting: Academic Program (statutory purposes, including primary purpose)
- 15% weighting: Financial Sustainability
- 30% weighting: Organization
 - 15% governance
 - 15% management & compliance

Combining Data Over the Contract Term

Annual school performance results will be combined each successive year of the contract term wherever possible so that fluctuation due to small group size will be minimized and overall performance is accurately reflected.

Contract Renewal Eligibility

VOA-MN schools must achieve at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area (Academic, Financial, Organizational Performance) to be eligible for a three-year contract renewal and at least and an Exemplary Rating (80% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area to be eligible for a five-year contract renewal. All contract renewals will be for either three or five years. Fewer than three years does not provide enough information on which to make a renewal decision.

If a school is performing below standard to receive a three-year renewal contract, but has agreed to the authorizer terms and conditions set forth in the School Improvement Plan to correct areas of deficiency, VOA-MN may agree to extend a school’s contract (not to exceed five years) to provide additional time for a school to improve performance as an alternative to termination. If sufficient school improvement is not being made by the end of the 1st year of the extension, termination proceedings will commence.

Intervention and Corrective Action

VOA-MN schools that, prior to their year of contract renewal, fall below a Satisfactory Rating in the Performance Framework overall and/or in any performance area (Academic, Finance, Governance, Management/Operations) must enter into a School Improvement Plan that addresses the specific standards in the Performance Framework where the school performance is below Satisfactory.

Closure Plan

If the school does not meet the terms of the School Improvement Plan and attain a Satisfactory Rating by the end of the contract term, the school is a candidate for nonrenewal. If the school's contract is not renewed, the school must implement the Closure Plan as described in the school's charter contract.

Three essential questions guide our VOA-MN authorizer oversight and charter school accountability plan.

1. Academic Program Performance - Is the school's Learning Program a Success?

Academic Performance- All public schools, including charters, must fully participate in the state assessments - Minnesota Comprehensive Assessments. Data from state assessments as well as Title 1 Designation consistent with the state North Star system will be compiled and evaluated in the Annual VOA-MN Authorized Charter Schools Academic Performance Report by the authorizer. Charter schools are required to meet the academic performance standards for which they agree to be held accountable in their charter contract. The extent to which a school is meeting their World's Best Workforce requirements and additional statutory purposes are also measured in the Learning program section.

The VOA-MN Charter School Authorizing Program publishes annually an Academic Performance Report on their network of authorized charter schools. The report serves as a single annual source of academic program and performance information for all of our VOA-MN operational charter schools. The report contains an analysis of annual and cumulative academic program, performance, and professional development data for each school.

Content from the annual Academic Performance Report also serves as the basis for the school academic performance analysis contained in the statutorily required Contract Renewal Evaluation Reports, including evaluation of the extent to which the school has met their primary purpose, "to improve all pupil learning and all student achievement" during the contract term.

The VOA-MN determined academic performance standards contained below are uniform for all VOA-MN charter schools. The standards serve as the basis for both annual authorizer monitoring of school academic performance and contract renewal determinations. All standards within an area are considered equal. *The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: based on cell size being too small). One sample rating scale is imbedded below to provide the reader with context.*

VOA-MN's academic performance standards/expectations include the following:

1. Students are performing well on state examinations or other agreed upon exam (i.e. NWEA) in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.

SAMPLE 0-2 RATING SCALE ON STANDARDS - NEGOTIABLE

0 = School's average proficiency rate is less than the average performance of students in schools they might otherwise attend.

1 = School's average proficiency rate meets or exceeds the average performance of students in schools they might otherwise attend in one or two subjects (math, reading and science) but not all three.

2 = School's average proficiency rate exceeds the average performance of students in schools they might otherwise attend.

2. Over the term of the contract, the School will maintain an average state-determined minimum growth score of -0.5 as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement. (an alternative measure will be used when cell size is too small or in the case of stand-alone high school)
3. The difference between the "all-students" proficiency rate in the School and any reportable subgroup proficiency rate will be reduced over the term of the contract in both reading and math using state examination or other agreed upon exam (i.e. NWEA) data as evidence of the School meeting their primary statutory purpose of improving all pupil learning and all student achievement.
4. The school has adopted a formal teacher evaluation process and adheres to the requirements set forth in Minnesota Statute 122A.40.
5. All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement.
6. The school is meeting their additional statutory purposes (MS 124E.01, Subd.1; Charter Contract Addendum B).
7. The school is meeting the World's Best Workforce goals (MS 120B.11; Charter Contract Addendum B).

2. Financial Sustainability – Does the School Exhibit Strong Financial Health?

Charter schools receive public funds and must meet generally accepted standards of fiscal management. It is VOA-MN's duty to ensure that the schools are responsible stewards of public funds. The charter school shall provide VOA with a copy of its draft and final annual budgets and monthly cash flow projections for each fiscal year by July 1 of each fiscal year. VOA-MN shall use submitted budget and cash flow statements, along with any other relevant information, to determine if the charter school has a realistic balanced budget plan for the current year. VOA-MN shall use the financial statements presented in the charter school's annual financial audit, along with any other relevant information, to determine if the charter school maintained a balanced budget during the prior-year. Schools are expected to have audits that are free of all findings.

The VOA-MN Charter School Authorizing Program publishes annually a School Financial Oversight Report on their network of authorized charter schools. The parties acknowledge that the Minnesota Charter Schools Law requires a charter school to meet generally accepted standards of fiscal management. This requirement has two underlying purposes: to monitor the financial health of the school and compliance with state and federal laws, including proper use of public funds. The report will contain an evaluation of school performance meeting the VOA-MN financial standards.

The VOA-MN determined school financial standards contained below are uniform for all VOA-MN charter schools. The standards serve as the basis for both annual authorizer monitoring of school financial health

and contract renewal determinations. All standards within an area are considered equal. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards shall will be evaluated in the annual VOA-MN Network Finance Report. The standards also serve as the criteria for contract renewal determinations. *The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: fund balance standard may be negotiated based on school length of operation or size). One sample rating scale is imbedded below to provide the reader with context.*

VOA-MN's school financial standards/expectations include the following (authorizer reserves the right to amend standards or scale as needed/warranted):

1. The School maintains a balanced budget.

SAMPLE 0-2 RATING SCALE ON STANDARDS - NEGOTIABLE

0 = deficit budget

1 = n/a

2 = surplus budget

2. The School is compliant with state and federal financial reporting deadlines and laws, including the proper use of public funds.
3. The School's financial audit will be submitted to the Minnesota Department of Education, Office of the State Auditor and the authorizer by December 31.
4. Schools are expected to have audits that are free of all findings.
5. The School is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage, loan payments and terms.
6. The School provides VOA-MN and school board members with monthly financials at least three days prior to board meetings. June financial reports may be delayed until year-end journal entries are completed. Packets include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register, and 4) current enrollment (Average Daily Membership). The board should review and approve the financials at each board meeting.
7. The School develops and maintains a targeted General Fund balance determined by the school board. For the finance report, VOA-MN also determines a standard for fund balance annually based on items such as school funding trends and funding hold backs.
8. The School board has a finance committee that meets regularly to review school finances.
9. All Board members have working knowledge of financial oversight.
10. The School is not in Statutory Operating Debt (SOD).

3. Governance - Is the organization effective and well run?

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. All standards within an area are considered equal. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards shall be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations. *The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: based on length the school has been in operation). One sample rating scale is imbedded below to provide the reader with context.*

VOA-MN’s school board governance standards/expectations include the following (authorizer reserves the right to amend standards or scale as needed / warranted):

Board Structure and Development

1. The Board of Directors meets its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute.

SAMPLE 0-2 RATING SCALE ON STANDARDS - NEGOTIABLE

0 = board structure does not meet bylaws and/or state statute

1= NA

2 = board structure meets bylaws and state statute

2. The Board of Directors has the necessary knowledge to carry out the responsibilities contained in MN Stat 124E.07, Subd.6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.

3. The board adheres to an orientation process for bringing on new members.
4. The Board of Directors complies with initial training requirements set forth in Minn. Stat 124E.07, Subd.7 (Training): governance, financial, and employment policies and practices.
5. The Board of Directors completes a self-evaluation each year.

Board Practices

6. The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.
7. The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.
8. The Board of Directors adheres to board member election requirements set forth by state statute.
9. The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.
10. The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd.2(b)).
11. The Board of Directors monitors the organization's adherence to school board policies.
12. The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13).
13. The Board of Directors provides ongoing oversight of school academic performance.
 - 0 = meeting minutes do not include evidence of board oversight of academic performance
 - 1 = Academic performance is an agenda item on six or fewer board meetings.
 - 2 = meeting minutes include monthly references to academic performance
14. The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.

Board Documentation and Communications

15. Board documents are distributed to all board members at least 3 days prior to a board meeting.
16. The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website.
17. The board has a policy review calendar and reviews and updates its policies as needed or required by state law.
red by state law

Management & Operations - Effective day to day operations of a charter school support the Learning Program. A well-run school provides an environment in which staff and students can perform at the highest

possible level and more effectively reach the school's goals. Management and operations of the school will be monitored and reported by the authorizer using the Formal Site Visit Rubric. The standards also serve as the criteria for contract renewal determinations. The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: based on cell size being too small). One sample rating scale is imbedded below to provide the reader with context.

Authorizer standards / expectations for school management and operations include:

SAMPLE 0-2 RATING SCALE ON STANDARDS - NEGOTIABLE

School Mission, Vision, and Purpose

1. The school is fulfilling its additional purposes as defined in the Charter School Law and charter contract.
0=School is not meeting their additional statutory purpose(s).
1=School demonstrates progress meeting their additional statutory purpose(s) or is meeting some, but not all.
2=School demonstrates that they are meeting their additional statutory purpose(s).
2. Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.
3. The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.

School Culture & Learning Environment

4. The school maintains a safe and healthy environment per state and federal guides and board policy. (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills).
5. Evidence suggests that the school engages parents and students in ways that build positive relationships and engages them as partners in their child's learning
6. Evidence suggests that the school teachers are covering the scope and sequence of the state academic standards and engaging in data-driven decision-making.

0= The school does not have a system established to ensure that school teachers are covering the scope and sequence of the state academic standards &/or does not engage in data-driven decision-making.

1= The school leadership provided some examples of how he/she provides oversight that school teachers are covering the scope and sequence of the state academic standards, but systemic plan for monitoring progress and data-driven decision-making was lacking.

2= Evidence suggests that the school has established a uniform system to ensure that the school teachers are covering the scope and sequence of the state academic standards and monitoring student progress toward comprehension.

Documents and Processes

7. The school employs highly qualified, appropriately licensed teachers.
 - 0= The school has had multiple license infractions over the contract term.
 - 1= The school has had two or fewer teacher license infractions and they were swiftly resolved. Evidence suggests that the school has systems to recruit quality licensed teachers.
 - 2= The school provides evidence of exemplary hiring processes that ensure teachers are properly credentialed. There have been no license infractions over the contract term.
8. Criminal background checks are conducted on all persons per the board policy and Minn. Stat. 123B.03, Subd.1.
9. The school meets / maintains its enrollment goals.
10. The school institutes a fair and open student admission process that complies with Minnesota law.
11. The school's employment process complies with state and federal law.
12. The school has defined job descriptions and defined evaluation process for all personnel.

Special Education - Services to Students with a Disability

13. The school complies with IDEA, special education laws and school's TSES plan, including "Child Find." Applicable training is provided to faculty annually.
14. The school provides professional development annually to faculty on special education to ensure school compliance with Child Find and other special education laws.
15. The school is not subject to special education investigations by MDE and is not in Corrective Action.
16. The school is compliant with laws pertaining to special education directors and Advisor Council (SEAC).

Legal and Contractual Compliance - Charter schools are required to follow many state and federal laws pertaining to all public schools and are expected to uphold all provisions of the charter school contract. VOA-MN expects compliance with legal and contractual obligations. Each VOA-MN authorized charter school shall maintain a Compliance Binder on site that includes VOA-MN defined evidence of compliance with state and federal statutes organized in the manner prescribed by VOA-MN. Additionally, VOA-MN authorized charter schools shall submit information to the authorizer in accordance with the VOA-MN prescribed Annual Submission Calendar. Management and operations of the school will be monitored by the authorizer and reported in the Formal Site Visit Report and additionally as needed. *This section is not scored individually. The compliance binder and submission calendar are systems for ongoing monitoring of school performance and compliance and compliance requirements are imbedded in previous sections.*

ONGOING AUTHORIZER SCHOOL MONITORING

SITE VISITS

One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school and engage in discussions with school management. VOA-MN conducts two different types of site visits: Formal and Informal.

- **Formal Site Visit-** Formal Site Visits are typically conducted once per year by a member of the VOA-MN Authorizing Program Leadership Team who interviews key stakeholders and conducts observations. Written feedback is provided to the Board of Directors and school leadership guided by the Site Visit Rubric. VOA-MN staff will provide formal written feedback summarizing observations. The feedback will identify areas of strength and areas that require improvement. If a more serious issue arises from a site visit, VOA-MN may implement an intervention based upon the “Range of Interventions” table.
- **Informal Site Visit-** VOA-MN may conduct informal site visits at any time to fulfill its duties as an authorizer. Reasons for informal site visits may include: investigation of a complaint, determination of readiness to open, follow up on implementation of improvement plans, or documentation of best practices. These visits are typically less formal and may be without notice.

BOARD MEETINGS

Another important component of VOA-MN authorizer oversight is board meeting observations conducted at least twice per year and more often for schools within their first two years after initial charter approval. Authorizer VOA-MN uses the Board Meeting Observation Rubric and provides timely feedback to the school boards. VOA-MN also closely monitors the monthly board meeting minutes and financials of each authorized school and provides feedback to the school as needed.

SCHOOL PUBLISHED ANNUAL REPORTS

The Charter School Law (Minn. Stat. 124E.16) includes requirements for a charter school annual. Additionally, VOA-MN requires that annual reports include specific elements defined by VOA-MN annually. VOA-MN required elements include how the school is performing based on the three essential questions: Is the student learning program a success? Does the school exhibit strong financial health? Is the organization effective and well-run? The final draft be board approved and posted to the school’s official website. The VOA-MN Annual Report criteria may contain the World’s Best Workforce Report.

AUTHORIZER PUBLISHED SCHOOL PERFORMANCE REPORTS

In addition to the Formal Site Visit Report that each school is provided, VOA-MN will also annually publish three VOA-MN Charter School Network Reports: Academic Performance, Board Governance, and Financial Management. The cumulative purpose of these reports is to assess the ongoing performance of VOA-MN authorized schools regarding academic success, financial sustainability, and organizational effectiveness.

The combination of school performance based on the three VOA-MN Annual School Performance Reports, annual Formal Site Visit Reports, informal site visit observations, authorizer observations of board meetings, and ongoing monitoring of school reporting and compliance provides an accountable oversight mechanism for the authorizer, schools, and other organizations. This collective body of evidence will also form the basis for contract renewal decisions.



MINNESOTA

RANGE OF POSSIBLE INTERVENTIONS

<p>If VOA-MN has a concern about the School, or if the School fails to make adequate progress towards achieving authorizer contractual standards/expectations for school performance, or to comply with Applicable Law, or other requirements of this contract, VOA-MN shall determine the appropriate intervention. The interventions below need not be implemented sequentially, and VOA-MN will implement these as it sees fit and at its sole discretion.</p>		
Status	Triggered By	May Result In
<p>INTERVENTION LEVEL ONE</p> <p>Notice of Concern</p>	<p>Signs of weak performance identified through routine monitoring; through compliance or performance reviews; or by other means.</p> <p>Lack of progress towards meeting contractual performance standards / expectations.</p> <p>Failure to submit required documents on a timely basis.</p> <p>Failure to comply with applicable law or the conditions of the charter contract.</p> <p>Signs of poor financial health or management.</p>	<p>Letter from the Authorizer to the charter school’s Board of Directors detailing areas of concern.</p> <p>Authorizer recommendation that the school board institute an oversight plan for performance improvement in the areas where standards were not met.</p>
<p>INTERVENTION LEVEL TWO</p> <p>Notice of Deficiency</p>	<p>Signs of further weakening performance identified through routine monitoring; through implementation, compliance, or performance reviews; or by other means.</p> <p>Failure to meet multiple contractual performance standards/expectations; or repeated failure to meet a single performance standard/expectation.</p> <p>Significant failure to comply with applicable law or the conditions of the charter contract.</p> <p>Continued evidence of poor financial health or management.</p>	<p>Letter from Authorizer to charter school Board of Directors detailing areas of deficiency and action required to address the deficiency.</p> <p><i>and</i></p> <p>Authorizer may require charter school Board of Directors to approve a remediation plan containing specific improvement objectives, technical assistance requirements, and schedule for remedial actions to be approved by the Authorizer.</p>
<p>INTERVENTION LEVEL THREE</p> <p>Probationary Status</p>	<p>Continued failure to meet contractual performance standards/expectations or failure to meet objectives of a remediation plan.</p> <p>Continued failure to comply with the applicable law or the conditions of the charter contract.</p>	<p>Letter from the Authorizer to charter school Board of Directors detailing reasons for probationary status and action required to address concerns.</p> <p>Remediation plan imposed by the Authorizer.</p> <p><i>and/or</i></p> <p>Authorizer may appoint staff or a consultant to</p>

	Severe concerns regarding the school's financial viability.	specifically monitor implementation of the remediation plan
INTERVENTION LEVEL FOUR Charter Review	<p>Failure to address the terms of Probationary Status.</p> <p>Extended pattern of failure to meet contractual performance standards/ expectations and/or to comply with applicable law or the conditions of the charter contract.</p> <p>Severe and persistent concerns regarding the school's financial viability.</p>	<p>Recommendation to revoke, not to revoke, or to impose lesser sanctions.</p> <p><i>and/or</i></p> <p>Decision to commence or not to commence revocation proceedings made by VOA-MN.</p>
INTEVENTION LEVEL FIVE Charter Revocation	Charter Review results in recommendation to revoke.	Commencement of charter revocation proceedings consistent with Minnesota Stat. 124E and the terms of the charter contract.



Charter School Contract Renewal and Revocation Process

Renewal Process

Volunteers of America-Minnesota (VOA-MN) views contract renewal as an on-going process that is engaged in by the Board of Directors, school leadership, and the authorizer throughout the entire life of the school's contract with its authorizer. This process culminates in the authorizer publishing an end of contract evaluation report.

End-of-Term Evaluation

VOA-MN publishes an end-of-contract evaluation report based on information, observations and documentation accumulated throughout the length of the contract. The evaluation is an opportunity to determine the extent to which the school is meeting VOA-MN's expectations of a high-quality charter school. More specifically, we assess the school based on the following three central questions:

- 1) Is the student learning program a success? (Academic Performance)
- 2) Does the school exhibit strong financial health? (Financial Management)
- 3) Is the organization effective and well-run? (Board Governance, Management and Operations, Compliance)

We quantify the school's progress in each area (academic performance, governance, financial management / health, and management/operations) using the system described in B.I. (Rating Scale and Weighting of Performance Measures).

VOA-MN will complete a draft of its end-of-term evaluation of the school and submit the draft for review and comment by school leadership and the board. VOA-MN will then make changes, if necessary, and resubmit a final evaluation and decision of renewal to the school's board. Through ongoing monitoring and the renewal evaluation process, VOA-MN determines whether to renew its contract with the charter school and if so, for what length of time. Contracts can be renewed for up to five years.

