

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Wednesday, March 27, 2019

5:30 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125

GYM



DRAFT

Meeting: Board of Directors Regular Meeting

Date: Wednesday, March 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 Distinguished 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 February 12 and February 27, 2019 meeting minutes
Motion: _____ 2nd: _____ Vote: _____

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

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

6. **Closed Meeting to Discuss Executive Director Annual Evaluation** (Presenter: Madi Folks, Board Chair)
Minnesota Statute 13D.05 Subd.3a

7. **Board and Administration Reports**

- 7.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 7.2. Executive Director Report (Presenter: Dr. Mortensen)
- 7.3. Technology Committee Update (Presenter: Justin Gehring)
- 7.4. Finance Committee (Presenter: Jess Erickson, Treasurer)
 - 7.4.1. Accept March meeting minutes, and February 2019 Financial Statements
Motion: _____ 2nd: _____ Vote: _____
- 7.5. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 7.5.1. Accept March meeting minutes approval of second reading on 201.1, 522, 522 FRM and 516
Motion: _____ 2nd: _____ Vote: _____
- 7.6. Facilities Committee (Presenter: Jason Livingston, Facilities Chair)
 - 7.6.1. Accept March meeting minutes
Motion: _____ 2nd: _____ Vote: _____

8. **Board Discussion and Business** (Presenter: Mandi Folks, Board Chair)
 - 8.1. ByLaws amendment discussion
 - 8.2. Ratify employment agreement(s)
 - 8.3. Ratify contracted services agreement(s)
 - 8.4. Board of Directors election taskforce
 - 8.5. Board of Directors training discussion

9. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
 - 9.1. Book summary of chapters 5&6
 - 9.2. Board Communication/Future Agenda Items - Reflection
 - 9.3. Board Member Self-Evaluation

10. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
 - 10.1. Next Regularly Scheduled WLA Board of Directors Meeting
Date: Wednesday, April 24, 2019
Time: 5:30 P.M.
Location: 8089 Globe Dr. Woodbury, MN - gym
 - 10.2. Delegation of Public Comment Items (if necessary)

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

DRAFT

WOODBURY LEADERSHIP ACADEMY SPECIAL BOARD MEETING MINUTES FEBRUARY 12, 2019, 4:30 p.m.

Meeting Called to Order at 4:30 by Mandi Folks, Board Chair

Present: Jason Livingston, Shannon Kelly, Mandi Folks, Claudia George, Ro Krejci, Jolene Skordahl
(arrived at 4:43) Kathleen Mortensen (ex-officio)

Mission and Vision read by Folks

Strategic Planning Goals reviewed by Folks

Approval of Agenda motioned first by Livingston, second by Kelly, vote was unanimous, motion passed

Query for Conflicts of Interest by Folks, no conflicts claimed

Query for Public Comments by Folks, no public comments

Discussion of adjusting the school calendar to make-up days due to emergency closings in January.

Mortensen summarized the number of days required, and how the governor's office and the Department of Education have weighed in on the matter. Mortensen stated that after discussing the loss of instructional days with WLA teachers, that in general, they would prefer to keep March 8th as a non-student contact day to do grading and prepare for the start of 3rd trimester. However, April 8th could be utilized as a make-up day, with the professional development items slated for that day, to be accomplished over a variety of staff meeting settings. Furthermore, although all teachers are behind in their curriculum due to the closures in January, teachers are confident they can catch up over time. Krejci suggested that we consider adding minutes to each school day, and then stated concern over teachers not getting a break from students for a long stretch this spring, if we use April 8th as a make-up day. George stated that there would be a ten week stretch if we use April 8th for a make-up day. Livingston stated that he wasn't a teacher, but that many people work without breaks in their schedules. After extended discussion, it was determined to not use March 8th as a make-up day, and to table the use of April 8th as a make-up day, until the February board meeting. (The point was to see if there would be additional days in February when school might incur emergency closings.)

Discussion of adjusting the assessment calendar to move NWEA MAP testing dates. Mortensen shared that some of the teachers are requesting that NWEA MAP testing be moved up to the first week in March, rather than keeping it for the end of March. Teachers of grades three and higher, would like to digest that data so that they can better prepare individual students for MCA tests. Also, those teachers want to see a longer time period between the MAP and MCA assessments. Approval for changing the NWEA MAP assessments dates was motioned first by Ro Krejci, second by Shannon Kelly, vote was unanimous, motion passed

Adjournment was motioned first by Kelly, second by Skordahl, meeting closed at 5:15.

Woodbury Leadership Academy



Board of Directors Meeting Minutes Regular Meeting February 27, 2019

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

Directors Absent: Jason Livingston

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

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

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Kelly moved “to approve the February 27, 2019 Board of Directors meeting agenda.” Seconded by Ms Krejci. Motion passed unanimously.

3.2 Approval of January 23, 2019 and February 1, 2019 meeting minutes

Ms Krejci moved “to approve the January 23, 2019 and February 1, 2019 Board of Directors meeting minutes.” Ms Erickson seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

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

5. Public Comment

There was none.

6. Board and Administration Reports

6.1 Board Report

Ms Folks informed members that the Director's mid-year performance review will be done in a closed session at the next month's Board meeting. Ms Folks shared a story about perseverance and correlated it to the school's perseverance in seeking solutions to solving the school's facility needs. Long term facilities planning is in a preliminary stage. The current lease is for 3 years, can be extended and has an option to purchase the building. The committee is looking at various options to renovate/add to the existing building to fit the school's long-term needs within our projected financial situation. Administration will apply for a second site approval from VOA, WLA's authorizer, which would be needed if WLA wanted to add any construction outside the existing building. The committee is working with an architect on summer renovation plans for the first floor: office and health office changes and the addition of health office and staff bathrooms. Ms Mortensen distributed copies of a draft of floor plans for next year with additional classrooms added.

Ms Folks reflected on the recent Strategic planning meeting and requested "owners" of each of the 4 areas of the strategic plan to bring 6 month goals to the next Board meeting:

Leadership: Ms Mortensen, Ms George, Ms Krejci and Curriculum Committee

Distinguished Core Knowledge School: Ms Mortensen, Ms George and Ms Krejci

Financial: Ms Erickson, Ms Darling and Finance Committee

Facility: Mr Livingston and Facilities Committee

6.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report:

- Current year enrollment and 2019-20 application numbers, with recommended number of sections at each grade level for next year.
- With 5 snow days, WLA now has 167 scheduled instructional days, 2 over the state requirement of 165 days. The majority of staff prefer to not add additional school days at this time, but rather add in June, if needed.
- Ms Cahlander is working on a busing map with Monarch Busing to determine potential busing changes for next year.
- Due to weather, the visit to a Core Knowledge Distinguished school in Colorado has been rescheduled to April 8 & 9.
- Surveys will be distributed to parents during conferences to obtain feedback for improvement. Surveys were also distributed to staff. Middle School teachers are holding focus groups to obtain suggestions for next year.
- WLA has been cleared of an outstanding OCR complaint.
- Interviews are in process to hire a SpEd EA, a 4th SpEd teacher and a Social Studies teacher (current teacher unable to work due to health issues). If the current SS teacher returns, he will fill the position of an in-house sub.

- Numerous upcoming events at WLA were highlighted, including changes to the Spring Music concert.
- The red employment folder was circulated: included was the resignation of a Special Ed EA.

6.3 Finance Committee Report

Ms Darling reported the Finance Committee met and reviewed the January financial statements and 990 tax return included in the Board packet. The Committee discussed snow day pay and decided to not pay hourly staff for these days, which is consistent with what most other schools are doing. Ms Mortensen stated that extra work days may be offered to hourly staff in June if project needs are identified. Ms Darling is working with Ms Mortensen on a staffing budget for next year based on projected enrollment numbers.

6.3.1 Accept February 2019 committee meeting minutes, January 2019 Financial Statements and 990 tax form

Ms Erickson moved “to accept the February 2019 Finance Committee meeting minutes, the January 2019 Financial Statements and the 990 tax form.” Seconded by Ms George. Motion passed unanimously.

6.4 Governance Committee

Ms Krejci reported the February meeting was cancelled and the next meeting is scheduled for March 6, 2019 at 4:15 PM.

6.5 Facilities Committee

Ms Skordahl presented the charge for the Facilities Committee that was drafted by Mr Livingston, with input from herself and Ms Kelly.

6.5.1 Facilities Committee Charge

Ms Kelly moved “to accept the charge of the WLA Facilities Committee as included in the Board packet.” Seconded by Ms Erickson. Motion passed unanimously.