Termination or Nonrenewal of a Contract

Consistent with Minn. Stat. 124E.10, Subd. 4(b), VOA-MN may act to terminate or not renew a charter under the following grounds:

- (1) failure to meet the requirements for pupil performance contained in the contract;*
- (2) failure to meet generally accepted standards of fiscal management;*
- (3) violations of law; or*
- (4) other good cause shown.*

At least 60 days before not renewing or terminating a contract, the authorizer shall notify the board of directors of the charter school of the proposed action in writing. The notice shall state the grounds for the proposed action in reasonable detail and that the charter school's board of directors may request in writing an informal hearing before the authorizer within 15 business days of receiving notice of nonrenewal or termination of the contract. Failure by the board of directors to make a written request for a hearing within the 15-business-day period shall be treated as acquiescence to the proposed action. Upon receiving a timely written request for a hearing, the authorizer shall give ten business days' notice to the charter school's board of directors of the hearing date. The authorizer shall conduct an informal hearing before taking final action. The authorizer shall take final action to renew or not renew a contract no later than 20 business days before the proposed date for terminating the contract or the end date of the contract.

Example VOA-MN Timeline for Contract Renewal Process

Item	Responsible Party	Timeline
School Program Description Completed by Charter School	Renewing School	February-March
<p>The School will complete and submit their proposed Program Description (contract Addendum A) for review by VOA-MN. Once the content of the document is agreed upon - including curriculum, interim assessments, and future plans, it will be incorporated into the renewal contract.</p>		
Authorizer formal end-of-term evaluation draft completed and submitted to renewal school for review	Authorizer	April
End-of-term evaluation comments completed	Renewing School/Board	April-May
Draft contract submitted to renewing school for comment	VOA-MN	April –May
Contract approved and signed	VOA-MN	May-June
Contract approved and signed	Renewing Board	May-June

If Terminating/Not Renewing

Request a public hearing	Board	Within 15 business days of termination/nonrenewal notice
Final contract termination/renewal decision	VOA-MN	Within 20 business days of the contract end date if not renewing or terminating



WOODBURY LEADERSHIP ACADEMY

Special Education Services

Woodbury Leadership Academy will comply with Minnesota Statutes Chapters 125A and 124E, all applicable rules implemented pursuant to these chapters, and all Federal and State law relating to the education of students with disabilities. Consistent with the provisions of Minnesota Statutes § 124E.21, the financial parameters within which the School will operate to provide special education instruction and related services to students with disabilities will be based on the individual needs of the student, as defined by the student's evaluation and by the instruction and related services specified in the student's Individual Education Plan ("IEP"). The School will deliver services in accordance with IDEA, board policies, and best practices.

The School will provide special education services in compliance with all state and federal guidelines. The teaching staff will provide strategies and instructional techniques that support the learning needs of each learner. The School will continue to contract with a Special Education Director for oversight and assistance maintaining a compliant system that meets the needs of the student population.

The School will plan for child-find activities, initial assessments, reassessments, IEP planning and service delivery as dictated by special education laws. The School will use a combination of employment and contracted services to meet the needs of identified special education students.

Responsibilities of the Board:

- Approve and monitor school budget revenues and expenditures related to special education. Require regular updates by school management regarding state special education reporting and financial reimbursements. Review and approve special education program expenditures.
- Approve the hiring of necessary and essential special education staff and contracted services.
- Monitor school management's oversight of special education faculty and contractors.
- Monitor school management's oversight of required special education program and financial reporting to the state.
- Collaboratively with school management, ensure that the school facility is ADA compliant and supports the continuum of special education services for students with disabilities. A charter school may not deny persons with disabilities, including parents and students, the benefits of programs and activities offered at its school because of inaccessible facilities.

Responsibilities of the School Management:

- Monitor school compliance with the board-approved Total Special Education Services Plan (TSES). Every Minnesota school district, including charter schools that are districts, is required to have a Total Special Education System (TSES).
- Monitor and supervise special education faculty and contractors.
- Maintain and report financial data related to special education programs as required by Minnesota Statute § 125B.07, Subd. 6 “Data Acquisition Calendar.”
- Provide oversight of the school budget related to special education revenue and expenditures.
- Supervise special education faculty to ensure that each students with an IEP is receiving all special education supports identified in the student's IEP.
- Arrange appropriate and ongoing staff development regarding the delivery of special education and related services.

As a result of this expectation, the Authorizer will:

- Annually review student school application forms, policies and procedures for compliance with the Individual with Disabilities Education Act (IDEA) and Section 504 of the Americans with Disabilities Act.
- Regularly monitor school compliance with the board-approved Total Special Education Services Plan (TSES). Every Minnesota school district, including charter schools that are districts, are required to have a Total Special Education System (TSES).
- Regularly monitor compliance with state reporting requirements as required by Minnesota Statute § 125B.07, Subd. 6 “Data Acquisition Calendar.”
- At least annually interview the school Special Education Director and staff to monitor program accountability and compliance.
- During site visits, monitor ADA compliance and whether or not facilities support the continuum of special education services for students with disabilities. A charter school may not deny persons with disabilities, including parents and students, the benefits of programs and activities offered at its school because of inaccessible facilities.
- Monitor school compliance with state and federal special education educator licensing requirements and reporting.



COMPLIANCE AGREEMENT

The undersigned members of the BOARD OF DIRECTORS of WOODBURY LEADERSHIP ACADEMY agree to comply with all federal and state laws governing organizational, programmatic and financial requirement applicable to charter schools.

- 1. [Signature] Board Member Signature 3/20/2018 Date
- 2. [Signature] Board Member Signature 3/20/2018 Date
- 3. [Signature] Board Member Signature 3/20/2018 Date
- 4. [Signature] Board Member Signature 3/20/2018 Date
- 5. [Signature] Board Member Signature 3-20-18 Date
- 6. [Signature] Board Member Signature 3-20-18 Date
- 7. [Signature] Board Member Signature 3-20-18 Date

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Charter School Closure Plan

Item	Description of Required Actions	Responsible Party	Completion Date	Status
Immediate Board Actions				
1	<p>Establish <i>ad hoc</i> School Board Committee for wind-up / restructuring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Designate School contact person(s) to send and receive communications from the VOA-MN; <input type="checkbox"/> Designate employees or School Board members who will handle various aspects of winding up of School operations; <input type="checkbox"/> Provide contact information, and list of employees / School Board members and correspondent responsibilities to the VOA-MN. <input type="checkbox"/> Instruct contact persons to heed notification requirements for time sensitive notifications, if any. 	Board		
2	<p>Reserve Funds</p> <p>Segregate by Board resolution in a separate checking account up to \$45,000 in funds to be used for legal, accounting and other expenses to execute this Closure Plan and to dissolve the School Corporation.</p>	Board		
Notifications and Further Actions				
3	<p>Notification of Parents / Guardians</p> <p>Within 10 days after charter revocation, notify parents / guardians and employees of school regarding the closure of the School, if such notification has not been made. Such notification shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> * date of the last day of regular instruction; <input type="checkbox"/> * cancellation of any planned summer school; <input type="checkbox"/> * notice to parents that enrollment of children in their district of residence or other school is mandatory under state law for children that are six years of age or older; <input type="checkbox"/> * a listing of the names of charter, parochial, public and private schools in the area. <input type="checkbox"/> * offer of copies of student records before the CHARTER REVOCATION. <input type="checkbox"/> Provide the VOA-MN with a copy of the notice. 	Board Chair or School Director		

<p>4</p>	<p>Final Report Cards and Student Records Notice</p> <p>Within 10 business days after CHARTER REVOCATION, provide parents / guardians with copies of final report cards and notice that records, which include information about any formal suspension, expulsion, and exclusion disciplinary action under sections 121A.40 to 121A.56, will be transferred to the student’s school district of residence. Notice shall include specific contact information for the resident school district.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The notice must advise the parent/guardian to contact the school where the student intends to enroll and have the new school request a transfer of records from the school being closed. <input type="checkbox"/> Provide the VOA-MN with a copy of the notice. 	<p>School Director</p>		
<p>5</p>	<p>Transfer of Student Records and Testing Material</p> <p>No later than 10 business days after Authorizer Notice of CHARTER REVOCATION / CLOSURE, the school must provide parents of enrolled students information and assistance to enable the student to re-enroll in another school.</p> <p>Within ten business days of closing the charter school, the closed school must transfer each student’s educational records to the student’s school district of residence, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individualized Education Programs (IEPs) and all records regarding special education and supplemental services; <input type="checkbox"/> student health / immunization records; <input type="checkbox"/> attendance records; and <input type="checkbox"/> all other student records. <p>Student transmitted records information must include any formal suspension, expulsion, and exclusion disciplinary action under sections 121A.40 to 121A.56. The school must provide notice to a student and the student's parent or guardian that formal disciplinary records will be transferred as part of the student's educational record, in accordance with data practices under chapter 13 and the Family Educational Rights and Privacy Act of 1974, United States Code, title 20, section 1232(g).</p> <p>All end of school year grades and evaluations must be completed and made part of the student records, including any IEP / Committee on Special Education meetings / progress reports.</p> <p>As noted above, parents / guardians should be</p>	<p>School Director</p>		

	<p>offered copies of students' records before CHARTER REVOCATION / CLOSURE.</p> <p>Testing material, including scores, test booklets, and annual data files etc. required to be maintained by the School by the State Education Department must also be forwarded to each pupil's resident school district.</p>			
6	<p>Notification of the Commissioner, School District, and Parents / Guardians of Enrolled Students</p> <p>Within 7 business days after the charter revocation, the School must notify school district(s) of students' residence regarding the termination of the education program and lack of future enrollment.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If applicable, notification regarding cessation of food and transportation services should be provided. <input type="checkbox"/> Provide notice to the districts that arrangements should be made to pick up any district property; e.g., borrowed books, nursing equipment. <input type="checkbox"/> Provide VOA-MN with a copy of the notice. 	<p>Board Chair or Secretary</p> <p>Authorizer will notify Commissioner</p>		
7	<p>Notification of Funding Sources / Charitable Partners</p> <p>Within 7 days after CHARTER REVOCATION, all other sources of the School's operational funding must be notified in writing of the closure of the School as well as charitable partners of the School.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The School should not accept further loans from management companies, etc. nor otherwise incur additional liability. However, it may continue to accept gifts from charitable partners as long as the charity is aware of the School's closure / restructuring status. <input type="checkbox"/> Charities with property on the premises of the School should be notified to remove same as soon as possible or after CHARTER REVOCATION, whichever is appropriate. 	<p>Board Chair or Treasurer</p>		
8	<p>Notification of Contractors and Termination of Contracts</p> <p>Within 20 days after charter revocation, formulate a list of all contractors with contracts in effect, and notify them regarding cessation of current school operations at CHARTER REVOCATION.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If applicable, instruct contractors to make arrangements to remove any contractor property from the School facility by a date certain, e.g., copying machines, water coolers, other rented property. <input type="checkbox"/> Provide the VOA-MN with a copy of such notice. <input type="checkbox"/> Retain records of past contracts with proof that 	<p>Board Chair or Treasurer</p>		

	<p>they were fully paid (<i>see</i> Records Retention, below) to prevent spurious claims.</p> <p>As appropriate, and to the extent possible, terminate contracts for goods and services as of the last date such goods or services will be needed to the extent not necessary for the educational program or wind-up of the School.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Telephone, gas, electric, water, insurance (premises and D&O insurance, <i>see</i> below) should remain operative through the CHARTER REVOCATION and to the extent necessary to wind up the School’s affairs beyond that time. 			
9	<p>Notification of Employees and Benefit Providers</p> <p>After an employee termination date is established, but in no event later than 60 days before CHARTER REVOCATION, notify all employees of termination of employment and/or contracts, and notify benefit providers of pending termination of all employees. Further notify employees and providers of termination of all benefit programs, and, if allowable, terminate all programs as of the last date of service in accordance with applicable law and regulations (i.e. COBRA), including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> health care / health insurance; <input type="checkbox"/> life insurance; <input type="checkbox"/> dental plans; <input type="checkbox"/> eyeglass plans; <input type="checkbox"/> cafeteria plans; <input type="checkbox"/> 401(k), retirement plans; and <input type="checkbox"/> pension plans. <input type="checkbox"/> TRA <input type="checkbox"/> PERA <p>Specific rules and regulations may apply to such programs especially teacher’s retirement plans so legal counsel should be consulted.</p> <p>Employees should be notified of eligibility for unemployment compensation. (In the event the School has not paid into the unemployment program on an ongoing basis, the School may have significant financial liability on an ongoing basis after the CHARTER REVOCATION, and reserve funds should be set aside for this purpose.) <i>See</i> School Wind-Up Plan and Action regarding payment of taxes, below.</p>	Board Chair or designee		
10	<p>Notification of Food and Transportation Services and Cancellation of Contracts</p> <p>Within 20 days after the charter revocation, or earlier if required by the contractual notice requirements, cancel school district or private food</p>	Board Chair or Secretary		

	and/or transportation services for summer school and next school year.			
11	<p>Notification of VOA of MN Regarding Lawsuits</p> <p>As soon as possible after receiving notice and/or service of process regarding litigation against, or initiated by, the School, School Board or School employees, notify the VOA of MN and provide copies of legal papers received.</p> <p>The School has an ongoing obligation to keep the VOA-MN informed regarding such litigation, including bankruptcy, whether voluntary or involuntary, and to provide copies of all filings.</p>	Board Chair or Secretary		
Assets, Creditors and Debtors				
12	<p>List of Creditors and Debtors; UCC Search</p> <p>Within twenty (20) days after the charter revocation, formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor.</p> <ul style="list-style-type: none"> <input type="checkbox"/> This list is not the same as the contractor list, above, but may include contractors, which should be listed. <input type="checkbox"/> Creditors include lenders, mortgage holders, bond holders, equipment suppliers, service providers and secured and unsecured creditors. Security interests may be recorded and filed pursuant to the Uniform Commercial Code (UCC) with the county and State of Minnesota, and may include all of the assets of the School Corporation or specific assets in which a creditor has an interest as long as such debt remains outstanding. <input type="checkbox"/> A UCC search should be performed by the School to determine if there are any secured creditors and to what assets security interests are attached. <input type="checkbox"/> Debtors include persons who owe the school fees or credits, lessees or sub-lessees of the School, and any person holding property of the School. <input type="checkbox"/> Provide a copy of the list of creditors to the VOA-MN with the amount owed to each creditor thereon and the amount owed by each debtor. 	Board Chair or Treasurer		
13	<p>Notification to Creditors</p> <p>Within thirty (30) days after the charter revocation, the School must notify all creditors of its closure.</p> <p>The School should solicit from each creditor a final accounting of the School's accrued and unpaid debt</p>	Board Chair or Treasurer		

	<p>owed to such creditor. This figure should be compared to the School’s calculation of the debt and be reconciled between the parties.</p> <p>To the extent possible, the School negotiates a settlement of debts, which is ultimately consummated by a settlement agreement reflecting satisfaction and release of the existing obligations, if possible.</p>			
14	<p>Notification to Debtors</p> <p>Within thirty (30) days after the charter revocation, the School must contact all debtors and demand payment. To the extent collection efforts are unsuccessful, the School may turn the debt over to commercial debt collection agencies. All records regarding such collection or disputes by debtors regarding amounts owed must be retained.</p>	Board Chair or Treasurer		
15	<p>School Wind-Up Plan and Action</p> <p>The School Corporation shall collect debts, dispose of assets and negotiate with and pay creditors in an orderly fashion in accordance with a timetable and plan adopted by the School’s board of directors. Priority should be given to continuing the School’s educational program through the end of the school year and retaining funds to complete the wind-up process.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The initial plan should be adopted within 20 days of charter revocation, and be updated at least bi-weekly with copies to the VOA-MN. The plan should include, but not be limited to, the following. <input type="checkbox"/> Termination of non-essential personnel and cancellation of non-essential services prior to CHARTER REVOCATION. <input type="checkbox"/> Make final federal, state and local tax payments (every employer, including the School, which pays wages to employees is responsible for withholding, depositing, paying, and reporting federal, state and local income tax, social security taxes, and federal unemployment tax for such wage payments). <input type="checkbox"/> Auction / sale of assets in a manner that avoids conflicts of interest, and maximizes net revenue to the extent permitted by ongoing agreements with existing creditors. (<i>See Liquidation of Assets, below.</i>) <input type="checkbox"/> Liquidation or closing of bank accounts according to a schedule that minimizes fees but leaves the School enough flexibility to pay creditors, attorneys, accountants, etc. during the course of the wind-up, including funds for a final audit, and (if the School Corporation does not submit or the board of directors do not approve a renewal application), for dissolution. <input type="checkbox"/> Cancellation of corporate credit cards and 	School Board and School Director		

	<p>lines of credit.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change authorized signatures on accounts as needed to reflect changes in persons authorized to implement the winding down operations of the School Corporation, and employment, contract and School Board status of those authorized to sign for the School. <input type="checkbox"/> Status reports on the implementation of the School Wind-Up Plan to be submitted to the VOA-MN through Interim Statements and a Final Statement (below). 			
16	<p>Protection of Assets; Insurance</p> <p>The School’s assets and any assets in the School that belong to others must be protected against theft, misappropriation and deterioration.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing insurance coverage should be maintained on the assets until the disposal of such assets. In accordance with the Wind-Up Plan. <input type="checkbox"/> Continue existing insurance for School Facility, vehicles and other assets until 1) disposal or transfer of real estate or termination of lease, and 2) disposal, transfer or sale of vehicles and other assets are sold, respectively. <input type="checkbox"/> Negotiate School Facility insurance with entities that may take possession of School Facility – lenders, mortgagors; bond holders, etc., if possible. <input type="checkbox"/> Appropriate security services should be obtained or maintained. <input type="checkbox"/> Action may include moving assets to secure storage after closure or loss of the School Facility. 	Board Chair or Designee		
17	<p>Inventory</p> <p>No later than 30 days prior to CHARTER REVOCATION, <u>all</u> of the School’s assets must be inventoried with item #'s and quantities and/or its inventory updated.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All assets of the School, not just ones over a certain dollar value must be inventoried. <input type="checkbox"/> Provide VOA OF MN with a copy of the inventory. <input type="checkbox"/> Identify assets belonging to other entities (school district, county, municipality, health department, Authorizing foundation, vendors, PTA, etc.), including those borrowed or loaned. <input type="checkbox"/> Identify assets encumbered by the terms of a contingent gift, grant or donation, or a security interest. <input type="checkbox"/> Return assets not belonging to School and document same. 	Board Chair & School Director		

<p>18</p>	<p>Liquidation of Assets</p> <p>Assets must be liquidated in a commercially reasonable manner including, but not limited to, sale by way of auction, sealed bidding or other commercially reasonable sales methods to the extent permitted under agreements with existing creditors and to the extent such assets are free and clear of any liens or encumbrances. If an asset is subject to a lien, encumbrance or security interest (above), the secured party should be contacted.</p> <p><input type="checkbox"/> Pursuant to MN Statute 317A.735, no asset may be given away, except as authorized by law. In cases where the cost of disposing of an asset will exceed the cost to be received at sale or auction, it may be permissible to give away or discard such assets. However, this should be cleared from the largest or sole creditor(s) in advance.</p> <p>School Board members and their relatives as well as employees and students of the School should not purchase any asset unless the purchase is disclosed to the School Board and the disclosure is made a matter of record in the School Board’s minutes and approved by a majority of the non-interested members of the School Board.</p>	<p>School board chair and treasurer</p>		
<p>19</p>	<p>D&O Insurance</p> <p>Maintain existing directors and officer’s liability (D&O) insurance, if any, until final dissolution of the School Corporation. If no such D&O insurance exists, disclose this fact to the board of directors.</p>	<p>School Board</p>		
<p>20</p>	<p>Interim Statements</p> <p>No later than 10 days after CHARTER REVOCATION, prepare, and submit to the VOA of MN, an interim statement in a form satisfactory to the VOA of MN, of the status of all contracts and other obligations of the School Corporation, and all funds, including principal and accrued interest, owed to, and by, the School Corporation, with supporting evidence showing:</p> <p><input type="checkbox"/> all creditors or former creditors, any amounts paid to creditors (or in-kind exchanges of assets), and any amounts of debt of the School or School Corporation outstanding, including principal and accrued interest, as of the date of the interim report; and</p> <p><input type="checkbox"/> all amounts owed to the School Corporation by debtors, any amounts paid by debtors, and whether any debtors have paid in full, and any amounts outstanding; and</p> <p><input type="checkbox"/> all income generated through sale or auction of assets and any other change in status of assets.</p> <p>The School will prepare and submit such statements to the VOA-MN at 30-day intervals until the final statement (below) is prepared and</p>	<p>School board chair or designee</p>		

	submitted.			
21	<p>Final Statement</p> <p>At a date to be determined by the VOA-MN, anticipated to be no later than 90 days after CHARTER REVOCATION, no later than 10 days prior to the filing of a dissolution proceeding, the School shall prepare to the full satisfaction of the VOA of MN a final statement of the status of all contracts and other obligations of the School Corporation, and all funds owed to the School, audited (or confirmed) by an independent accountant, with supporting evidence showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> all assets and the value and location thereof, whether such asset has been distributed to creditors in satisfaction or payment of any existing debt obligation; and <input type="checkbox"/> each remaining creditor and any and all amounts owed to each creditor, including principal and accrued interest through the date of such statement; and <input type="checkbox"/> statement that (a) all debts have been collected, or (b) that good faith efforts have been made to collect same, and <input type="checkbox"/> each remaining debtor of the School or School Corporation and the amounts owed by each debtor, including principal and accrued interest. <input type="checkbox"/> This statement is submitted to the VOA-MN in the form in which it will be sworn and submitted to the MN Attorney General and/or MN Secretary of State as part of any dissolution proceeding. <input type="checkbox"/> This statement is in addition to the final Financial Statement Audit (below). 	School board chair or designee		
Corporate Records / Accounting				
22	<p>Final Financial Statement Audit</p> <p>The School must have a financial statement audit performed in accordance with the Charter and the Act no later than November 1st of the calendar year in which the School ceases instruction.</p>	School Board		
23	<p>Closeout of State and Federal Grants</p> <p>State, federal and other grants must be closed out, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> notification to the grant entity of the School closure; and <input type="checkbox"/> filing of any required expenditure reports or receipts and any required program reports. <p>The School Corporation should continue to pursue grant funds to which it is entitled, provided that it fully discloses its current situation and intentions</p>	School Board		

	with respect to closure. The School Corporation should not seek or accept grant funds for future school years when the School will be closed. Grant status should be noted on financial statements.			
24	U.S. Dept. of Education Filings File Federal form 269 or 269a if the School was receiving funds directly from the United States Department of Education. <i>See</i> 34 CFR 80.41.	School Board		
25	IRS Status; Reports The School Board must continue to take all steps necessary to maintain its 501(c)(3) status, including, but not limited to, the following: <input type="checkbox"/> notification to IRS regarding any address change of the School Corporation; and <input type="checkbox"/> filing of required tax returns or reports (e.g., IRS form 990 and Schedule A). <input type="checkbox"/> If the School Corporation proceeds to dissolution, notify the IRS of dissolution of the education corporation and its 501(c)(3) status and furnish a copy to the VOA of MN.	School Board		
26	Corporate Records In all cases, the School Board shall maintain all corporate records related to: <input type="checkbox"/> Loans, bonds, mortgages and other financing; <input type="checkbox"/> Contracts; <input type="checkbox"/> Leases; <input type="checkbox"/> Assets and asset sales; <input type="checkbox"/> Grants -- records relating to federal grants must be kept in accordance with 34 CFR 8042. <input type="checkbox"/> Governance (Minutes, by-laws, policies); <input type="checkbox"/> Employees (background checks, personnel files); <input type="checkbox"/> Accounting/audit, taxes and tax status, etc; <input type="checkbox"/> Personnel, <input type="checkbox"/> Employee benefit programs and benefits; and <input type="checkbox"/> Student summary test data files <input type="checkbox"/> Any items listed in this Closure Plan.	School Board		
Dissolution / Final Distribution of Assets				
27	Resolution of Dissolution The Board of Directors must adopt a resolution that the School Corporation be dissolved and proceed to file the same with the MN Attorney General and/or MN Secretary of State.	School Board Chair		

<p>28</p>	<p>Dissolution If the School Corporation dissolves, the Board must follow the dissolution provisions in its articles of incorporation and applicable laws. This may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a complete statement of all assets, their location and an estimate of their value; and <input type="checkbox"/> a statement of the ascertainable debts of the education corporation. <p>Whenever the Charter or an order of dissolution is made, the members of the School Board or other custodian of the records of the School have the duty to properly maintain the permanent records of the School according to law and stored in a secure, locked container.</p> <p>Copies of all papers related to dissolution should be sent to the VOA-MN.</p> <p>Members of the Board are empowered to continue in office even after the expiration of the Charter and dissolution of the School Corporation for the purpose of winding-up and settling the affairs of the School Corporation, and after the dissolution of the School Corporation.</p>	<p>School board secretary</p>		
<p>29</p>	<p>Final Distribution of Assets All liabilities and obligations of the School must be paid and discharged (or adequate provision must be made therefore) to the extent of the School’s assets. Any assets held subject to a lien, encumbrance, security interest or other written conditions or limitations must be disposed of in accordance with and subject to those conditions or limitations.</p> <p>Assets received and held by the School subject to limitations permitting their use only for charitable, benevolent, educational, or similar purposes, but not held upon condition requiring return or with specific disposition instructions, shall be held until dissolution and transferred or conveyed to one or more charter schools in the school district or to the school district.</p> <ul style="list-style-type: none"> <input type="checkbox"/> An itemized receipt must be obtained from each recipient of an asset containing the name, address and telephone number of the recipient. (In case of later question, audit or review by federal bankruptcy or state supreme court, or other governmental body.) <input type="checkbox"/> In closing out any federal grant and accounting for any federal grant funds, property owned by the federal government or property acquired under a federal grant must be distributed in accordance with federal regulations. 	<p>School board chair or designee</p>		

**2018 VOA-MN Contract Evaluation Report on
Woodbury Leadership Academy, # 4228
Contract Term: February 15, 2014 – June 30, 2018**

REPORT PURPOSE: This report was produced by the authorizer of WLA charter school in compliance with Minnesota Statute § 124E.10, Subd. 3 (Review and Comment), which requires an authorizer to conduct a formal evaluation and report on the performance of a charter school before a charter school's contract is renewed for another contract term. Per state law, Volunteers of America-Minnesota (VOA-MN) regularly monitors and evaluates the performance of the school. VOA-MN views contract renewal as an on-going process that is engaged in by the Board of Directors, school leadership, and the authorizer throughout the entire life of the school's contract with its authorizer. Using the results of ongoing site school site visit reports, performance on the VOA-MN Annual Reports on Governance, Finance, and Academics, board meetings monitored, as well as the evaluation and observations from the end-of-term site visit, VOA-MN determines whether to renew its contract with the charter school and if so, for what length of time. Contracts can be renewed for up to five years.

EVALUATION REPORT ORDER

STATUTORY PURPOSES

ACADEMIC PERFORMANCE

FINANCIAL PERFORMANCE

ORGANIZATIONAL PERFORMANCE

- BOARD GOVERNANCE
- MANAGEMENT AND OPERATIONS
- COMPLIANCE

CONTRACT RENEWAL DETERMINATION

SCHOOL LEADERS: Kathy Mortensen

600 Weir Drive
Woodbury, MN 55125
Phone: 651-379-2681
www.wlamn.org

PROGRAM DESCRIPTION: Woodbury Leadership Academy (WLA) is a tuition-free charter elementary and middle school serving approximately 300 students in grades K-7 (approved K-8). WLA opened at the beginning of the 2014- 2015 school year. The school's primary goal is to work in partnership with families from Woodbury and the surrounding communities who wish to participate as full partners in the education of their children in a rigorous educational environment that fosters student success. WLA ensures academic success through rigorous curriculum standards, while setting high expectations for students. WLA is a Core Knowledge School and incorporates inquiry-based learning while building strong skills in math, reading, literature, writing,

music, science & technology. The school also implements a strong character education program to ensure students develop exceptional leadership skills and are well rounded in all areas, social and academic, and are prepared for high school and beyond.

CHARTER CONTRACT STATUTORY PURPOSES:

- o The statutory primary purpose of charter schools is to improve all pupil learning and all student achievement. *The extent to which WLA met its primary purpose is examined in the Academic Performance section of the report.*

Statutory Purpose II: To encourage the use of different and innovative teaching methods.

MET PURPOSE	PARTIALLY MET	NOT MET
X		
<p>Justification for Meeting Statutory Purpose II: WLA’s curriculum is based on the Core Knowledge Sequence. Teachers work with the surrounding communities to address one of WLA’s core goals of leadership. Students participated in several service projects, such as a gift drive during the holiday for the Children’s Hospital, Feed My Starving Children, the Giving Tree, and Savers Thrift Store Donation Drive. Core Virtues: WLA operates using a core virtues curriculum that focused on the development of strong, ethical, caring, and loving global leaders. Monthly assemblies are held where students celebrate accomplishments and learn a virtue of the month. Staff extend this learning into the classroom and make connections between home and school for additional emphasis, understanding and involvement.</p>		

Statutory Purpose III: Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site improve pupil learning and student achievement.

MET PURPOSE	PARTIALLY MET	NOT MET
X		
<p>Justification for Meeting Statutory Purpose II: WLA In compliance with state statute, (Minn. Stat.122A.40) the school has adopted a formal teacher evaluation process that includes three formal observations each year by the Executive Director, based on the Charlotte Danielson evaluation model. Teachers also conduct peer observations, and the Executive Director conducts informal observations. All teachers are supported through a district-wide professional development plan that is based on the analysis of assessment data, and linked to improving learning for all students. Teachers work collaboratively on lesson planning and adjustments based on student outcomes.</p> <p>Instruction is differentiated in the classroom including acceleration. For example, in the current third grade classrooms the teachers work collaboratively through a data review process to align students into groups. The groups align with the students’ academic level – in math they have 6 groups of students working on curriculum/standards that range from grade 3 to grade 7. The focus is on student learning. Through the PLC process teachers use data and formative/summative assessments to determine areas of student strength, weakness, and growth. Parents continually comment and applaud not only the teaching strategies that are used, but also the curriculum. Furthermore, teachers also serve on the WLA board of directors.</p>		

AREA I: Academic Program Performance - Is the school’s Learning Program a Success?

Academic Performance- All public schools, including charters, must fully participate in the state assessments - Minnesota Comprehensive Assessments. Additionally, the school shall annually complete a VOA-MN (authorizer)/School jointly approved interim assessment in reading and math. Data from state assessments as well as Title 1 Designation utilizing Multiple Measurements Rating (MMR) will be compiled and evaluated in the Annual VOA-MN Authorized Charter Schools Academic Performance Report by the authorizer. Charter schools are required to meet the academic performance standards for which they agree to be held accountable in their charter contract.

The VOA-MN Charter School Authorizing Program publishes annually an Academic Performance Report on their network of authorized charter schools. The report serves as a single annual source of academic program and performance information for all of our VOA-MN operational charter schools. The report contains an analysis of annual and cumulative academic program, performance, and professional development data for each school.

Content from the annual Academic Performance Report also serves as the basis for the school academic performance analysis contained in the statutorily required Contract Renewal Evaluation Reports, including evaluation of the extent to which the school has met their primary purpose, “to improve all pupil learning and all student achievement” during the contract term.

The VOA-MN determined academic performance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school academic performance and contract renewal determinations. The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed:

VOA-MN’s academic performance standards / expectations include the following:

- Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.
- Over the term of the contract, the School will maintain an average state-determined minimum growth score of -0.5 as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.
- The difference between the “all-students” proficiency rate in the School and any reportable subgroup proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.
- School has adopted a formal teacher evaluation process and adheres to the requirements set forth in state statute (Minn. Stat. 122A.40).
- All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement.

Overview: 2016-2017 marked the third full year of operations for WLA. The demographic make-up of the school remains relatively unchanged from previous years. The number of students tested at the school decreased by 22% in 2017. Academically, WLA’s proficiency rates on the Minnesota Comprehensive Assessments were above the state average in 2017. However, the school’s math, reading and science proficiency rates all declined when compared to 2016. According to Principal Mortensen, unofficial 2017 results show marked improvement.

School Population Woodbury Leadership Academy

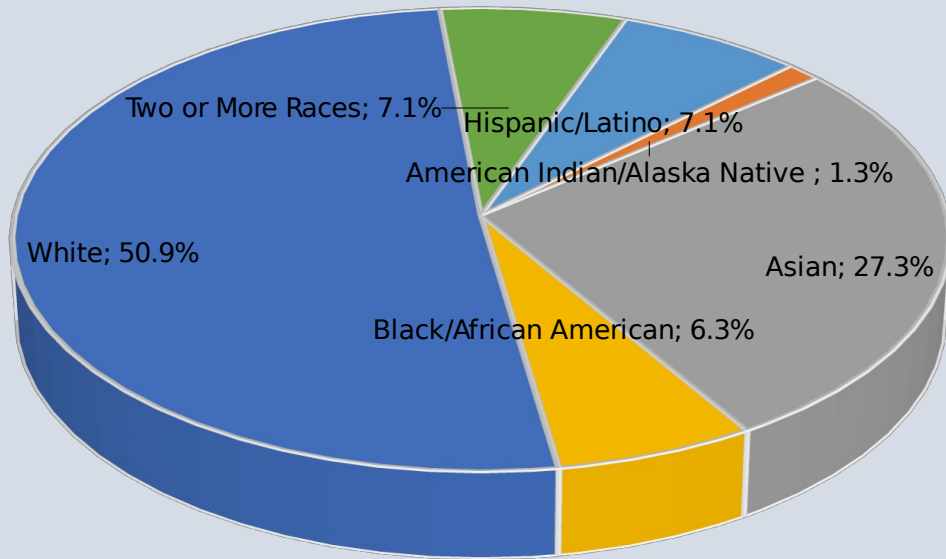


Figure 1 – School Population

Enrollment by Special Population Woodbury Leadership Academy

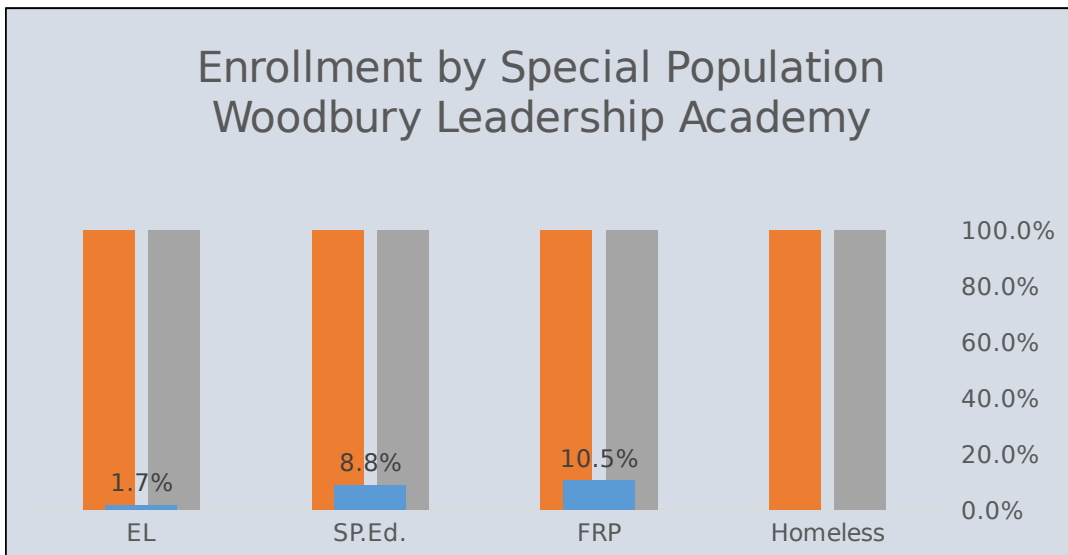


Figure 2 - Enrollment by Special Population

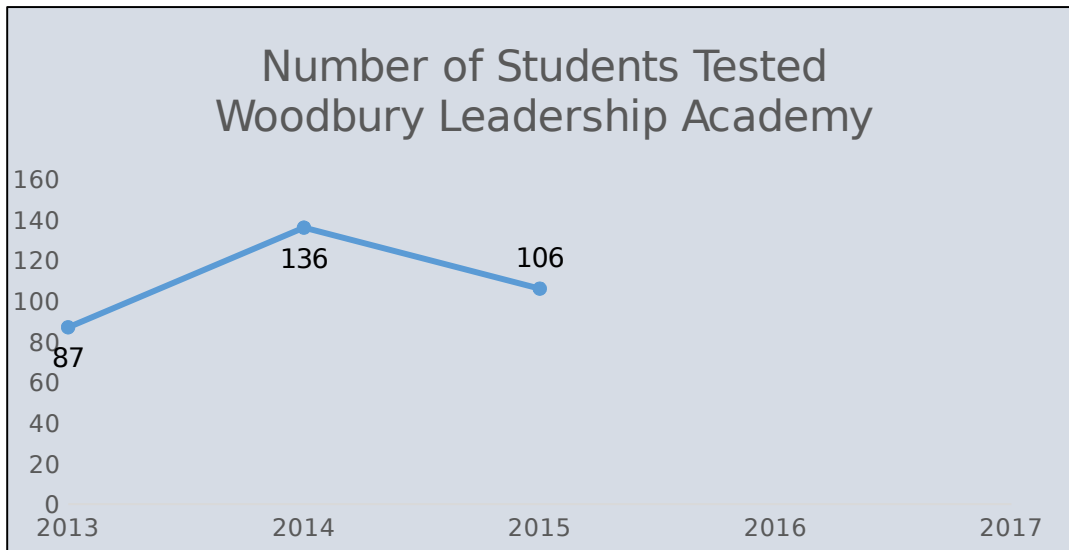


Figure 3 – Number of Students Tested (MCA)

Academic Performance Standard 1 – State Examinations

“Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.”

The following results show the percentage of students tested who either met or exceeded the standards on the MCA Math, Reading, and Science assessments.