6.5.2 Committee Members

Ms Folks reminded members that Mr Livingston had previously been appointed chair of the Facilities Committee. Ms Folks indicated several board members expressed interest in being on the committee and requested Board members to refer names of non-board members that might be interested to Mr Livingston. Ms Krejci moved “to appoint Ms Skordahl and Ms Kelly to the WLA Facilities Committee.” Seconded by Ms Erickson. Motion passed unanimously.

7. Board Discussion and Business

7.1 Ratify Employment Agreements

There were no agreements to ratify. The EA resignation was acknowledged.

7.2 2018-2019 SY Calendar re: Snow Day(s)

Ms Mortensen recommended that no snow make-up days be added to the school calendar at this time, but to communicate to parents that June 7 would be a potential additional instructional day, if needed.

7.3 VOA amended contract

Ms Mortensen shared that VOA had submitted the previously approved contract, but MDE required some minor changes. Ms Mortensen has

reviewed the amended contract and there are no significant changes in it from the previously approved contract. Ms Ericson moved “to accept the amended VOA contract, effective July 1, 2019 to June 30, 2022.” Seconded by Ms Kelly. Motion passed unanimously.

7.4 National Food Service program overview

Ms Mortensen reviewed the National School Lunch Program information included in the Board packet. Ms Darling shared her experiences with the NSLP from a financial perspective. The parent run Pilot Lunch program has completed and a survey will be done of families. Results will be presented at a future meeting. There was a discussion of lunch options.

7.5 Grade configuration

Ms Mortensen shared her recommendation for sections for next school year: three sections of Grades K-5, two sections of Grade 6 and one section of grades 7 and 8. This is the configuration of classes on which the floor plan previously distributed was based on. There was discussion of section numbers and building configuration.

Ms Krejci moved “for three sections of Grades K-5, two sections of Grade 6 and one section of grades 7 and 8 for the 2019-20 school year.” Ms Erickson moved “for three sections of Grades K-6 and one section of grades 7 and 8.” There was discussion on Middle School growth. Ms Erickson retracted her motion and seconded the motion made by Ms Krejci. Motion passed unanimously.

7.6 Board of Directors election task force

Ms Folks reminded members that Board elections will be held in May. Ms Krejci shared information on the election process and timeline. Ms Skordahl and Ms Krejci’s terms are up, as well as two community member seats are open. There was discussion as to who would participate on the WLA Elections task force. It was decided that the Task Force would consist of two Board members, Ms Erickson and Ms Folks, and one office staff, Ms Owens.

8. Board Communication & Future Items

8.1 Book Summary of Chapters 3 & 4

Ms Folks led a discussion on chapters 3 and 4 of “Why Knowledge Matters.” Ms Skordahl shared her perspective on Chapter 3 “Preschool and the Persistence of Fadeout” and the importance of offering preschool to build a strong foundation. There was a discussion on offering a preschool option. Board members also reflected on Chapter 4, “The Dilution of the Elementary Curriculum.” Members discussed what differentiation looks like at WLA so as to provide an intact content rich body of knowledge for all students, without “dumbing down” learning for individual students.

Board members were asked to read chapters 5 and 6 for the April meeting.

8.2 Board Communication/Future Agenda Items - Reflection

Ms Folks shared agenda items for the next meeting to include a discussion on transportation, a presentation of technology at WLA, a draft 2019-20 budget and a closed session for the mid-year Director review. Ms Mortenson requested a review of Board of Director training requirements and status, and preview of the 2019-20 school calendar. Ms Erickson requested vendor

and staff contracts for next year be included on a future agenda. Ms Skordahl suggested looking into options to address sub teacher and transportation issues.

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, March 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 7:47 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, MARCH 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 3/22/2019, we have 394 students.
- The final Strategic Planning session was held on February 1st to review the four goals set. At this point, six-month benchmark goals have been set for Leadership, and Curriculum. A shared google document has been distributed to board members in order for Facilities and Finance members to enter their benchmark goals. Once all goals are entered, we can track progress together.
- Kindergarten Round-Up was held on March 7th. There was a large turnout for this event, and many WLA parent volunteers attended to assist with various areas. The program was well developed by Kylie Griffith and the Kindergarten Team, with an overview, and then rotations through each of the kindergarten classrooms. Snacks, a photo booth, spirit wear, and other “extras” were set-up. We’ve had 122 families apply so far, for our 60 kindergarten openings.
- Amy C. and myself met with the busing company on March 8th. We are currently charged \$230/per day/per bus, for 8 buses. The rate will increase 5.5% for the 2019-2020 school year to \$242.65/per day/per bus, for 8 buses. For the 2020-2021 school year, the rate will increase another 4.5% The increase is due to the driver shortage and the need to improve driver compensation packages. The Finance Committee at this time, is not recommending that we go to 9 buses. Also, the Finance Committee has suggested looking into families paying a nominal monthly fee to use the bus.