Table 1 – MCA Math Proficiency 2013 - 2017

MCA Math	2013	2014	2015	2016	2017
Statewide	60.2%	60.5%	60.2%	59.5%	58.7%
3rd	71.5%	71.9%	70.9%	69.6%	68.1%
4th	71.3%	70.3%	70.0%	68.8%	66.8%
5th	59.1%	60.9%	59.7%	58.8%	57.1%
6th	55.9%	56.1%	57.9%	56.1%	55.5%
7th	54.3%	55.6%	55.0%	56.2%	54.9%
Woodbury Leadership			75.9%	75.0%	67.0%
1-Oct.			75.9%	75.0%	68.0%
3rd			86.2%	86.4%	83.9%
4th			85.7%	78.0%	61.1%
5th			56.5%	77.3%	62.5%
6th			71.4%	50.0%	CTSTR
7th				54.5%	CTSTR
Woodbury Elem.	77.1%	70.0%	67.9%	63.9%	60.1%
3rd	78.3%	70.4%	75.7%	66.2%	65.3%
4th	86.4%	75.9%	72.5%	71.3%	62.7%
5th	67.4%	63.5%	57.5%	53.2%	52.2%
Woodbury Middle	71.7%	72.1%	71.8%	72.8%	67.3%
6th	63.4%	72.3%	69.5%	69.4%	64.7%

7 th	75.1%	69.3%	73.8%	72.2%	69.1%
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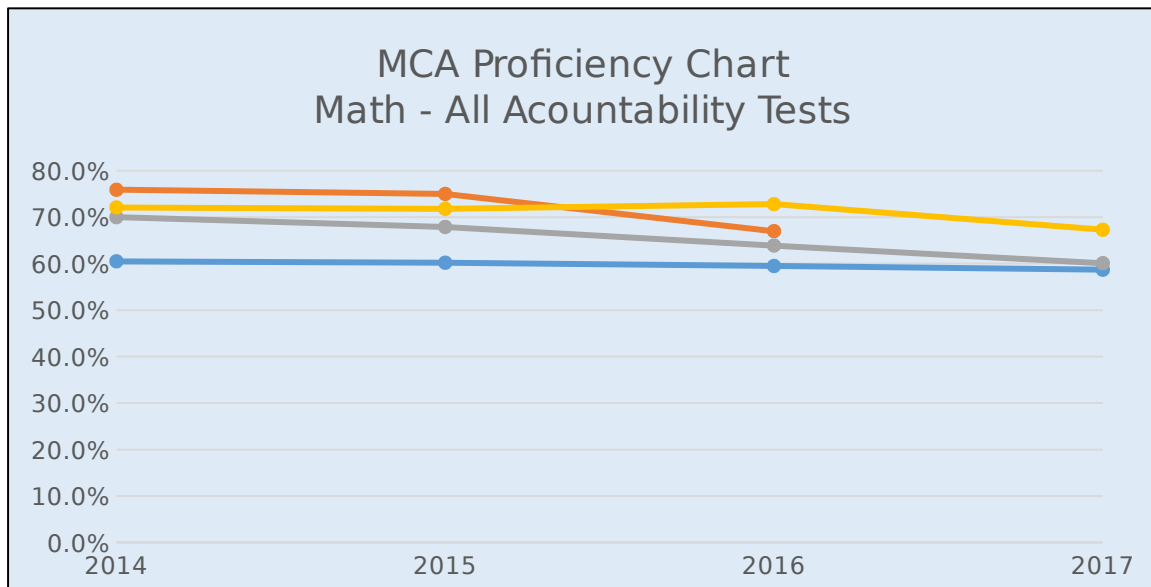


Figure 4 - MCA Math Proficiency 2014-2017

ANALYSIS OF MATH MCA PROFICIENCY: WLA’s MCA math proficiency results are shown in Table 47 and Figure 179. WLA continues to outperform the statewide average for math proficiency, something the school has done for the past three years. However, after remaining relatively stable from 2015 to 2016, WLA’s math proficiency rate fell by eight percentage points in 2017. A closer examination of the data reveals that WBL’s lower grades, third through fifth, outperformed the same grades at the local district elementary school in 2017 by nine percentage points. A similar comparison with WLA’s sixth and seventh grade population is unavailable for 2017 due to a small testing cell size in those grades. In future years, it is expected that WLA will continue to meet or exceed the proficiency rates of the state and both local district comparison schools.

Table 2 – MCA Reading Proficiency 2013 - 2017

MCA Reading	2013	2014	2015	2016	2017
Statewide	57.6%	58.8%	59.5%	59.9%	60.2%
3rd	57.4%	58.2%	58.9%	57.5%	56.8%
4th	54.2%	55.2%	57.9%	58.4%	57.0%
5th	63.1%	67.0%	66.7%	67.7%	67.5%
6th	58.8%	60.3%	63.9%	62.3%	63.4%
7th	53.9%	55.8%	55.7%	56.7%	57.6%
Woodbury Leadership			80.5%	75.0%	67.0%
1-Oct.			80.7%	75.0%	69.0%
3rd			75.9%	65.9%	74.2%
4th			95.2%	80.5%	58.3%
5th			73.9%	90.9%	66.7%
6th			78.6%	77.8%	CTSTR
7th				54.5%	CTSTR
Woodbury Elem.	62.5%	62.0%	68.1%	70.1%	66.2%
3rd	65.4%	63.8%	66.7%	74.0%	67.0%
4th	60.5%	62.1%	67.1%	61.5%	65.9%

5 th	61.8%	60.2%	70.1%	74.7%	65.6%
Woodbury Middle	65.4%	69.7%	69.8%	70.5%	67.9%
6 th	61.7%	70.2%	70.0%	69.4%	72.0%
7 th	66.7%	67.8%	71.1%	67.8%	65.0%

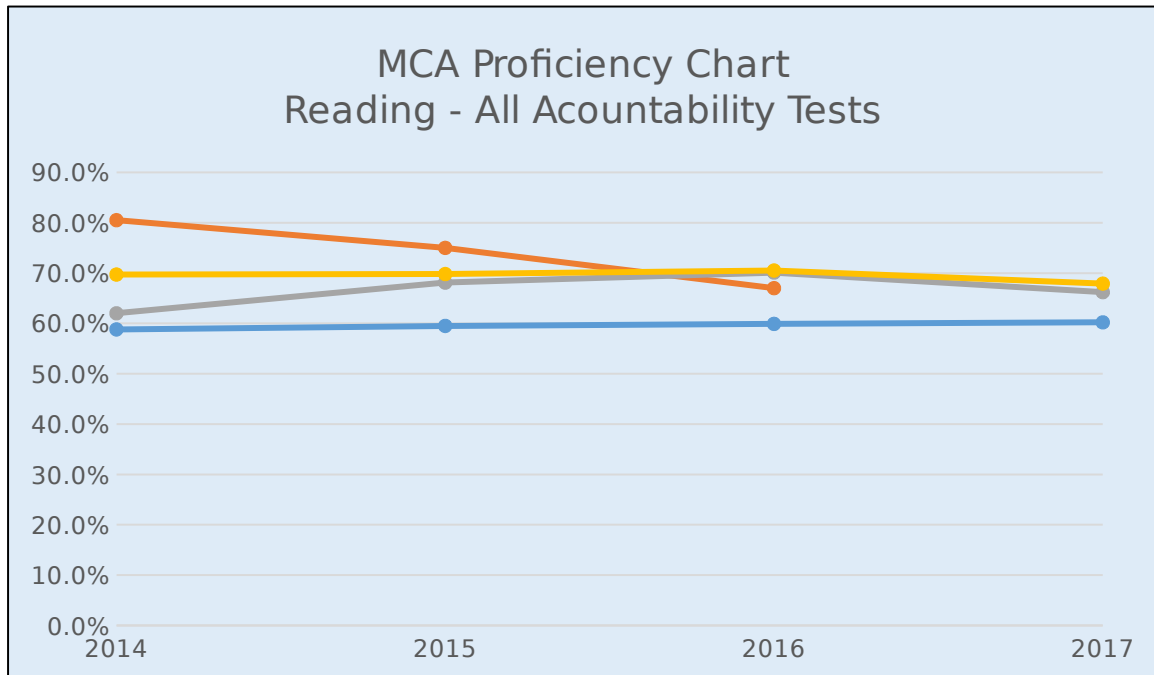


Figure 5 – MCA Reading Proficiency 2014-2017

ANALYSIS OF READING MCA PROFICIENCY: WLA’s MCA reading proficiency results are shown in Table 47 and Figure 180. WLA continues to outperform the statewide average for reading proficiency, something the school has done for the past three years. However, 2017 marks the second straight year that the school’s reading proficiency rate has declined. Despite the decline, WLA continues to outperform the local district elementary school and is less than one percentage point behind the local district middle school. However, if the October 1 data is used, WLA outperforms the local district schools by nearly two percentage points. In future years, it is expected that WLA will continue to meet or exceed the proficiency rates of the state and both local district comparison schools.

Table 3 – MCA Science Proficiency 2013 - 2017

MCA Science	2013	2014	2015	2016	2017
Statewide	52.4%	53.4%	53.4%	55.0%	54.2%
5 th	59.9%	61.4%	59.3%	61.6%	60.0%
Woodbury Leadership			69.6%	90.9%	58.3%
Oct. 1			69.6%	90.9%	63.6%
Woodbury Elem.	60.7%	63.5%	56.3%	72.2%	54.4%

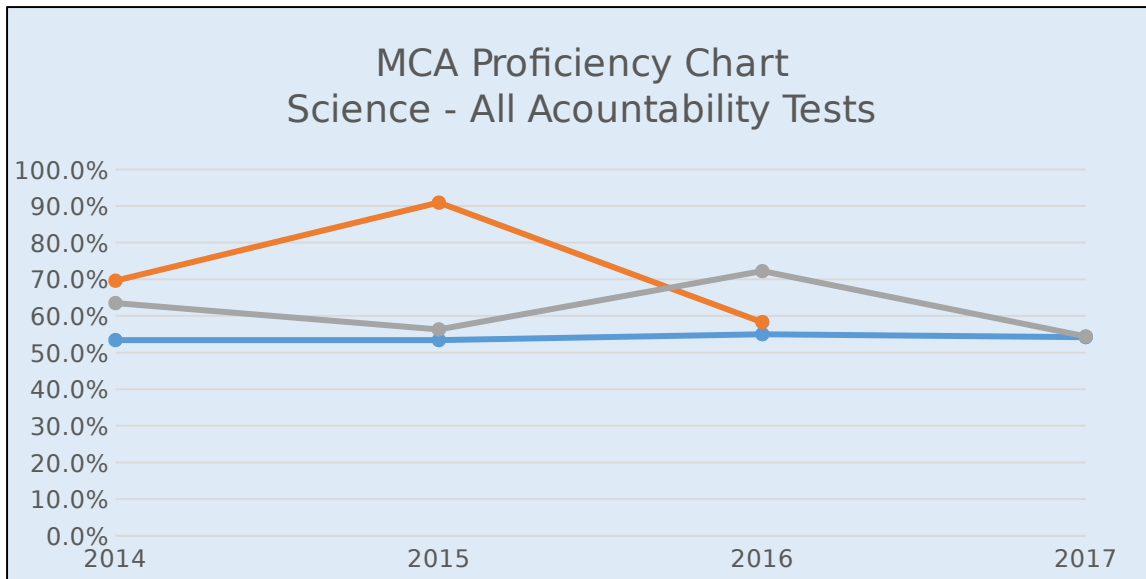


Figure 6 – MCA Science Proficiency 2014-2017

ANALYSIS OF SCIENCE MCA PROFICIENCY: WLA’s MCA science proficiency results are shown in Table 48 and Figure 181. After achieving a proficiency rate of over 90% in 2016, WLA’s science proficiency rate fell to 58.3% in 2017. Despite the decline, the school continues to outperform the statewide average as well as the local district elementary school. It should be noted that with such a small number of students being tested, 24 in 2017, a slight decrease in the number of students proficient will have a significant impact on the percent proficient. In future years, it is expected that WLA will continue to meet or exceed the proficiency rates of the state and the local district comparison school.

Academic Performance Standard 2 - Growth

“Over the term of the contract, the School will maintain an average state-determined minimum growth score of -0.5 as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.”

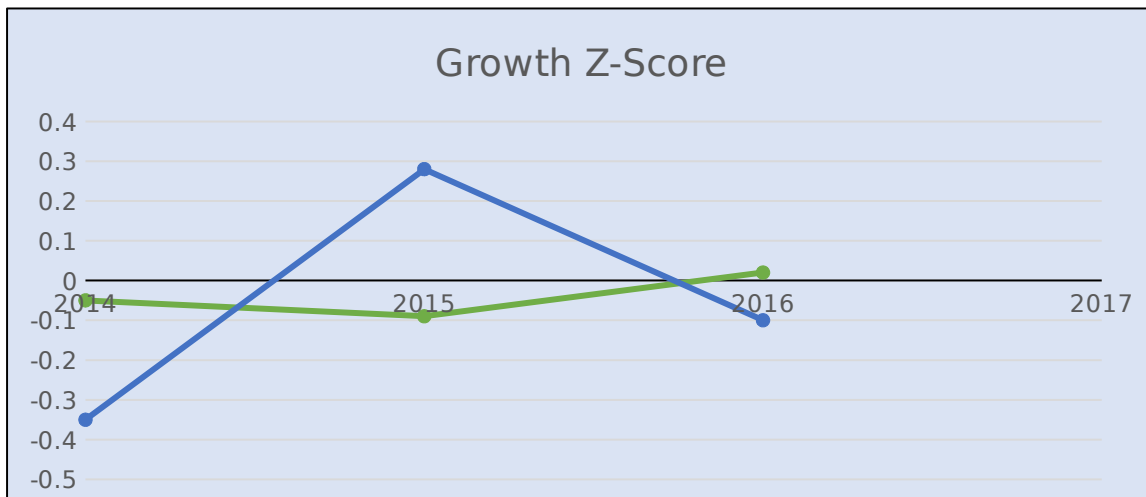


Figure 7 -Growth Z-Scores in Math and Reading 2014-2017

Minnesota Growth

The Minnesota Growth model developed by the Minnesota Department of Education is used to determine if students are gaining and maintaining skills necessary to be academically successful. Growth towards that goal is classified as low, medium or high.

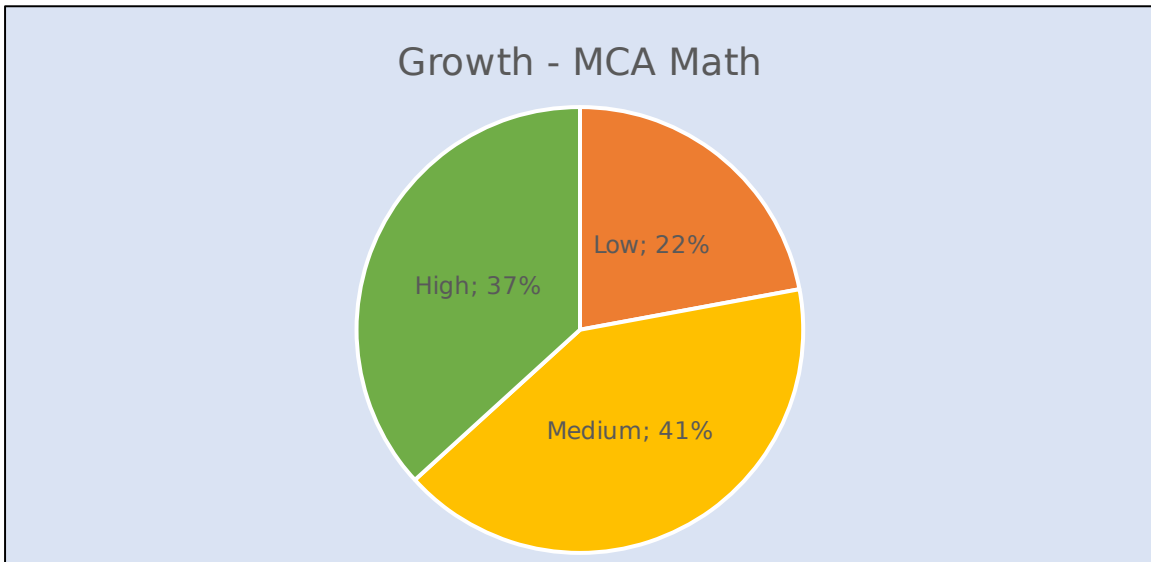


Figure 8 - Minnesota Growth MCA Math 2017

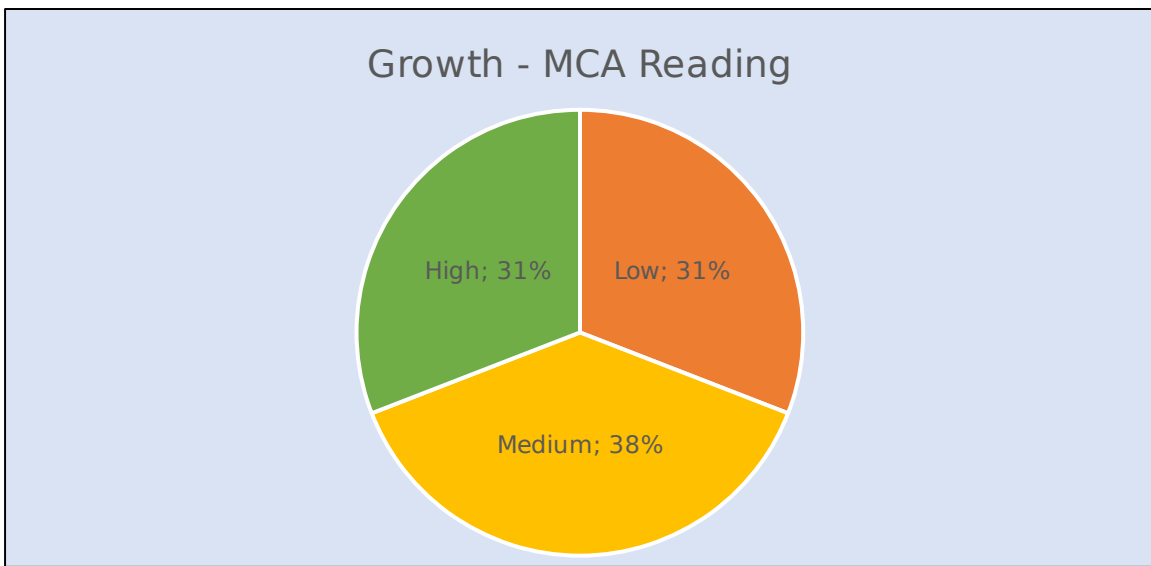


Figure 9 - Minnesota Growth MCA Reading 2017

Academic Performance Standard 3 - Achievement Gap Reduction

“The difference between the “all-students” proficiency rate in the School and any reportable subgroup proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of the School meeting their primary statutory purpose of improving all pupil learning and all student achievement.”

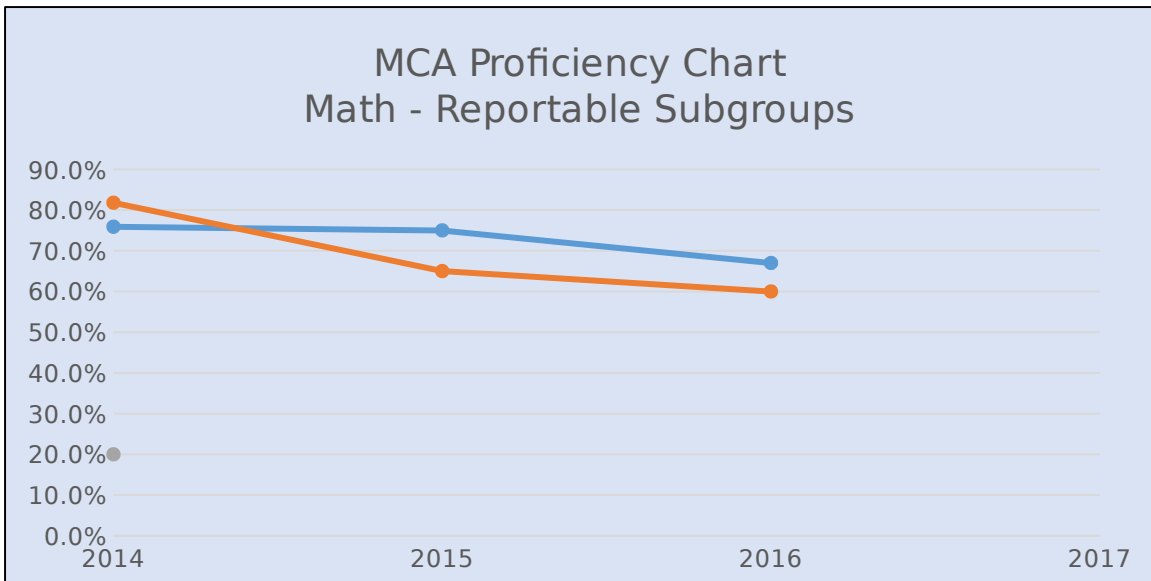


Figure 10 - Reportable Subgroups MCA Math 2014 - 2017

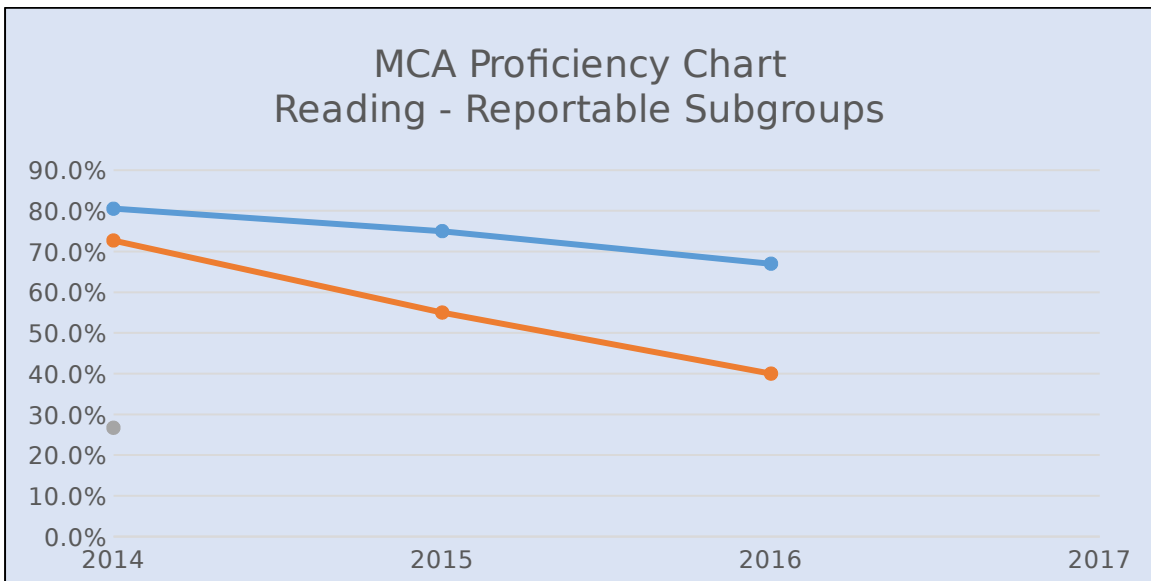


Figure 11 - Reportable Subgroups MCA Reading 2014- 2017

CHARTER CONTRACT SCHOOL SPECIFIC ACADEMIC GOALS:

Prior to the start of the 2015-2016 school year, the contract goals for Woodbury Leadership Academy were revised to include the following:

- ***Math** – a 0.5% increase in proficiency compared to the previous school year.
- ***Reading** - a 0.5% increase in proficiency compared to the previous school year.
- ***Science** - a 0.5% increase in proficiency compared to the previous school year.

Math Goal: WLA continuously enrolled students in grades 3-7 taking the MCA math test will continue to close the gap between the state and local district school by making a 0.5% increase in

proficiency during the 2017 school year compared to the previous year.

Contract Goals 56

School Year	Goal: 0.5 percentage point increase	Met / Not Met
Starting Point: Math		-
2015 Year 1	75.9%	75.9%
2016 Year 2	76.4%	No, 75.0%
2017 Year 3 - Contract Renewal	75.5%	No, 68.0%

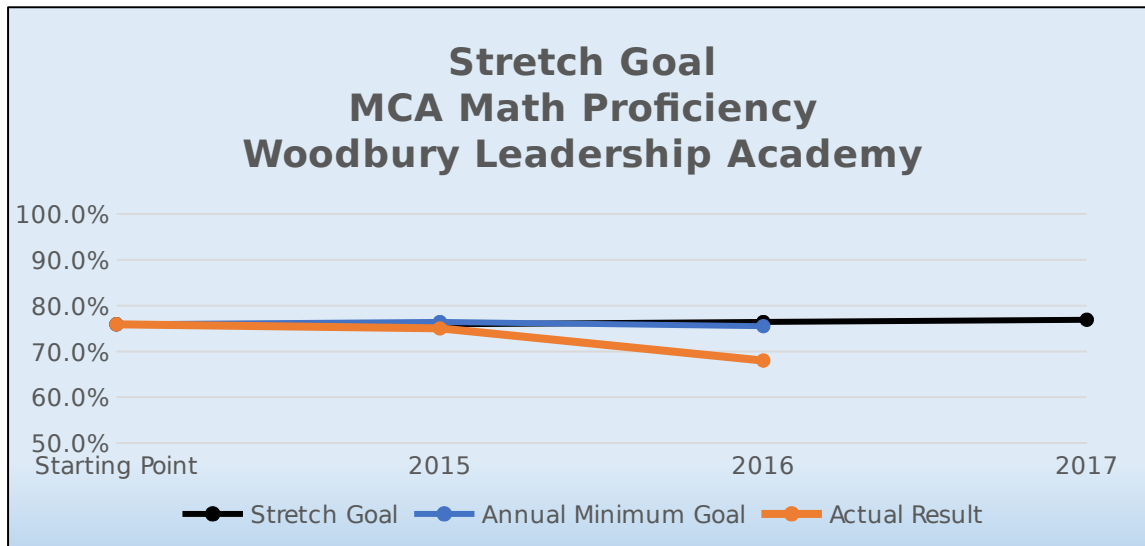


Figure 12 – Academic Goals – MCA Mathematics

Stretch goal is a 0.5 percentage point growth each year, cumulative total of 1.0 percentage points growth over the three-year contract term.

Reading Goal: WLA continuously enrolled students in grades 3-7 taking the MCA reading test will continue to close the gap between the state and local district school by making a 0.5% increase in proficiency during the 2017 school year compared to the previous school year.

Contract Goals 57

School Year	Goal: 0.5 percentage point increase	Met / Not Met
Starting Point: Reading		-
2015 Year 1	80.7%	80.7%
2016 Year 2	81.2%	No, 75.0%
2017 Year 3 - Contract Renewal	75.5%	No, 69.0%

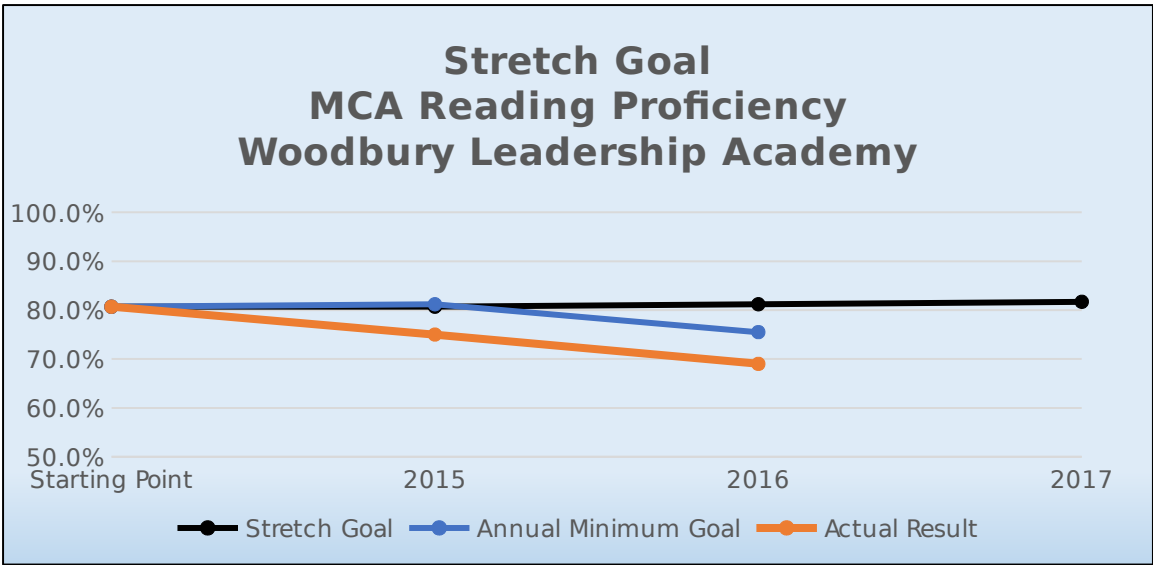


Figure 13 – Academic Goals – MCA Reading

Stretch goal is a 0.5 percentage point growth each year, cumulative total of 1.0 percentage points growth over the three-year contract term

Science Goal: WLA continuously enrolled students in grades 5 taking the MCA science test will continue to close the gap between the state and local district school by making a 0.5% increase in proficiency during the 2017 school year compared to the previous year.

Contract Goals 58

School Year	Goal: 0.5 percentage point increase	Met / Not Met
Starting Point: Reading	69.6%	-
2015 Year 1	69.6%	69.6%
2016 Year 2	70.1%	Yes, 90.9%
2017 Year 3 - Contract Renewal	70.6%	No, 63.6%

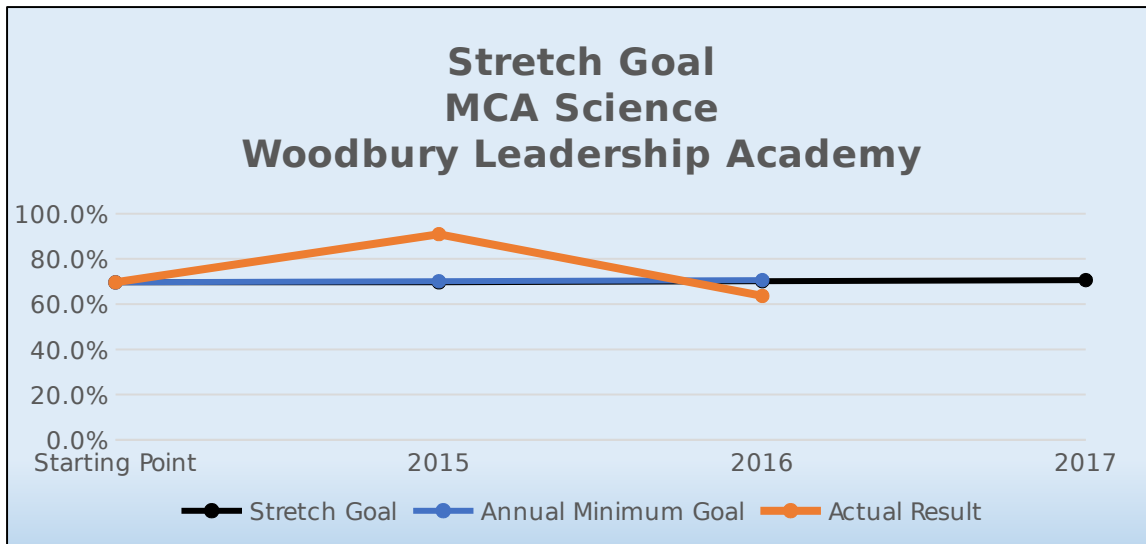


Figure 14 – Academic Goals – MCA Science

Stretch goal is a 0.5 percentage point growth each year, cumulative total of 1.0 percentage points growth over the three-year contract term.

CONTRACT PROFICIENCY GOALS ANALYSIS: Contract Goals 56-58 display proficiency goals for math, reading and science. Woodbury Leadership Academy did not meet its proficiency contract goals in math, reading or science in 2017. Although WLA did not reach its contract goals in math, reading and science, the school is currently outperforming the state in all three subjects. In addition, WLA is outperforming the local district schools in math and science and is within one tenth of a percentage point of the local district schools in reading. The authorizer will look at whether or not WLA met the end goal with each year being a bench mark for positive growth. Even though each year is determined “met/not met” the final determiner is whether or not WLA met the final estimated percentage in math, reading and science by the end of their contract term.

Growth

Students enrolled in WLA grades 3-8 will show a positive growth z-score from the state accountability tests in math and reading from 2016 to the state accountability tests in math and reading during 2017 working toward a growth z-score of 0 or better.

Contract Goals 59

School Year	Goal: Positive Growth	Met / Not Met
Starting Point: Math	-0.0547	-
2015 Year 1	N/A	-0.05
2016 Year 2	Positive Growth	No, -0.09
2017 Year 3 - Contract Renewal	Positive Growth	Yes, 0.02

Contract Goals 60

School Year	Goal: Positive Growth	Met / Not Met
Starting Point: Reading	-0.3470	-
2015 Year 1	N/A	-0.35
2016 Year 2	Positive Growth	Yes, 0.28
2017 Year 3 - Contract Renewal	Positive Growth	No, -0.10

VOA -MN Standards Evaluation

The school's evaluation on each standard is listed in the table below. The three possible outcomes are:

- Meets standard
- Partially meets standard
- Does not meet standard

Academic Performance Standard 1 - Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.

- **Imbedded WBWF Standard: All third-graders can read at grade-level.**

Scale:

Meets standard - School's average proficiency rate exceeds the average performance of students in schools they might otherwise attend.

Partially meets standard - School's average proficiency rate meets or exceeds the average performance of students in schools they might otherwise attend in one or two subjects (math, reading and science) but not all three.

Does not meet standard - School's average proficiency rate is less than the average performance of students in schools they might otherwise attend.

Meets	Partially Meets	Does Not Meet
X		

Evidence / Source: Minnesota Department of Education

Analysis: Although the school's proficiency rates declined in all three subjects, WLA continues to outperform its comparison schools in math, reading and science when looking at the October 1 data. It should be noted that when two comparison schools are being used, such as an elementary school and a middle school, the two scores are averaged to create one overall score that can be used to compare with WLA's scores.

Academic Performance Standard 2 - Over the term of the contract, the School will maintain an average state-determined minimum growth score of -0.5 as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.

Scale:

Meets standard - School's growth score is -0.5 or higher.

Partially meets standard - School's growth score is between -0.49 and -1.0

Does not meet standard - School's growth score is below -1.0

Meets	Partially Meets	Does Not Meet
X		

Evidence/Source: Minnesota Department of Education

Analysis: Growth in math improved from 2016 to 2017, climbing above the zero mark for the first time in three years, while growth in reading declined slightly. Despite the decline growth in both subjects remain above the -0.5 threshold for the third straight year.

Academic Performance Standard 3 - The difference between the "all-students" proficiency rate in the School and any reportable subgroup proficiency rate will be

reduced over the term of the contract in both reading and math using state examination data as evidence of the School meeting their primary statutory purpose of improving all pupil learning and all student achievement.

- **Imbedded WBWF Standard: all racial and economic achievement gaps between students are closed.**

Scale:

Meets standard – The difference between the “all-students” proficiency rate and all subgroup proficiency rates has been reduced.

Partially meets standard - The difference between the “all-students” proficiency rate and at least one subgroup proficiency rate has been reduced.

Does not meet standard - The difference between the “all-students” proficiency rate and all reportable subgroup proficiency rates has increased.

Meets	Partially Meets	Does Not Meet
	X	

Evidence / Source: Minnesota Department of Education

Analysis: A score of “partially meets” was awarded because, while the gap between the “all students” proficiency rate and that of the Special Education group in math decreased by three percentage points from 2016 to 2017, the gap between those same groups in reading increased by seven percentage points from 2016 to 2017.

PROFESSIONAL DEVELOPMENT

Academic Standard 4: The school has adopted a formal teacher evaluation process and adheres to the requirements set forth in Minnesota Statute 122A.40.

Scale:

Meets Standard – Meets all criteria and is adhered to.

Partially Meets Standard – Meets some of the criteria, but no evidence that process is followed.

Does Not Meet Standard – School has not adopted a teacher evaluation process.

Meets	Partially Meets	Does Not Meet
X		

Data/Source: WLA Annual Report

Analysis: WLA created their own teacher evaluation process using three domains: Planning and development, classroom environment, instruction and professionalism. There are multiple targets under each domain that the observer looks for during the observation. Each target is given a performance level of; needs improvement, developing, or proficient. After the evaluation there are multiple questions to guide the conversation with the administrator and to facilitate learning for the teacher. Teachers are observed between one and three times per year.

Academic Standard 5: All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement.

Scale:

Meets the Standard - The school has adopted and followed a school-wide, data-driven professional development plan.

Partially Meets the Standard - The school has a school-wide professional development plan, but the reviewer could not conclude that the plan was tied to data-driven decision-making. Does Not Meet the Standard - The school has not adopted a school-wide professional development plan.		
Meets	Partially Meets	Does Not Meet
X		
Data / Source: WLA Annual Report		
Analysis: WLA is a Core Knowledge school and have used the Core Knowledge Sequence to align to MN state standards in each course and grade level. The school uses professional learning communities that meet weekly, data-driven instruction procedures that are reviewed monthly and regular curriculum team meetings to review and evaluate the effectiveness of instruction and curriculum.		

AREA II: FINANCIAL SUSTAINABILITY- Does the School Exhibit Strong Financial Health?

Charter schools receive public funds and must meet generally accepted standards of fiscal management. It is VOA-MN's duty to ensure that the schools are responsible stewards of public funds. The charter school shall provide VOA with a copy of its draft and final annual budgets and monthly cash flow projections for each fiscal year by July 1 of each fiscal year. VOA-MN shall use submitted budget and cash flow statements, along with any other relevant information, to determine if the charter school has a realistic balanced budget plan for the current year. VOA-MN shall use the financial statements presented in the charter school's annual financial audit, along with any other relevant information, to determine if the charter school maintained a balanced budget during the prior-year. Schools are expected to have audits that are free of all findings.

The VOA-MN determined school financial standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school financial health and contract renewal determinations. The authorizer monitors school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Finance Report. The standards also serve as the criteria for contract renewal determinations and annual network award winners. The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed.

VOA-MN's school financial expectations include the following:

- The School maintains a balanced budget.
- The School is compliant with state and federal financial reporting deadlines and laws.
- The School's financial audit will be submitted to the Minnesota Department of Education, Office of the State Auditor and the authorizer by December 31.
- Schools are expected to have audits that are free of all findings.
- The School is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage, loan payments and terms.
- The School provides VOA-MN and school board members with monthly financials at least three days prior to board meetings. Authorizer will allow June financial statements to be delayed until fiscal year-end journal entries are completed. Packets include at least the following: 1) detailed income/expense report (income statement), 2) cash flow projection, 3) check register, and 4) current enrollment (ADM).
- The School develops and maintains a targeted General Fund balance determined by the school board. The board should review and approve the financials at each board meeting. For the annual finance report, VOA-MN also determines a standard for fund balance annually based on items such as school funding trends and funding hold-backs.

- The School board has a finance committee that meets regularly to review financials.
- All Board members exhibit working knowledge of financial oversight.
- The School is not in Statutory Operating Debt (SOD).

Financial Section Summary

Ten key financial oversight standards that every VOA-MN charter school strives to achieve are the basis for the VOA-MN Finance Award of Excellence. There were various data sources and documents examined during the review of the fiscal condition of each school. There was a review of the original budget and monthly income statement, balance sheet, check registers, cash flow projections, enrollment reports along with school board and finance committee meeting agendas and minutes. Various school reports were reviewed that were submitted to MDE for UFARS and ADM enrollment updates and projections. That examination was followed by a review of the school financial audit reports and revised budgets. Finally, selected financial documents and practices were studied including finance related policies, appropriate use of public funds and various internal systems.

VOA-MN Standard Analysis

Standard One: The school maintains a balanced budget.

Method of Examination:

- a. *Review prior year and current year original and revised budgets submitted to VOA-MN per the Annual Submission Calendar*
- b. *Review the school's annual financial audit report*
- c. *Review monthly income statements*

School's submit an approved current year budget to VOA-MN by July 1 of each year. A revised budget is generally submitted mid-year as the school updates revenue and expenditure projections although there is a wide variation in board practices on budget revisions. Some boards do not execute a budget revision all year while other boards conduct a budget revision in October or November to coincide with October Average Daily Membership (ADM) reporting and final audit reports. Still other boards may conduct 2-3 budget revisions, the last of which is near the end of the year.

The school's annual financial audit is another data source that is used to verify whether the school has met budget projections by comparing them to actual results. This report is received by VOA-MN by December 31 each year.

Monthly revenue and expenditure reports are the primary tools used by VOA-MN to determine if the school is maintaining a balanced budget for the prior year and the current year under review. Data gleaned from these reports include revenue and expenditure forecasts, year-end surplus or deficit estimates, student enrollment projections based on average daily membership (ADM) and pupil units (PU), new sources of revenue, unusual levels of expenditures and budget to actual comparisons.

Although the VOA-MN standard concentrates on the General Fund, the other major operating funds of Food Service (Fund 2) and Community Service (Fund 4) must also be included in budget projections and reporting. The school ended FY 2017 with a General Fund surplus of \$64,369 and 251 ADM. The financial audit contained the following relating to financial performance:

Financial Highlights

- *The fund balance of the General Fund increased \$64,369 from the prior year for an ending fund balance of \$475,232 at June 30, 2017.*
- *At the end of the current fiscal year, the fund balance percentage for the General fund was 22.7% of total General fund expenditures.*

General Fund Budgetary Highlights

Total revenues were \$104,969 less than budgeted or within 2.4% of budget. Almost all of the variance came in the areas of state and federal special education and was offset by an offsetting variance on the expenditure side.