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

- WLA Open House/Conferences occurred on Thursday, February 28, and Friday, March 1st, for all grades. As usual, we had high turnout for conferences! (over 90% with at least 351/390 attending)
- Curriculum Team meeting held on March 5th. We set benchmark goals, and determined some of the purchasing needs for the 2019-2020 school year.
- The Fort Collins trip has been re-scheduled for April 8-9th! 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 have set 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.

- MAP testing will conclude by the end of March, and analysis of that data will be provided at the April board meeting.
- MCA testing begins in mid-April.

III. Financial Management

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

- Finance Committee meeting was held on March 18, 2019
- Judith and myself also met at length on March 1st
- We closed on the loan agreement for up to \$150,000, with Propel on March, 22, 2019.
- I have spoken with MDE regarding our application for a grant to cover a 12-day summer school session in June. The person I spoke with at MDE verbally stated that we will be receiving the grant, but I am waiting for the written confirmation before staffing the program. The overview for the program was loosely developed by a small group of WLA teachers, and refined as follows for the grant application:

“This will be a STEM based, 12-day program. We will serve students in the morning hours, M-Th, for three weeks in June.

Our Middle School students will focus their efforts on addressing engineering challenges that are heightened by global warming, in regard to planetary waterways and systems. For the first block of the day, students will spend their "math/science" time to learn about this content, and to frame the engineering challenges faced. (for example, "What is the best way to address flooding in the MN Red River Valley?" "How can New Orleans and Lower Manhattan be better fortified for flood events?") For the second block of the day, during their language arts/social studies time, students will cover content organized around population migration as groups follow employment opportunities, as well as make lifestyle adjustments in the aftermath of natural disasters. For the final block of the day, the students will work on their final presentations, which will be technology based. Throughout the day, teachers will directly lead lessons and interact with students. It is going to be an engaging course of study!

Our younger students will also focus their efforts on addressing environmental challenges, but from more of a stewardship perspective, rather than addressing engineering challenges. Their math/science block will be based on wildlife preservation (particularly on wetlands), the use of pesticides, and the importance of bees, prairies and butterfly habitat. For the second block of their day, during their language arts/social studies time, they will explore agricultural and forestry use/management, and the effect of changes in weather and economics to social systems. For the final block of the day, the younger students will also work on their

final presentations, which will be technology and/or art based. Again, throughout the day, teachers will directly lead lessons and interact with students.

Finally, we do have two field trips in mind for the group. One will be to "The Works", and the other to the Minneapolis Institute of Arts. Students will be expected to roll in information from their field trip experiences, into their final presentations."

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 continuing to advertise and interview for a 4th special education teacher, and are interviewing for a 5th paraprofessional on March 28th.
- We have also begun posting for teachers for the upcoming school year. (2nd grade, 5th grade, part-time art, part-time STEAM teacher) All positions will be dependent upon board approval of the 2019-2020 budget.
- We have hired a new social studies teacher, who will begin on April 25th.
- I have begun round three of formal classroom observations.
- I have begun office staff evaluations.
- I met with an HR Consulting firm on March 6th and 27th. We have contracted with them to conduct an "Office Operations Audit" to see what can be run more efficiently. We have also concluded our in-house meetings to work on re-organizing office personnel, and we will be looking at options for potential contracted office and/or operational services for the 2019-2020 school year.

Oversee conflict resolution and all other personnel matters

- We do have staff members making positive progress on their "improvement plans".

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- We will be conducting our last two drills for the year, in early April.
- Also in early April, Amy Cahlander will attend the final, regional school safety committee meeting.

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, finally happened as there was no school closing due to snow! They enjoyed themselves but looked at Cuban culture instead of weather features as aligned to their Core Knowledge curriculum.
- The Technology Committee met on March 22 to discuss budget priorities for the 2019-2020 school year.

- The VOA SLT Committee met on March 7th to appoint officers and review goals. I was elected as the Chair for this committee. The main goals for this committee are to expand the collaboration and network opportunities for the 18 charter schools that VOA authorizes, continue to improve the collaborative website, and to plan for the VOA Annual Conference.
- Survey data from middle school students regarding their teachers, from parents regarding K-8 teachers, and from parents regarding board and administration leadership, has been analyzed with results contained herein. Please take some time to read through the many comments made. Overall, feedback from all three survey types, was very positive.

WLA SPRING 2019 SATISFACTION SURVEY RESULTS

Administration and School Board Survey Results:

- Overall Score 3.44 out of 4
- 203 surveys completed
 - 179 surveys demonstrated positive responses overall (88%)
 - 2 surveys demonstrated neutral responses overall (1%)
 - 22 surveys demonstrated negative responses overall (11%)
- Sample of Comments
 - Thank you!
 - Really helpful & supportive and treating kids.
 - Good job.
 - Good.
 - We love it here!
 - I love WLA.
 - We love WLA, great fit for our child!
 - We love the school and the communication.
 - WLA and the administration are great. Just a request for arranging sports outdoors for kids weekly once to improve their sports skills. I believe you are already doing it, just that we emphasize on having spacious ground. Thanks a lot overall.
 - We love this school and we'll be here forever. Thanks for all your help and effort to be every day a better school.

K-8 Teacher Survey Results, as Reported by Parents:

	# of Surveys	Average Score	Comments
K	44	3.89	All positive
1	51	3.91	All positive
2	41	3.87	Almost all positive, one negative
3	46	3.93	All positive
4	39	3.92	All positive
5-8	71	3.78	25 positive, 5 negative
Specialists	22		Mixture of comments across specialist areas
SPED	13		4 positive, 1 negative

5-8 Teacher Survey Results, as Reported by Middle School Students:

General Comments

You guys are doing good, keep it going.

You support us so much but I don't think I deserve it.

Teacher 1

He is fun, educational and he teaches my favorite subject

He is patient and helpful

I like his personality, and how he teaches, he greatly supports others

He is funny. I feel like we could laugh at each other and he wouldn't get mad. He is also very respectful.

He is fun, never gives much homework

He's the best! Fair, respectful cares about us, teaches well, I actually feel like I'm learning stuff

Best middle school teacher, funny, enjoyable

Fair, and wants us all to learn and have a great time doing it

He helps everyone in science

He is the best, helpful, fair, makes science extra fun, I like science now

He gives us lots of work

He's nice but sometimes the work is hard

He lets us talk in class

Really interactive, but too many videos

Always there to help and keeps it real

I don't learn anything

Teaches well, gives good fitting homework and classwork

Very good teacher

Nice, helpful, listens, great way of teaching, sometimes strict

Amazing, friendly, teaches me what I need to know

Fun, not nicest

Teacher 2

fun and helpful

fun and does labs with us

very, very, fun

awesome, nice, kind

super fun, I wish she taught all my classes

so nice, works hard, gives us homework

very nice, really good at explaining hard stuff, gives us a good amount of work, fun teacher

supportive almost all the time

fun math teacher and helps out a lot

best teacher ever!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

helpful and nice

funny, considerably nice, supportive a lot
best teachers in this school, chill, she is like my teenage teacher
awesome teacher, fair, not rude or sassy, best middle school teacher
fun and knows when to be strict. Knows how to discipline
very best teacher, funny and patient
10 times 100! Fun, explains things well , tells us what to do and what not to do
super nice
good teacher, the best
she is OK
really nice and takes things easy
gives weekly work
nice and fun
good teacher but diverts her attention too much
nicest teacher ever
she lets us do labs
very understanding of us as teens, fair, respectful
fun and lets us do a lot of projects
tries to make a personal connection
great, nice, works hard
she's a really good teacher
really nice
she's too bossy
she's a good teacher, but unorganized
unfair, but helpful
amazing teacher and understands students very well, hands down, best teacher
ever!
great teacher
fun, nice, unfair to some students at some times
nice, but too easy on some people, when others are trying to study
helpful, does fun assignments, lets people turn in late assignments
nice, great teacher, helpful
lots of free time, helpful
bossy
funny, patient, loves kids
fun and does a lot of different stuff

Teacher 3

makes lessons fun
can be nice but sometimes yells too much
tries to get us to pay attention
really nice, always helps and makes sure we understand
nice most of the time
too strict, stresses me out
tries her best and has patience