On the expenditure side, total expenditures were \$189,231 less than budget. In addition to being under budget in state and federal special education, we also came in under budget in various other areas such as salaries and benefits, repairs and maintenance, field trip transportation, supplies and equipment.

The FY 2018 original General Fund budget approved in June 2017 was based on 318 ADM with a projected surplus of \$18,171. The budget was revised in November 2017 to reflect a reduction in student enrollment to 251 ADM resulting in a year end deficit of (\$145,379) and an estimated ending General Fund balance of 16%.

The board and school leaders generally do not approve deficit budgets although in this case the school has a solid fund balance to offset the deficit. In addition, the alternative would have been to reduce staffing levels which was not in the interest of the school board.

The contracted financial manager will be working with the Finance Committee to develop a 3-year budget which will be a break-even or a surplus budget.

The school has maintained a balanced budget for FY 2017 but not for FY 2018.

Financial Standard One: The school maintains a balanced budget.		
MET STANDARD	PARTIALLY MET	DID NOT MEET
	X	
Comment: The school is reporting an unplanned deficit in the current FY 2018 General Fund budget.		

Standard Two: The school is compliant with state and federal financial reporting deadlines.

Method of Examination:

- a. *Review school's prior and current year financial data submitted to VOA-MN per the Annual Submission Calendar including:*
 - a. *Preliminary UFARS data*
 - b. *ADM report*
 - c. *Final UFARS data*

Meeting state and federal financial reporting deadlines is critical in the financial success of a school and is monitored through updates from each school to VOA-MN primarily via email. For each required data element, the school notifies VOA-MN of compliance by sending a report which indicates they have submitted the necessary information to the governing authority which is documented by VOA-MN and later used in this financial report and to aid the school in meeting these deadlines.

VOA-MN and authorized schools acknowledge that charter schools must operate in compliance with state and federal laws. Standard Two includes compliance with state and federal *laws* in addition to *deadlines*. The proper use of public funds is included under this standard.

Financial Standard Two: The school is compliant with state and federal financial reporting deadlines.		
MET STANDARD	PARTIALLY MET	DID NOT MEET
X		

Comment: The VOA-MN financial analyst did not discover any missed state or federal financial reporting deadlines through January 2018.

Standard Three: The school’s financial audit is submitted to the Minnesota Department of Education, Office of the State Auditor and the authorizer by December 31.

Method of Examination:

- a. Review email and attached MDE documentation sent to VOA-MN from the school confirming the submission of the audit report to these organizations.

In addition to the audited financial statements due date of December 31 each year, there are two dates prior to this that are equally as important for the schools to adhere to.

The three dates to report unaudited and audited financial information are:

1. **Minnesota Statutes, section 123B.77, Subd. 2. Audited financial statement.** Each district must submit to the commissioner by **September 15** of each year unaudited financial data for the preceding fiscal year. These financial data must be submitted in the format prescribed by the commissioner.
2. **Minnesota Statutes, section 123B.77, Subd. 3. Statement for comparison and correction.** By **November 30** of the calendar year of the submission of the unaudited financial data, the district must provide to the commissioner audited financial data for the preceding fiscal year.
3. **Minnesota Statutes, section 123B.77, Subd. 3. An audited financial statement** prepared in a form which will allow comparison with and correction of material differences in the unaudited financial data shall be submitted to the commissioner and the state auditor by **December 31**.

Schools must have a completed audit with a hard copy submitted to the Office of the State Auditor (OSA) and the authorizer by December 31. An electronic copy is submitted to MDE.

Standard Three: The school’s financial audit is submitted to the Minnesota Department of Education, Office of the State Auditor and the authorizer by December 31.

MEETS STANDARD	PARTIALLY MEETS	DOES NOT MEET
X		

Comments: The school submitted its financial audit to the MDE by December 31, 2017.

Standard Four: The schools financial audit is free of all findings.

Method of Examination:

- a. Review school’s prior year audit report

Included in the annual audit report is the required Report on Internal Controls which includes the auditor’s considerations on the school’s internal control over financial reporting. This is done to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a

deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The school’s FY 2017 financial audit contained no findings as noted in these excerpts from the financial audit report:

In connection with our audit, nothing came to our attention that caused us to believe that the Charter School failed to comply with the provisions of the Minnesota Legal Compliance Audit Guide for Charter School.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Financial Standard Four: The schools financial audit is free of all findings.		
MET STANDARD	PARTIALLY MET	DID NOT MEET
X		

Standard Five: The school is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage and loan payments.

Method of Examination:

- a. *Examine the school’s monthly check registers*
- b. *Examine the school’s monthly cash flow projection*
- c. *Review the school’s monthly board meeting agenda’s and minutes*

The proper payment of obligations is a strong measure of organizational health and a standard to be met by schools. Assuring that prompt payment of bills occurs is not only a good practice, it is required by *Minnesota Statutes, section 471.425*. This is evidenced through monthly check registers and cash flow projections that are reviewed by the school board and by VOA-MN financial analysts.

Boards must strive to meet financial obligations and timely payments of bills. If, for example, bills are not paid on time and there is sufficient cash on hand it may indicate a management problem, typically a breakdown of internal controls and assignment of duties. Conversely, if invoices are held due to a lack of cash on hand this also signals a problem that may need to be addressed with short term borrowing and/or in more extreme cases, making budget cuts and revising the school’s budget.

A school’s cash flow projection may be the first indicator that a school will face issues on paying their current obligations in a timely fashion. It is imperative that the school board review this document on a monthly basis.

Financial Standard Five: The school is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage and loan payments.		
MET STANDARD	PARTIALLY MET	DID NOT MEET
X		
Comment: The VOA-MN financial analyst did not discover any delinquent or late payments to vendors of the school through January 2018.		

Standard Six: The school provides VOA-MN and school board members with monthly financial reports at least three days prior to board meetings. Packets include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register, 4) enrollment report.

Method of Examination:

- a. *Review checklist of the school’s monthly financial report submissions to VOA-MN*

Regular oversight of the school fiscal condition is a standard that is possibly one of the most important practices for a board to ensure fiscal responsibility and the appropriate use of public funds. The board and VOA-MN typically reviews at least the following financial documents each month:

Balance Sheet		Assists
in determining fund balance percentage		
Income Statement	Allows for the monitoring of budget to actual items	
Cash flow projection	Allows for a review of cash on hand for short-term obligations	
Check register	Assists in assessing the proper use of public funds, sequential check number order and meeting of current obligations	

The enrollment report is also a critical piece of information for the board. The board should compare the budgeted Pupil Units to the current Pupil Units. Boards realize that an enrollment report based upon head count alone provides insufficient data upon which to compare budgeted to actual revenues especially when there is a mix of K-12 students. A current head count does not consider the length of time (Average Daily Membership) that a particular student is enrolled at the school or pupil weighting differences in elementary VS secondary students.

Finally, it is expected that each board member, at some point in a month, scrutinizes the key data pieces in the reports. If a treasurer’s report is contained in a consent agenda and it is lacking a meaningful read on the fiscal health of the organization, oversight is lacking, especially if the board only meets 5-6 times a year. There are boards that believe that as long as one member of the board reviews the reports, or as long as a committee may review some of the reports, all is well. Minutes should reflect that some type of oversight and evaluation was conducted and articulated to the full board. Some vendors provide quality overview information including the net revenue and expenditures for the month and budgeted to actual pupil units for placement in the school board meeting minutes.

The school did not provide a cash flow projection to the school board or VOA-MN for review for the month of July 2017. The following comments were made by the VOA-MN financial analyst in the July 2017 board meeting observation report:

The cash flow projection was not included in the board packet. This should be included every month in accordance with VOA MN standards.

Upon request, a projection was prepared promptly and distributed with the August 2017 financial reports for the September board packet.

The school has consistently provided all other required monthly financial reports to VOA-MN and the school board through January 2018. The school board and leaders are always willing to provide documents that may have been missed or incorporate recommended improvements.

Financial Standard Six: The school provides VOA-MN and school board members with monthly financial reports at least three days prior to board meetings. Packets include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register, 4) enrollment report.

MET STANDARD	PARTIALLY MET	DID NOT MEET
	X	
Comment: The school did not provide a cash flow projection for the month of July 2017.		

Standard Seven: The school develops and maintains a targeted fund balance, equal to or greater than the VOA-MN standard, determined by the school board.

Method of Examination:

- a. Review the school’s fund balance policy
- b. Review the school’s monthly financial reports
- c. Review the school’s monthly board meeting agenda’s and minutes

This standard considers the existence of a fund balance policy that contains conditions necessary to assist in the maintenance of fiscal health. A quality fund balance policy will conform to required parameters of Uniform Financial Accounting and Reporting Standards (UFARS) as well as Government Accounting Standards Board (GASB) 54. The fund balance policy will denote the required divisions of reserves as well as contain a method to safeguard the balances. In the case of a negative fund balance, Statutory Operating Debt (SOD) could occur according to Minnesota Statutes, section 123B.81 which states: a school district or charter school is in Statutory Operating Debt (SOD) when it reports a year-end net negative unreserved general fund balance exceeding more than 2-1/2 percent of its unreserved/undesignated operating expenditures. This would place a school in financial jeopardy and the board would want to take immediate action to reverse the downward trend. Boards allow schools to slip into SOD by not adhering to a strongly written fund balance policy or adhering to a policy that allows for improper financial practices to occur without correction.

Proper board oversight aided by a well-developed fund balance policy can help place the school on sound and sustainable footing. Boards that do not have a fund balance policy or have a fund balance policy that can easily be set aside cannot ensure that adequate reserves will be on hand for unexpected downturns in enrollment or unplanned costs and/or increases in expenses.

Therefore, a quality fund balance policy:

- (1) Complies with GASB 54
- (2) Contains an unreserved, unassigned fund balance target of a minimum 20% (not an extreme range, for example, 5% to 25%)
- (3) Contains long range targets for fund balance use in an assigned category
- (4) Contains correction language if the target is missed.

The unreserved or unassigned fund balance is a critical figure used to calculate the health of an organization.

Reaching the recommended **target** depends on the years of experience of the school, fluctuation in enrollment, the setting and demographics of the school and its community and the percent of holdback of state aid in any given year that would affect cash flow. Some schools must be content with a reasonable percent of growth of their fund balance until a target is reached and until assignments are fulfilled. Currently, the target for meeting the standard, similar to last year, is a minimum of 20%, which includes non-spendable reserves. A minimum fund balance was typically estimated by many auditors as a three-month operation funding and sufficient fund reserves to account for emergency situations, program improvements, and fluctuations in the holdback or metered payments.

Although the VOA-MN standard concentrates on the General Fund balance, the other major operating funds of Food Service (Fund 2) and Community Service (Fund 4) must also be reported as neutral or positive. Fund transfers to these funds from the General Fund (Fund 1) are conducted prior to the close of the books for a fiscal year and prior to a final audit of data and conducted within the limits of Minnesota Statutes, sections 123B.79 and 123B.80. Transfers should be presumed to occur as the school builds the budget not as an end-of-year surprise.

A school is judged as having met the standard if they have a quality fund balance policy (stated target, consistent with GASB, and recourse if target is not met) and an actual balance of at least 20% in FY 2017. Negative balances should not exist in the general, food or community service funds.

Several schools have done an excellent job of building strong fund balances and forestalling any use of a Line of Credit. Some of those schools built large fund balances so that special projects could be accomplished without borrowing utilizing a controlled spend down of their fund balance.

If thresholds are not met, a specific set of reasons may offset the apparent negative interpretation. For example, a fund balance may show a drop due to a “controlled spend-down.” The board may have used some of its fund balance to purchase new computers for students and was still above the minimum balance of 20%.

The table below contains the history of the school’s General Fund balance/SOD calculation:

THREE YEAR FUND BALANCE HISTORY				
	FY 2014	FY 2015	FY 2016	FY 2017
Fund Balance Amount	-	\$158,801	\$410,863	\$475,232
Fund Balance Percent	-	10.46%	19.52%	22.82%

The school has been able to increase the General Fund balance over three years ending at nearly 23% in FY 2017. This steady increase and strong current balance indicates good financial management. The school's General Fund balance target has been reached in FY 2017. The policy states:

It will be the policy of Woodbury Leadership Academy to budget towards maintaining a 20% general fund unreserved fund balance as a percentage of yearly general fund expenditures.

Excess annual year-end budget surpluses will not be allocated in following year budgets until the target fund balance is achieved, unless specifically directed by the Board of Directors.

The fund balance to be used is presented in the audited annual financial statement. The percentage will be calculated as follows: (Prior Year Audited General Fund Balance + Current Year General Fund Surplus of Revenues less Expenditures) / (Total Current Year General Fund Expenditures).

Financial Standard Seven: The school develops and maintains a targeted fund balance equal to or greater than the VOA-MN standard, determined by the school board.		
MET STANDARD	PARTIALLY MET	DID NOT MEET
X		

Standard Eight: The school board has a finance committee that meets monthly to review financial reports.

Method of Examination:

- a. *Review the school's monthly board meeting agenda's and minutes*

A finance committee is a subcommittee of the school board that meets monthly to review the school's financial reports in detail and subsequently reports the highlights and significant events of the meeting to the full board at the next regularly scheduled meeting. This is a great way to disseminate information to the board through members who are financially adept and able to communicate with the school leaders about financial matters.

The school's finance committee meets on a regular basis to review financial information including reports, policies and procedures. The school's website includes a document detailing the Finance Committee's charge as follows:

Committee Purpose: *The purpose of the Finance Committee is to govern the school's finances by overseeing the school's budget, to address financial issues, and to ensure the flow of financial information. The Finance Committee has the responsibility collaborating with the Director and the Contracted Financial Manager to create the upcoming fiscal year budget for the school, present budget recommendations to the BOD, monitor implementation of the approved budget on a regular basis, and recommend proposed budget revisions.*

In addition to attending meetings and volunteering for specific tasks, the document also details the committee members responsibilities:

Committee Members Need To:

- Prepare an annual budget for the school
- Develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast
- Arrange for an annual audit to be provide to the BOD
- Provide oversight of the procurement process
- Review monthly financial statements and variances from the budget, and recommend action to the BOD, as appropriate

Develop and implement BOD level training to ensure that all BOD members can be effective stewards of the school’s financial resources.

Financial Standard Eight: The school board has a finance committee that meets monthly to review financial reports.		
MET STANDARD	PARTIALLY MET	DID NOT MEET
X		
Comment: The school has a finance committee that meets regularly and has been using it appropriately.		

Standard Nine: All Board members exhibit working knowledge of financial oversight.

Method of Examination:

- a. Observe and query school board members at board meetings (if applicable)
- b. Review the school’s monthly board meeting agenda’s and minutes for board training on school finances
- c. Examine certificates of board training on school finances

Training of the board in financial oversight is an important measure to ensure the ability of members to effectively govern the school’s through financial policies. Minnesota school finance systems are constantly changing in an attempt to better meet the needs of students and promote equity among schools. There is always a need for more training. A board needs to be fully trained according to Minnesota Statutes, Chapter 124E.

A school faculty and board need to attend training programs on a consistent basis, including those at MDE and through other organizations, institutions or enterprises. Training can be basic or on-going and can come from a variety of sources but should be given proper attention. It is noteworthy that VOA-MN has offered tuition-free training to all of its authorized schools and will continue to seek opportunities to inform authorized schools on matters of financial importance. Individual assistance was also provided to schools in the form of short-term training and the dissemination of exemplar practices and sample policies.

Financial Standard Nine: All Board members exhibit working knowledge of financial oversight.		
MET STANDARD	PARTIALLY MET	DID NOT MEET
X		
Comment: Documentation in the school’s annual report indicates that all board members have received the mandatory financial training.		

Standard Ten: The school is not in Statutory Operating Debt (SOD).

Method of Examination:

- a. Review current year budget
- b. Review the school’s monthly board meeting agenda’s and minutes
- c. Review financial audit for prior year

As mentioned above, SOD occurs if the percent of fund balance is less than 2.50% of school unreserved/undesignated operating expenditures. A review of the school’s current year budget is the first document that would indicate if the school would be in SOD. Adherence to a sound fund balance policy, diligent financial management and strong enrollment trends are factors that will keep a school out of SOD.

Financial Standard Ten: The school is not in Statutory Operating Debt (SOD).		
MET STANDARD	PARTIALLY MET	DID NOT MEET
X		
Comment: The school is not in Statutory Operating Debt.		

AREA III – Is the organization effective and well-run

BOARD GOVERNANCE - Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the fifteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of one school board meeting annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards shall will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations. The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed.

VOA-MN’s school board governance standards / expectations include the following:

- The Board of Directors meets its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute. It will maintain a balance of skills and expertise among members including business, marketing, legal, accounting, fundraising, human resources, and education.
- The Board of Directors complies with Minnesota law regarding board training requirements and institutes / follows an orientation process for bringing on new members.
- The Board of Directors completes a self-evaluation each year.
- The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.

- The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.
- The Board of Directors adheres to board member election requirements set forth by state statute.
- The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.
- The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124D.10, Subd. 11(b)).
- The Board of Directors monitors the organization's adherence to school board policies.
- The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13).
- The Board of Directors provides ongoing oversight of school academic performance.
- The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.
- Board documents are distributed to all board members at least 3 days prior to a board meeting.
- The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website.
- The Board of Directors maintains a Policy Binder. The board reviews, updates, and approves its policies as needed or required by state law.

Board Chair: Mandi Folks

Email: mfolks@wlamn.org

Phone: 913-221-6263

Committees: Facility Committee

Governance Committee

District Advisory Committee

Finance Committee

Board and Director Committee

Enrollment Committee

Curriculum Committee

(Found in Annual Report, various board minutes and packets.)

Board Structure and Development

Standard 1: The Board of Directors meets its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*. It will maintain a balance of skills and expertise among members including business, marketing, legal, accounting, fundraising, human resources, and education.

Met	Partially Met	Not Met
X		

Data Source: WLA Website, FY2017 Annual Report, Board Chair communication

*124A.07 Subd. 3. Membership criteria.

(a) The ongoing charter school board of directors shall have at least five nonrelated members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school. The board structure may include a majority of teachers under this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members. No charter school

employees shall serve on the board other than teachers under clause (1). Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school.

(b) An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

STANDARD #1 ANALYSIS: The Board of Directors current structure meets state statute but does not fully meet its governance model requirements laid out in its bylaws. Their current bylaws state WLA will have a governing board that is made up of three (3) community members, three (3) parents, and three (3) teachers but they are not at that level currently. The following table demonstrates that the board includes a balance of skills and expertise among members including business, marketing, legal, accounting, fundraising, human resources, and education. Prior to members being appointed or elected to board seats, the board chair orients the candidates to responsibilities and etc. for about 40 minutes.

Board Member	Board Office/ Seat Type	Expertise	Term (from/to)	Elected or Appointed	Continued or New (this year)	Initial Training dates	Ongoing Training dates (this year)	Meets Req't
Mandi Folks	Chair/ Parent	Leadership/ Financial	2/2017-6/2020	Elected	New	1/17/17 2/27/17 9/21/17	12/19/17	Yes
Ro Krejci	Secretary / Parent	Organization/ Parent Involvement	4/2016-6/2019	Appointed 4/26/2016	Continued	05/12/16 5/17/16 04/24/17	12/19/17	Yes
Jason Livingston	Member / Parent	IT/Entrepreneur	12/2017-6/2018	Appointed 12/5/2017	New	Registered 05/2018	12/19/17	Yes
Mary Hitzemann	Member / Community	Human Resources	12/2017-6/2018	Appointed 11/14/2017	New	Registered 05/2018	12/19/17	Yes
Claudia George	Member / Teacher	Education	12/2017-6/2018	Appointed 11/14/2017	New	03/14/2018	12/19/17	Yes
Jessica Erickson	Treasurer / Teacher	Education	2/2017-	Elected	New	03/11/2017	12/19/17	Yes

			6/2020			7, 05/02/201 7		
Jolene Skordahl	Member / Teacher	Education	12/2017-6/2019	Appointed 9/26/2017	New	11/11/2017	12/19/17	Yes

Standard 2: The Board of Directors complies with Minnesota law regarding board training requirements and institutes / follows an orientation process for bringing on new members.