She is well supportive and applies what we learn, makes it interesting
she can be sassy, but overall nice, funny and helpful
fun, helpful
really nice, but sassy and grumpy at times, fair and I don't hate her
gives too much work, but LA is a lot of work
she is nice to me
super fun and good at her job
kind, good teacher but hands out truckloads of homework
too much homework
she explains things well
gives us choices for work
funnish
she makes us do fun activities
nice but blames stuff on certain people
OK, but is strict
she's a decent teacher
nice
gives lots of homework
nice and fun
really nice
nice
gets to know students as human beings, listens
fun and helpful
she tries to make a personal connection
too much homework
I learn a lot from her
for CKLA, we were three lessons behind
fair, nice, and listens
teaches pretty good, but blames stuff on certain kids
too many projects but she's nice
I would give her a nine but she is not the best at communication
good teacher, gives too much homework
she is calm and makes it a welcoming environment
strict but helpful
nice, funny, helpful, strict when she needs to be
strict, but keeps activities fun
nice, patient

Teacher 4

great, he teaches us discipline
fun, does activities
pretty fun
nice, funny, serious
nice, but blows his top a lot

nice but yells
strict, good teacher, very helpful, very good at explaining things
nice, but sometimes with his voice tone he makes it sound like we're idiots
fun math teacher and helps out
really fun
funny, awkward
fair, and gives us time to do homework
he helps me
he knows what he is doing, teaches very well, and he is nice
he always seems mad
needs to boost the fun up
helps with math
too strict
teaches us in a way we understand but isn't helpful to individuals
nice, but can be dark
he is really funny
doesn't let us work with others
good teacher and nice
he doesn't tell us when there is a test
nice
he teaches in a way I understand
he helps us understand things
he is nice
he goes straight to the point of the subject
my classes are fun and helpful
he's weird
he's not the best at understanding students
he helps me, he explains things and he is good at silencing the class
barely ever gives a fun assignment, but is good at teaching most everything
helps a lot and gives us free time
he does not have a lot of patience
good teacher, lets kids do their work



Meeting: Finance Committee

Date: Monday, March 18, 2019

Time: 2:50 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 2:58 p.m.

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

Absent: None

Development & Discussion

- February Financial Statements
- Strategic Plan Financial Goals
- 2019-2020 Busing Contract
- Law Firm

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Thursday, April 11, 2019

Time: 2:50 p.m.

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

Jessica Erickson adjourned the meeting @ 4:35 p.m.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

February 2019

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

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**Woodbury Leadership Academy
Woodbury, Minnesota
February 2019 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

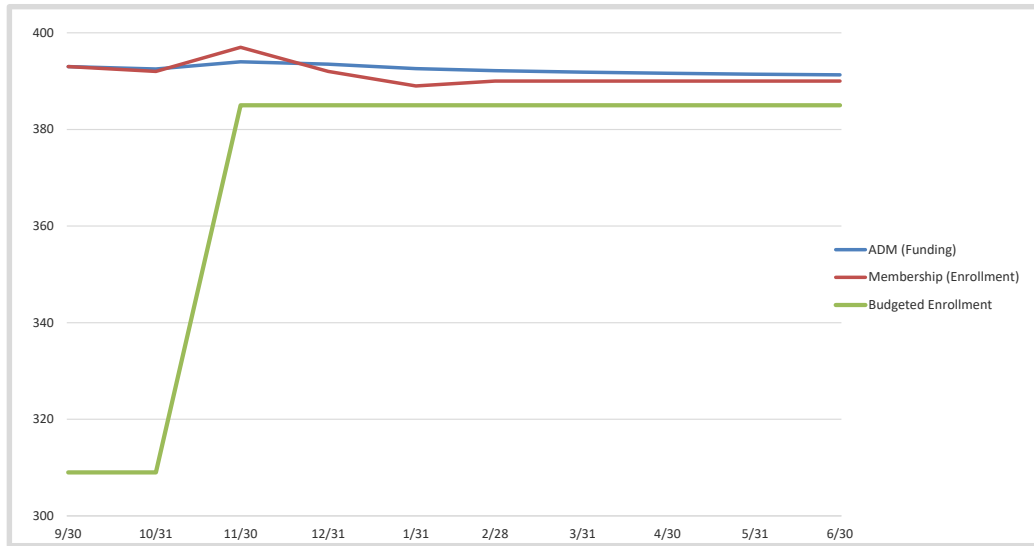
- Our enrollment at the end of February was 390.
- Cash flow is healthy at \$563K.
- We have made changes amount the various line items but essentially, we are on target to meet budget.

Supplemental Information for February 2019

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during February 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	59	59	60	60	60
	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	66	66
	4	56	56	57	57	57	56	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	14	14	14	14
	8	6	6	7	7	7	7	7	7	7	7
	GRAND TOTAL	393	393	394	394	393	392	392	392	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	61	61	61	61	61
	1	67	66	66	66	66	65	65	65	65	65
	2	66	66	65	64	62	62	62	62	62	62
	3	67	67	66	64	65	66	66	66	66	66
	4	56	56	58	57	56	55	55	55	55	55
	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	14	14	14	14	14
	8	6	6	9	8	8	7	7	7	7	7
	GRAND TOTAL	393	392	397	392	389	390	390	390	390	390

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
February 28, 2019

	Balance July 1, 2018	Balance February 28, 2019
Assets		
Current assets		
Cash and investments	\$ 395,300	\$ 563,288
Accounts receivable	-	-
PY state aid receivable	-	1,747
CY state aid receivable/(deferred rev)	289,306	293,179
Federal aids receivable	9,670	-
Prepaid expenses and deposits	10,031	51,700
	<hr/>	<hr/>
Total assets	\$ 704,307	\$ 909,915
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 59,282	\$ 54,057
Line of credit payable/loan payable	-	-
Accounts payable	39,202	78,028
Payroll deductions and contributions	46,589	35,282
Deferred revenue	-	-
	<hr/>	<hr/>
Total current liabilities	145,073	167,367
Fund Balance		
Fund balance 7-1-2018	559,234	559,234
Change in fund balance	-	183,313
	<hr/>	<hr/>
Total fund balance	559,234	742,548
	<hr/>	<hr/>
Total liabilities and fund balance	\$ 704,307	\$ 909,915

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
February 28, 2019

	388.80	394.30		67%	
	FY 2018	FY 2019	FY 2019	February 2019	
	Actual	Revised Budget	Working Budget	YTD	
	259 ADM	385 ADM	390 ADM	Activity	
				Percent of	
				Revised	
				Budget	
General Fund - 01					
Revenues					
State revenues					
General education aid	\$ 1,705,086	\$ 2,700,011	\$ 2,738,198	\$ 1,868,046	69.2%
Literacy aid	25,956	25,956	23,584	11,792	45.4%
Charter school lease aid	14,386	510,721	468,310	58,594	11.5%
Long-term facilities maintenance revenue	21,856	51,322	52,048	-	0.0%
Special education aid	189,346	294,890	329,171	177,597	60.2%
PY over (under) accrual	19,104	-	-	-	-
Endowment aid	9,394	10,028	10,013	5,006	49.9%
CY estimated state aid receivable (deferred revenue)	-	-	-	293,179	-
Total state revenues	<u>1,985,128</u>	<u>3,592,928</u>	<u>3,621,323</u>	<u>2,414,215</u>	<u>67.2%</u>
Federal revenues					
Federal special education aid	41,667	25,302	25,302	21,045	83.2%
Federal CEIS program	1,176	8,151	8,151	-	0.0%
PBIS Individuals with Disabilities Grant	6	-	-	-	-
Title I and II	5,025	8,578	8,850	3,000	35.0%
Total federal revenues	<u>47,874</u>	<u>42,031</u>	<u>42,304</u>	<u>24,045</u>	<u>57.2%</u>
		42,031	42,304	24,045	
Local revenues					
Interest earnings	178	100	2,400	1,069	1068.7%
Donations and grants	21,928	250	2,500	417	166.6%
Give to the Max (course 200)	2,740	-	6,291	6,291	-
Fees from students (field trip, milk, pizza Friday, other)	17,367	23,300	31,000	21,453	92.1%
Miscellaneous revenues	9,140	2,000	2,000	1,092	54.6%
Sale of merchandise/fundraising - net	414	-	-	2,494	-
Total local revenues	<u>51,767</u>	<u>25,650</u>	<u>44,191</u>	<u>32,815</u>	<u>127.9%</u>
Total revenues	<u>\$ 2,084,769</u>	<u>\$ 3,660,609</u>	<u>\$ 3,707,818</u>	<u>\$ 2,471,075</u>	<u>67.5%</u>
	2,084,769	3,660,609	3,707,818	2,471,075	