Met	Partially Met	Not Met
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X

Data Source: November, February, March Board Minutes, 2017 Annual Report

STANDARD #2 ANALYSIS: Woodbury Leadership Academy is complying with Minnesota law regarding board training requirements. The previous table demonstrates that all new and existing board members have Met or will meet statutory training requirements. The Woodbury Leadership Academy board institutes and follows an orientation process for bringing on new members. New WLA board members have an orientation that includes: A.) the new member meets with two current board members for about 45 minutes during an interview and question/answer session, prior to being sworn in on the board. B.) New WLA board members observe a full board meeting prior to being seated. New board members are sworn in at the end of the meeting they are observing and are then board participants at the next board meeting. C.) New board members read and sign board member position descriptions.

Whenever new board members are first seated, Woodbury Leadership Academy immediately works to provide training as soon as possible, often this training can be completed within 60-90 days of seating. At the November board meeting members were alerted to a catalog of MACS trainings and MSBA Board trainings. Some of these may be included during an upcoming board retreat.

Standard 3: The Board of Directors completes a self-evaluation each year.		
Met	Partially Met	Not Met
X		

Data Source: 12/5/17, January, March Board Minutes, Board Chair communication,

STANDARD #3 ANALYSIS: The Woodbury Leadership Academy board completes a self-evaluation annually. This will be completed in Spring 2018.

Starting at the December 5, 2017 board meeting the board takes time to reflect on the meeting and contribute to a discussion about the meeting’s effectiveness. In part of the board meeting board members discussed ways to develop a high functioning board. Preparations were announced about the upcoming Strategic Planning Session in February. The March agenda has an item relating to board reflection and self-evaluation.

Section 2: Board Practices

Standard 4: The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.		
Met	Partially Met	Not Met
X		
Data Source: VOA Monthly Logs of Meeting Minutes		

Met	Partially Met	Not Met
X		

Data Source: VOA Monthly Logs of Meeting Minutes

STANDARD #4 ANALYSIS: The board chair has confirmed that the board is diligent to follow open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings.

Standard 5: The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.		
Met	Partially Met	Not Met
X		
Data Source: August 22, September 26, November 11, November 26 Board Minutes.		

Met	Partially Met	Not Met
X		

Data Source: August 22, September 26, November 11, November 26 Board Minutes.

STANDARD #5 ANALYSIS: The board chair stated their bylaws are up to date and consistent with state law. Each board member has a binder and digital version of bylaws and school office binder contains the bylaws.

Evidence of bylaw review were found in Board Minutes. The Governance Committee was working to review the Bylaws prior to the Board's first reading of the latest draft, recorded in the August 22, 2018 Minutes. The Bylaws were read a second time and approved as updated in the September 26, 2018 board meeting. In the two November board meetings the board applied bylaws requirements to some board practice matters.

Standard 6: The Board of Directors adheres to board member election requirements set forth by state statute*.		
Met	Partially Met	Not Met
X		
Data Source: 11/15/17 WLA Board Minutes		

Met	Partially Met	Not Met
X		

Data Source: 11/15/17 WLA Board Minutes

*124E.07 Subdivision 1. Initial board of directors.

Before entering into a contract or other agreement for professional or other services, goods, or facilities, the operators authorized to organize and operate a school must establish a board of directors composed of at least five members who are not related parties. The initial board continues to serve until a timely election for members of the ongoing charter school board of directors is held according to the school's articles and bylaws under subdivision 4.

124E.07 Subd. 2. Ongoing board of directors.

The ongoing board must be elected before the school completes its third year of operation. Board elections must be held during the school year but may not be conducted on days when the school is closed.

124E.07 Subd. 5. Eligible voters.

Staff members employed at the school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the school are the voters eligible to elect the members of the school's board of directors. A charter school must notify eligible voters of the school board election dates at least 30 days before the election.

STANDARD #6 ANALYSIS: The board chair confirmed that the school follows its own bylaws and Minnesota Statute in holding school board elections. The next board election is to be scheduled for May 2018. At the June meeting the board ratifies the election voting results. The July meeting is annual meeting where new board members are seated. WLA uses a paper ballot voting system and implements assurances that the voting process is secure. The board chair confirmed that all members will be notified 30 days before the election date and given instructions and access for voting.

Standard 7: The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.		
Met	Partially Met	Not Met
X		
Data Source: FY2017 Annual Report, Board Chair communication, July Minutes, March agenda, Board Chair communication		

STANDARD #7 ANALYSIS: Dr. Kathleen Mortensen was hired as the new Executive Director on July 26, 2017. The FY2017 Annual Report indicated the board has an evaluation plan for the Executive Director and that action steps will be taken at the start, middle and end of the school year.

The Board is preparing an electronic evaluation for the director. It goes out 3/6/18 to parents, staff and board members. The Personnel Committee processes these results in confidential manner. Then it brings recommendations to the board. Policy #304 Charter School Director Agreement, Duties and Evaluation guides the director’s evaluation. During the March Board Meeting a closed session was held to process evaluation of the Executive Director.

Standard 8: The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124D.10, Subd. 11(b)).		
Met	Partially Met	Not Met
X		
Data Source: FY2017 Annual Report		

STANDARD #8 ANALYSIS: The board chair confirmed that Executive Director Mortensen is a licensed Executive Director, license folder # 323303. Based on statute he is not required to have a professional development plan. Instead her licensure requires regular professional development.

Standard 9: The Board of Directors monitors the organization's adherence to school board policies.		
Met	Partially Met	Not Met
X		
Data Source: http://www.wlamn.org/about-wla/board/policies/		

STANDARD #9 ANALYSIS: The Woodbury Leadership Academy board has directed, advised, or monitored school personnel to adhere to school policies or used policies to guide decision making during the past year.

The Board has developed 58 policies to date. It continues to address emerging questions and issues, some of which result in modifying policies or creating new policies. The Governance Committee serves the board to review and update policies to keep WLA on top of regulations and to continually improve the school. Over a range of board meetings the board had conversations about policy matters. The Governance Committee brings recommendations in response to the questions from the overall board or from school staff. An example was when some teachers had concerns about student policy due to some problems that arose over readiness to attend. This Governance Committee brought recommendations to the overall board for changes in policy. Some other recent examples of application of policy into practice are:

October Meeting: Development & Discussion. Reviewed the September Financial Statements prepared by Judith Darling. /Discussed and revised the 2017-18 working budget, reviewed the annual audit, and outlined needed materials to complete the lease aid application.

November Meeting: Ms. Folks reported VOA’s annual visit resulted in several suggestions, one of which is to add a Board Reflection time at the end of each Board meeting. A reflection time will be added to the Board communication item for the agenda. This has been added Monthly BoD agendas.

December Meeting.: Changes to policies 303 Background Checks, 537 Kindergarten Lottery and 538 Enrollment, noting that policies 537 and 538 have been combined.

January Meeting: The Governance Committee and Board are working on policies that are needed to finalize an OCR complaint.

Standard 10: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.

Met	Partially Met	Not Met
X		

Data Source: WLA Website (<http://www.wlamn.org/>),

* Refer to: Minnesota Data Practices Act (Minn. Stat. Chapter 13), Minnesota Rules, Chapter 1205, Official Records Act (Minn. Stat., section 15.17), Records Management Statute (Minn. Stat., section 138.17), and FERPA and HIPPA laws. See https://mn.gov/admin/assets/dpintro_tcm36-309355.pptx , <https://mn.gov/admin/data-practices/data/types/education/>, Federal law for FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

STANDARD #10 ANALYSIS: The Board of Directors complies with the Minnesota Data Practices Act as stated by the Board Chair, Mandi Folks. The school has 3 data practices policies that comply generally with Minnesota and Federal data practices requirements. Meetings/Complaints About Persons at Board of Directors Meetings and Data Privacy Considerations #206 defines what is public and private data or information, what information is accessible to the public and how this information will be managed, requested and released; last adopted on April 25, 2017. Public and Private Personnel Data #406 defines WLA personnel data to comply with state and federal data privacy laws, how data will be handled and procedures to maintain and protect this information; last adopted on May 27, 2014. Protection and Privacy of Student Records policy #515 defines NCCS student data to comply with state and federal data privacy laws, how data will be handled and procedures to maintain and protect this information. Together these policies address data definitions, management and protection. The Board ensures the school follows these requirements - student and employee privacy, readiness to respond to data requests, and is effective to separate public from private information and data.

Standard 11: The Board of Directors provides ongoing oversight of school academic performance.

Met	Partially Met	Not Met
X		

Data Source: 11/28/2017 Board Minutes., Annual Report, World's Best Workforce Report, Board Chair communication

STANDARD #11 ANALYSIS: The Woodbury Leadership Academy board monitored academic performance at some meetings either as an agenda item or as part of the Director's report. At the November 28, 2017 board meeting the ED presented a summary of fall MAP testing data and interpreted these as favorable. MCA and MAP results are presented in Spring and Fall, talk about the data and implications board sees. The Director Report addresses various kinds of academic performance concerns. In the January meeting Dr. Mortensen reported preparations are underway for ACCESS, MAP and MCA testing. The 2017 Annual Report and 2017 World's Best Workforce documents approved by the board contain significant content on the progress and practices for student academic growth and success. It was reported that on average WLA students achieve higher than the national average on both the MAP Math and Reading Tests and perform well on NWEA Math and Reading Tests. Additional data included reviewing Fountas and Pinnel data over time, DOLCH word list data over time, and Core Knowledge Language Arts benchmark data.

Standard 12: The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.

Met	Partially Met	Not Met
	X	

Data Source: FY17 Annual Report

STANDARD #12 ANALYSIS: The school seeks to achieve high satisfaction and retention rates. 75% of parents completed satisfaction surveys last year. Surveys are being developed and will be sent out to groups this Spring Term.

Board Documentation and Communications

Standard 13: Board documents are distributed to all board members at least 3 days prior to a board meeting.

Met	Partially Met	Not Met
X		

Data Source: Board Minute Review Log

STANDARD #13 ANALYSIS: VOA meeting minute logs confirms that the school has often adhered to providing information 3 days in advance of board meetings. There were some transitional issues when leadership on the board changed but this has been remedied. The board chair stated that board packets were distributed to all board members for each board meeting.

Standard 14: The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.

Met	Partially Met	Not Met
X		

Data Source: WLA Website, Board Chair communication,

* 124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Web site: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication; (2) directory information for the board of directors and for the members of committees having board-delegated authority; and (3) identifying and contact information for the school's authorizer.

(1) the board minutes: <http://www.wlamn.org/about-wla/board/minutes/>

(2) board members: <http://www.wlamn.org/about-wla/board/>

(3) authorizer: Found at the bottom of every page.

124E.11 (b) ... The charter school must develop and publish, including on its Web site, a lottery policy and process that it must use when accepting pupils by lot.

Lottery policy (KG): http://www.wlamn.org/files/6514/3986/5435/537Kindergarten_Lottery_Policy.pdf

124E.11 (d) ... a charter school may establish and publish on its Web site a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c).

http://www.wlamn.org/files/6614/3986/5435/302_-_Early_Admission.pdf

124E.13 Subd. 3. (b) (3) post on the school Web site the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation

Name: Found at the upper left of every page.

Mailing address: Found at the lower left of every page.

Bylaws: http://www.wlamn.org/files/9614/4467/5750/WLA_SEAC_By-laws.pdf

Board of affiliated nonprofit building corporation: No Building Company

124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official Website.

<http://www.wlamn.org/about-wla/board/wla-annual-reports/>

STANDARD #14 ANALYSIS: The Woodbury Leadership Academy Board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and are in various binders in the school main office room for public access and all board members and Executive Director have digital access to it. Journal of Votes is in the main office; this is present at all Board Meetings. Evidence of meeting this standard includes documents posted on the WLA website including: Board minutes from October 2013 through most recently approved minutes, 58 policies, Annual Reports from FY2016 and FY2017, WBWF Report from FY2017 and other documents are posted and up to date on the website.

Standard 15: The Board of Directors maintains a Policy Binder. The board reviews, updates, and approves its policies as needed or required by state law.		
Met	Partially Met	Not Met
X		
Data Source: Board Minute Review Log, 8/22/2017, September, December Board Minutes.		

STANDARD #15 ANALYSIS: The Woodbury Leadership Academy board maintains a Policy Binder in hard copy in the Main Office Room with other Board Binders, and online. The hard copy version is located at the school office records room and the online version is located at <http://www.wlamn.org/about-wla/board/policies/>.

MANAGEMENT AND OPERATIONS - Effective day to day operations of a charter school support the Learning Program. A well-run school provides an environment in which staff and students can perform at the highest possible level and more effectively reach the school's goals. Management and operations of the school will be monitored and reported by the authorizer using the Formal Site Visit Rubric. The standards also serve as the criteria for contract renewal determinations. The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed.

Authorizer standards / expectations for school management and operations include, but are not limited to:

- o The school is fulfilling its purposes as defined in the Charter School Law and charter contract.
- o Mission and Vision are central to the school's identity and inform all decision-making processes.
- o The school's learning program exemplifies the mission and vision of the school.

- The school exhibits strong academic and organizational leadership.
- The school employs highly qualified, appropriately licensed teachers.
- Criminal background checks are conducted on all persons per the board policy and Minn. Stat. 123B.03, Subd. 1.
- The school meets / maintains its enrollment goals.
- The school maintains a safe and healthy environment per state and federal guides and board policy.
- The school institutes a fair and open student admission process that complies with Minnesota law.
- The school's employment process complies with state and federal law.
- The school has defined job descriptions and evaluation process for all personnel.
- Teacher evaluations are designed and conducted consistent with state requirements.

Formal Renewal Year School Visitation Date: October 27, 2017

Informal School Visitation Date: May 7, 2018

Report Prepared By: Stephanie Olsen

School Participants & Titles: Kathy Mortenson, Mary Kelly (Sped Director)

One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school, hear directly from key stakeholders, and corroborate school-reported information and data. VOA-MN conducts two different types of site visits: Formal and Informal. School site visits help inform the extent to which the school is meeting the charter school contract provisions contained in the body of the contract as well as contract Addendum B. Formal Site Visits are typically conducted once per year by a member of the VOA-MN Authorizing Program Leadership Team who interviews key stakeholders and conducts observations. Written feedback is provided to the Board of Directors and school leadership using the Formal Site Visit rubric. The Formal Site Visit rubric follows the same standard scale as the School Accountability and Authorizer Oversight System:

- Meets standard
- Partially Meets standard
- Does Not Meet standard

Formal School Site Visit Rubric				
Scale		Meets Standard	Approachin g Standard	Does Not Meet Standard
Section I	School Mission and Vision: <ul style="list-style-type: none"> • Mission and vision are central to the school’s identity and inform all decision making processes. • The school’s learning program exemplifies the mission and vision of the school. 			
Evidence suggests that the school’s mission and vision are central to the school’s learning program and decision-making process (contract Article 6 and 9).		X		
School Evidence for Authorizer Review: M/V Displayed on school banners, Board Meeting Agendas, classroom and building signage, Professional Learning Community materials.				
Section II	School Culture & Learning Environment			
Scale		Meets Standard	Approaching Standard	Does Not Meet Standard
Observations indicate that classrooms are clean and conducive to learning. (Contract Article 8 and Addendum B).		X		
Observations indicate that shared spaces like hallways, gym, cafeteria, and bathrooms, are clean and safe (contract Article 8).		X		
Evidence suggests that the school complies with state and federal health and safety laws (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills) (contract Article 8).		X		
2017-18 faculty have received required training on health and safety procedures. <u> X </u> Yes <u> </u> No <i>NOTE: Authorizer suggests that health and safety binders be kept in a more uniform location in classrooms.</i>				
List of 2017-18 health and safety related professional development training topics: Bloodborn Pathogens,				

OSHA - Workplace Safety, Medications Administration, CPR & First Aid, Seizures, Mandatory Reporting, Crisis Management, Confidentiality and Student Records.

School complies with MS 121A.035 – Crisis Management Policy. Yes No

Number of fire drills completed 2016-17 school year 5. So far 2017-18: 5 (req. five annually)

Number of lockdown/safety drills completed 2016-17 school year 5. So far 2017-18: 3 (req. five annually)

Number of tornado drills completed 2016-17 school year 1. So far 2017-18: 1 (req. one annually)

Designated crisis management person / team: School Executive Director (Kathleen Mortensen), School Secretary (Amy Cahlander), Office Manager (Nancy Baumann). WLA will be implementing the Shared 911 notification software program next year.

Classrooms & shared spaces contain evacuation plans / procedures. Yes No

NOTE: The authorizer was unable to locate evacuation plans in classrooms and throughout the building. This is an area of needed attention.

School complies with MS 299F.47 - School Inspections. Yes No

Date of most recent facility inspection by fire department: December 2016 (must be a minimum of every three years)

- Verified by authorizer. School should contact fire marshal for follow-up documentation pertaining to the resolution of findings.

School maintains a log of all visitors. Yes No

- Verified by authorizer.

School complies with MS 144.29 Health Records; Children of School Age. Yes No

Responsible employee: School Secretary (Amy Cahlander), contracted registered nurse (Minnesota Visiting Nurses Association under contract - Amy Block)

School complies with MS 121A.15 - Health Standards; Immunizations; School Children. Yes No

Designated responsible employee: Amy Cahlander, Amy Block

- Process verified by authorizer.

School complies with MS 121A.22 – Administration of Drugs and Medicine. Yes No

Designated responsible health aid/employee: Amy Cahlander, Amy Block

- Process verified by authorizer.

School complies with MS 121A.21 – School Health Services (if applicable). Yes No NA

The school contracts with a licensed school nurse or organization. Yes No NA

Name/Organization: MN Visiting Nurses Association, Amy Block

School has a designated 504 Coordinator Yes No

504 Coordinator Name & Position: Jessica Erickson (Teacher)

School has a process to ensure that student accommodations are consistent with 504 Plans. Yes No

Number of enrolled students presently on a 504 plan: two students

- 504 Complaint Procedure contained on the WLA website.

Additional Evidence for Authorizer Review: Discussion with Executive Director. Mary Kelly (Special Education Director) supervises our 504 Coordinator, training was through Booth Law for an 8 hour day, as well as a follow-up on-line training course.			
Evidence suggests that the school engages parents and students in ways that build positive relationships and engages them as partners in their child’s learning (contract Addendum B)	X		
School Evidence for Authorizer Review: Discussion. Extensive parent involvement with volunteering at school, and organizing events such as Astronomy Night, Movie Nights, Dances, developing a Family Directory, Lego League, School House Chess, and Mad Science Club.			
Evidence suggests that the school teachers are covering the scope an sequence of the state academic standards (contract Article 7).	X		
<p>Most recent curriculum standards alignment review for language arts: August 2017 Most recent curriculum standards alignment review for math: August 2017 Most recent curriculum standards alignment review for science: August 2017 Most recent curriculum standards alignment review for social studies: August 2017</p> <ul style="list-style-type: none"> • Documentation verified by authorizer - PLC and curriculum binders for each grade. <p>Management requires that lesson plans and student learning targets are aligned to the state standards. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>School has a well-defined plan for ensuring that teachers engage in data-driven instruction to ensure student mastery of state standards. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • Documentation verified by authorizer - PLC (grade levels meet weekly) and reviewed curriculum binders for each grade. Fall 2017, WLA also initiated a Curriculum Team that meets once per week for two hours after schools. <p>Explanation of school plan: WLA examines data at weekly Professional Learning Communities (PLCs). The school also has a Curriculum Team that meets after school every two weeks to determine training needs and oversee building-wide efforts.</p> <p>Additional Evidence for Authorizer Review: Curriculum Maps, Scope and Sequence, Pacing Guides.</p>			
Evidence suggests that the school has a plan for meeting their primary purpose to improve all pupil learning and all student achievement, as well as how they are preparing students to meet or exceed standards on the Minnesota Comprehensive Assessments (contract Article 1 and 7).	X		
<p>Explanation of school plan: Curriculum Mapping, Development of Scope and Sequence, Development of Pacing Guides, ongoing teacher evaluations to ensure adherence to process.</p> <p>School Evidence for Authorizer Review: Curriculum Maps, Scope and Sequence, Pacing Guides, teacher evaluations.</p>			
Evidence suggests that the school has designated an Assessment Coordinator and process for ensuring compliance with state examination administration (contract Article 7).	X		
<p>School DAC Name: Office Manager (Nancy Baumann) who is trained through MDE</p> <p>School Explanation of State Assessment Compliance Oversight: Nancy will ensure that we are prepared to conduct testing, with Kathy Mortensen continually analyzing formal test data. The school will utilize the computer lab for testing.</p>			
Evidence suggests that the school is adhering to their plan for standardized interim assessments and utilizing that student performance data (contract Article 7).	X		

2017-18 Plan for Standardized Assessments: WIDA (for EL) September 11-22, NWEA October 23-November 30, ACCESS January 22-February 9, MCA April 9-May 4

School Plan for DDI: Continue to look at data at weekly PLCs, and bi-weekly Curriculum Team meetings.

Authorizer Section Comments: There has been a returned commitment to Core Knowledge, data driven instruction and PLC's this year under new leadership. As a result spring 2018 MCA scores reflect that with a 3.5-7 percent increase in proficiency rates. The school outperforms the state average in all subject areas.

Preliminary Results:

Reading FY17 67% (state 60.2) and FY18 73%

Math FY17 67% (state 58.6) and FY18 70.4%

Science FY17 58.3% (state 54.2) and FY 18 65.5%

Director Mortenson will be attending the national Core Knowledge Leadership Institute in Virginia in June 2018. The school has contracted with the leader of one of the eight Distinguished Core Knowledge Schools in the country to come and train staff in August 2018.

Section III		Compliance		
III. A	Documents and Processes	Meets Standard	Approaching Standard	Does Not Meet Standard
	The school's VOA-MN Compliance Binder is complete (contract Addendum B).	X		
	Evidence suggests that the school adheres to their human resources policies and procedures (contract Article 6 and Article 8).	X		
School Evidence for Authorizer Review: Discussion. Office manager maintains files on previous postings and applicant documents.				
	Evidence suggests that the school complies with the Minnesota Human Rights Act, Chapter 363, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education (contract Article 8).	X		
School Designated Human Resources Person: Nancy Baumann EEO Grievance Designee: Kathy Mortenson School District Human Rights Officer: Kathy Mortenson School Evidence for Authorizer Review: Policy # 413: Harassment Policy # 525: Violence Prevention <u>Policy # 103: Complaints</u> Policy # 401: Equal Employment Opportunity Policy # 402: Disability Nondiscrimination Policy # 406: Public and Private Personnel Data Policy # 410: Family Medical Leave (FMLA)				
	Evidence suggests that staff and volunteers have completed criminal background checks per state law and school policy (contract Article 6).	X		
School Evidence for Authorizer Review: Background check compliance verified on spreadsheet. Policy will be amended so that employee background checks will be every 1-3 years and volunteers are every year.				
	Evidence suggests that faculty have current job descriptions delineating roles, responsibilities, and qualifications (contract Article 6 and Addendum B).	X		
School Evidence for Authorizer Review: Sample job descriptions.				
	Evidence suggests that the school only employs and contracts with teachers, as defined by Minn. Stat. 122A.15, Subd. 1, who hold valid teaching licenses issued by the	X		

State to perform the particular service for which they are employed at the school (contract Article 6).			
<p>School Evidence for Authorizer Review: Teacher roster verified. NOTE: Authorizer reminded the ED that admin should verify teacher status on both the File Folder Look-Up and section of the secure section of the MDE website that contains investigations. When teacher hiring, renewal contracts / agreements go before the board for final approval, the authorizer suggests that they are accompanied by a print-out of the teacher's file folder page for checks and balances.</p>			
Evidence suggests that faculty performance observations and evaluations are conducted according to established policy/manual and consistent with state law, including director evaluation (contract Article 6 and Addendum A).	X		
<p>School Evidence for Authorizer Review: WLA uses the Charlotte Danielson Rubric, and the ED (per position description) observes teachers three times per year. (provided samples of blank observation forms.)</p>			
Evidence suggests that the school complies with state and federal laws pertaining to data collection storage, and distribution (contract Article 8).	X		
<p>2017-18 School Appointed DPA Responsible Authority (RA): School Director (Kathy Mortenson) Policy 515 2017-18 School DPA Designated Authority (DA): Yet to be appointed 2017-18 School Data Practices Compliance Official (DPCO): Yet to be appointed NOTE: Board Policy 515 (PROTECTION AND PRIVACY OF PUPIL RECORDS) contains the RA reference but not the others. The board should revisit this policy and the policies provided in spring 2018.</p> <p>Board minutes contain evidence of board appointment of RA/DA/DPCO? <u> X </u> Yes <u> </u> No</p> <p>School has a data retention plan/schedule: <u> X </u> Yes <u> </u> No Date of board approval? _____</p> <p>Student <u>academic</u> records are filed in a separate locked cabinet. <u> X </u> Yes <u> </u> No Location: <u>Office Manager's Office</u></p> <p>Student / Employee <u>legal</u> records are filed in a separate locked cabinet. <u> X </u> Yes <u> </u> No Location: <u>Office of the Executive Director</u></p> <p>Student/Employee <u>health</u> records are filed in a separate locked cabinet. <u> X </u> Yes <u> </u> No Location: <u>Health office</u></p> <p>School has Tennessee Warnings for both the enrollment and employment process. <u> X </u> Yes <u> </u> No</p> <ul style="list-style-type: none"> • Authorizer discussed during spring visit. Still needs to be developed. Samples were provide to the school during the spring visit. <p>Only designated <u>school employees</u> have access to files containing student/employee records . <u> X </u> Yes <u> </u> No</p> <p>School has a board approved Data Request Policy / Procedures. <u> X </u> Yes <u> </u> No Policy # 101: Data Requests</p> <p>School maintains a detailed register/log of all data requests. <u> X </u> Yes <u> </u> No</p> <ul style="list-style-type: none"> • Log maintained by Office Manager. 			
Evidence suggests that the school complies with laws pertaining to student application process and enrollment (contract Article 6 and Addendum A).	X		
<p>School Evidence for Authorizer Review: Application and Enrollment Forms.</p>			
Evidence suggests that the school is meeting its enrollment goals with stable to growing enrollment (contract		X	

Addendum A).			
Number of students served 2016-17: 247 2017-18 Enrollment goal (budgeted enrollment): 318 (adjusted to 255) 2017-18 Present total student enrollment: 257 2017-18 Student Enrollment by Grade: K=53, 1=54, 2=56, 3=37, 4=25, 5=28, 6=4			
Additional Evidence for Authorizer Review: Classroom observations and management discussion.			
Evidence suggests that the school complies with laws pertaining to student discipline and Pupil Fair Dismissal Act (contract Article 8).	X		
School Evidence for Authorizer Review: documentation and discussion			
Evidence suggests that the school maintains and distributes annually a student/ family handbook and employee handbook (contract Addendum A).	X		
School Evidence for Authorizer Review: Handbooks <ul style="list-style-type: none"> • Authorizer verified 			
Evidence suggests that the school complies with statute regarding use of the authorizer's name (contract Article 3).	X		
School Evidence for Authorizer Review: website NOTE: Authorizer name and contact information should be on all school publications (eg. handbooks, promotional materials).			
Evidence suggests that the Board of Directors maintains at least the amount and types of insurance coverage up to the applicable tort liability limits under Chapter 466.04 and Article six of the contract – Types and Amounts of Insurance. The School provide the Authorizer with certificates of insurance at least annually (contract Article 6).	X		
School Evidence for Authorizer Review (proof of insurance): Coverage Summary (Bearence) Renewal date of liability insurance policy: July 2018			
Evidence suggests that the school is only serving their authorized grades and approved school sites (contract Article 4 and 5).	X		
Grades Served 2015-16: K-7 Grades Served 2016-17: K-6 State Approved Grades: K-8 Number of Approved School Sites/Buildings: 1 Number of School Sites/Buildings Operated: 1 Additional Evidence for Authorizer Review: Facility tour.			
Evidence suggests that the school is non-sectarian in its program, admission policies, and employment practices, and for all other purposes (contract Article 4 and 6).	X		
School Evidence for Authorizer Review: Policy # 102: Equal Education Opportunity; Policy #401: Equal Employment Opportunity. Disclaimer on website: Woodbury Leadership Academy does not discriminate based on age, gender, ethnicity, economic status, religion or services needed. Woodbury Leadership Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.			
Evidence suggests that the school has a plan for Service Learning (contract Article 7 and Addendum A).	X		
School Evidence for Authorizer Review: Service Learning Plan and planned activities by grade.			
A review of extra-curricular activities verifies school compliance with	NA		

Minn. Stat. 121A.04, equal opportunities for members of both sexes to participate in athletics (contract Article 8).				
School Offered Extra-Curricular Activities: None				
School Evidence for Authorizer Review:				
Authorizer Section Comments:				
III. B	School Website Content Requirements <i>(School will walk through website with a during visit to verify compliance)</i>	Present/Compliant		Not Present/Compliant
Current Annual Report (required components in (MS 124E.16, Subd 2)		X		
World's Best Workforce Annual Report (using MDE template) (MS 120B.11) <i>NOTE: A full report should be on the website next year. This year the authorizer could only verify that the MDE required summary was on the website.</i>			X summary template	
Identity of and contact information for the authorizer (MS 124E.07, Subd 8)		X		
Directory information for board <u>and</u> committee members (name, phone, email, affiliation) (MS 124E.07, Subd 8)		X		
Board and committee meeting minutes (if authority) for at least one calendar year. (MS 124E.07, Subd 8)		X		
Literacy plan including English Learners (for schools with grades K-3) (MS 120B.12, Subd 4)		X		
Collaborative Agreements (if they exist) (MS 124E.08 (c))		NA		
Wellness Plan (MS 121A.215) Policy #533		X		
Lottery and enrollment policy and process (MS 124E.11) POLICY #538		X		
Calendar of standardized tests to be administered during the year (with rationales) (MS 120B.301) <i>NOTE: calendar on website but not with rationales.</i>			X	
School Bullying Policy (MS 121A.031) POLICY #514		X		
Policy for group health (MS 124E.12, Subd 5) NOTE: Policy has been revised and in first reading by the board. Policy 701.			X	
Early admission policy (comprehensive evaluation needed for under age 5 to kindergarten) (MS 124E.11) POLICY # 302		X		
PSEO Dissemination of Information (124D.09, Subd 7)		NA		
Name, mailing address, bylaws, minutes of board meetings, names of the current board of directors of the affiliated nonprofit building corporation (if exists) (MS 124E.13)		NA		
Special Education Referral Process and Section 504 Complaint Procedure (refer to Federal Office of Civil Rights memo)		X		
Section IV Amanda	Special Populations Evidence suggests that the school is adhering to special education laws / IDEA. (Contract Article 8)	Meets Standard	Approaching Standard	Does Not Meet Standard
Evidence suggests the school has a Total Special Education System (TSES) plan and adheres to their defined "Child Find" process.		X		
School Evidence for Authorizer Review: Total Special Education System. TSES and 504 explanations is also on the website under Parent Information (Special Services and 504). <ul style="list-style-type: none"> Document verified by authorizer. 				

Evidence suggests the school trains employees on provisions pertaining to IDEA, special education laws and school's TSES plan, including "Child Find."	X		
Faculty Training Topic(s): Faculty Training Date(s): TSES August 29, 2017, 12/16/16. Student Teacher Assistance Team Handbook (STAT – Intervention process) 12/16/16. Monthly trainings between February – April with individual grade levels as part of Child Find process reviewing interventions and needs for differentiated instruction. These grade level meetings were designed to advance classroom teacher knowledge and use of developing interventions prior to special education evaluation (intervention and data collection).			
Additional School Evidence for Authorizer Review: Discussion with Special Education Director			
Evidence suggests the school consistently follows its own policies regarding special education and Child Find.	X		
Brief description of school Child Find/Study Process: Refer to STAT team (two interventions six weeks each), refer to Child Study for evaluation (pages 1-3 of TSES).			
Brief description of how school ensures adherence to Child Find/Study process: There are bi-weekly scheduled STAT meetings attended by grade level referring teacher and special education teacher (Katie Grubisch - .1 FTE Early Intervening Services /CEIS federal funds for STAT).			
School Evidence for Authorizer Review: Discussion with Special Education Director.			
Evidence suggests the school employs special education teachers with the necessary license to provide services in accordance with IEP's. Number of special education teachers is consistent with caseload requirements.	X		
Name of special education teachers & license/file number (can attached separate roster):			
<ul style="list-style-type: none"> • Katie Grubisch (#491404 – DD & LD) – .9 FTE • Sheila Merzer (Merzer and Associates) – Autism ASD/ABS independent contractor • Kathleen Nilles (#279677 – EBD) independent contracted position 			
Number of special education paraprofessionals: three			
Percent of special education students served in 2016-17: 10%			
Percent of special education students served in 2017-18: 9% (as of October 1)			
School Evidence for Authorizer Review: Discussion with Special Education Director. Decrease from FY17-18 mostly due to 6 th grade transfers. Two students presently in the evaluation stage. Four kindergarten students entered this school year on IEP's and two additional new to the school in other grades.			
Evidence suggests the school has <u>not</u> been the subject of any investigations by the MDE Monitoring and Compliance or Program Finance Divisions related to special education services delivery or procedures in the past 12 months.	X		
If yes, Isolated incident/complaint: Program systems complaint: Resolved: Yes / No School Evidence for Authorizer Review:			
Evidence suggests that routine school special education audits (program and financial) are free of findings or has corrected findings.		X Corrective Action stage/Release from Findings January 2018	

Date of last special education program audit: 2018-19 (FY19) Self Review Date of last special education financial audit: FY17 audit on FY16 data. Current audit stage: Fiscal – CAP resolution. Program - None			
School Evidence for Authorizer Review: Documents from MDE Compliance and Assistance and discussion with Special Education Director.			
Evidence suggests the school contracts with a special education director and is in “good standing.”	X		
Name of director and organization: Mary Kelly (#202957) School Evidence for Authorizer Review: Independent Contractor			
Evidence suggests school enrollment of students with disabilities does not lag behind that of the local school district.	X		
School percentage: 9 percent Resident ISD percentage: 13 percent (district 833-South Washington)			
School retains the students with disabilities that are enrolled.		X	
Student retention rate (special education students): 65%			
Evidence suggest that the school has Special Education Advisory Committee (SEAC) meetings.	X		
FY 17 meeting date(s): October 24, 2016; January 20, 2017; full overview presentation of special education and purpose of the Special Education Advisory Council - February 16 th . Planned for another meeting on March 23 rd , but WLA only had one RSVP so it was cancelled.			
FY18 anticipated meeting date(s): The school has not been able to recruit parents to serve as officers. The SEAC meeting is planned for June 4 th before the school Art Fair so it is convenient for parents. Director Mortenson is planning to also visit with parents individually to help recruit SEAC officers to serve beginning in FY19.			
Section Comments: The Special Education Director provided thorough responses to authorizer questions and provided ample documentation.			

Legal and Contractual Compliance

Charter schools are required to follow many state and federal laws pertaining to all public schools and are expected to uphold all provisions of the charter school contract. VOA-MN expects compliance with legal and contractual obligations. Each VOA-MN authorized charter school shall maintain a Compliance Binder on site that includes VOA-MN defined evidence of compliance with state and federal statutes organized in the manner prescribed by VOA-MN. Additionally, VOA-MN authorized charter schools shall submit information to the authorizer in accordance with the VOA-MN prescribed Annual Submission Calendar.

Legal and Contractual Compliance – VOAMN Data Submission Calendar			
	MET STANDARD	PARTIALLY MET	DOES NOT MEET
	X		
Comment: WLA complies with state and VOAMN document submission requirements.			

OVERALL AREA THREE RATING: MEETING MAJORITY OF STANDARDS FINAL RENEWAL DETERINATIONS AND CONCLUSIONS

INTERVENTION STATUS – RELEASED FROM INTERVENTION MAY 2018
(Principal renewal contract signed and new facility secured)

WLA Accountability Plan Rating System (under present contract)
 Meets Standard
 Approaching/ Partially Meeting Standard; and,
 Does Not Meet Standard.

OVERSIGHT AREA		RATING / SCORE
ADDL STATUTORY PURPOSES		MET STANDARD
ACADEMIC PERFORMANCE (PRIMARY PURPOSE)		PARTIALLY MET / MET MAJORITY OF STANDARDS
FINANCIAL PERFORMANCE		PARTIALLY MET / MET MAJORITY OF STANDARDS
ORGANIZATIONAL PERFORMANCE		
	Board Governance	MET STANDARDS
	Management & Operations Formal Site Visit	PARTIALLY MET / MET MAJORITY OF STANDARDS
	Legal & Contractual Compliance	MET STANDARD
	AVERAGE SCORE	PARTIALLY MET / MET MAJORITY OF STANDARDS

FINAL DETERMINATION: Based on the renewal criteria in the present WLA charter contract (chart below), revised slightly to reflect the present VOAMN authorizer oversight system, WLA has earned a four year renewal contract.

4 Year Renewal	<ul style="list-style-type: none"> • Not on intervention X • Average evaluation score in each section (academic, financial, governance) of 2 (met standard) or more • “Good standing” site visit response X • Meets all the terms of the contract X • No major concerns with academic, financial or board governance X
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National School Lunch Program



NSLP Facts

- Provides nutritionally balanced, low-cost or free lunches.
- Over \$11 billion in funding.
- Serves more than 30 million kids every day.
- Schools who serve lunch are also required to serve breakfast.



NSLP Funds

Federal funds are available to supplement food service programs but these funds do not cover 100% of the costs to schools.

- Funding is based on the percentage of students who qualify for free or reduced-price lunch (paid = .31, reduced = 2.91, free = 3.31)
- No funding for schools who choose not to use the NSLP



NSLP Facilites

Whether you are a school that has food on site or catered in, there are facility requirements for **both**.

- Bulk refrigeration, freezer, and dry storage.
 - Example: For a school with 200 students, a bulk refrigerator is 4-foot wide commercial grade, similar for freezers, and at least 200 square feet for dry storage.
- Warming trays, stoves, or hot food stations to keep food warm
- Prep sinks, as well as a separate sink for food service staff to wash hands
- Potentially an industrial grade dishwasher for washing silverware, plastic trays, and other equipment



Record Keeping and Certification Requirements

Records must be kept to ensure food is handled and prepared safely.

- Inventory, keeping up with expiration dates
- Cooking times and temperatures are checked and recorded multiple times a day
- Records must be up to date and accurate for inspections
- Food service staff lead has to be certified through the state of Minnesota



Personnel

Duties:

- Setup and serve breakfast / lunch
- Clean-up
- Inventory
- Record keeping
- Receive catered lunch (if applicable)

Staff	Hours	Days
Lead	8 - 2:30	5 / wk
Assistant	10:30 - 2:30	5 / wk

*With 450 students, an assistant would be needed for part of the day



Added Expenses

- Foam trays
- Hairnets
- Condiments
- Serving bowls, utensils, etc.
- Office staff hours dedicated to collecting money for lunch accounts
- Office staff to do CLiCs reporting