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
February 28, 2019

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	394.30 FY 2019 Working Budget 390 ADM	February 2019 YTD Activity	67% Percent of Revised Budget
Expenditures					
100's Salaries	\$ 821,446	\$ 1,230,624	\$ 1,248,416	\$ 738,632	60.0%
200's Benefits	196,231	335,785	339,594	217,692	64.8%
305 Contracted services	447,224	277,900	262,862	144,980	52.2%
315 Technology services	15,153	17,730	17,730	10,430	58.8%
320 Communications services	19,719	7,890	7,566	4,328	54.9%
329 Postage	893	2,500	2,500	1,358	54.3%
330 Utilities	119,360	69,810	69,810	43,077	61.7%
340 Property and liability insurance	8,960	13,639	13,639	12,035	88.2%
350 Repairs and maintenance	53,303	44,630	43,630	28,925	64.8%
360 Student transportation	-	323,852	323,852	245,983	76.0%
360 Transportation for field trips	5,494	7,700	7,700	3,748	48.7%
366 Travel, conferences, and staff training	16,638	15,000	15,000	9,848	65.7%
369 Field trips / registration fees	7,065	7,700	10,700	8,362	108.6%
370 Building lease	16,033	567,468	567,468	401,997	70.8%
370 Other rentals and operating leases	42,482	5,808	750	304	5.2%
380 Computer and tech related hardware rental	9,273	9,285	9,285	6,182	66.6%
401 Supplies - non instructional (455/465 NI Tech Supplies)	20,751	29,500	29,500	24,345	82.5%
401 Maintenance supplies	1,515	23,000	15,000	8,297	36.1%
405 Non-instructional software and licensing	9,887	10,350	10,350	7,421	71.7%
406 Instructional software	2,201	7,500	7,500	2,375	31.7%
430 Instructional supplies (456/466 Inst.Tech Supplies)	7,391	26,000	31,000	25,267	97.2%
460 Textbooks and workbooks	18,242	30,000	30,000	27,054	90.2%
461 Standardized tests	3,104	7,000	7,000	3,621	51.7%
470 Media/library resources	-	2,000	2,000	-	0.0%
490 Food purchased	2,334	3,700	6,000	5,137	138.8%
520 Building improvement	-	20,246	33,763	23,263	114.9%
530 Furniture and other equipment	-	38,552	38,552	35,883	93.1%
555 Technology equipment	1,799	7,500	7,500	-	0.0%
556 Instructional technology equipment	-	25,500	25,500	-	0.0%
740 Interest expense	-	-	-	-	-
820 Dues and memberships, fees	28,130	30,530	30,530	3,393	11.1%
896 Special assessments	-	-	-	-	-
State special ed expenditures	201,432	317,086	353,947	183,578	57.9%
Federal Special Education Program, CEIS, PSI	42,843	33,454	34,102	26,819	80.2%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
February 28, 2019

	388.80	394.30	67%	
	FY 2018	FY 2019	FY 2019	
	Actual	Revised Budget	Working Budget	
	259 ADM	385 ADM	390 ADM	
	February 2019			Percent of
	YTD			Revised
	Activity			Budget
PBIS Individuals with Disabilities Grant	6	-	-	-
Title I and II	5,025	8,578	8,850	35.0%
Directors discretionary fund	-	4,200	4,200	0.0%
	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal expenditures	2,123,936	3,562,016	3,615,796	63.4%
	<hr/>	<hr/>	<hr/>	<hr/>
Transfers to other funds	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditures	\$ 2,123,936	\$ 3,562,016	\$ 3,615,796	63.4%
	2,123,936	3,562,016	3,615,796	2,257,334
Changes in fund balance, General Fund	\$ (39,168)	\$ 98,594	\$ 92,021	\$ 213,741
Beginning fund balance, General Fund, July 1	475,231	436,063	436,063	436,063
Projected fund balance, General Fund, June 30	\$ 436,063	\$ 534,657	\$ 528,085	\$ 649,805
	20.5%	15.0%	14.6%	

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
February 28, 2019

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	394.30 FY 2019 Working Budget 390 ADM	February 2019 YTD Activity	67% Percent of Revised Budget
Community Services Fund - 04					
Revenues					
050 Registration revenue	\$ 1,720	\$ 2,100	\$ 2,100	\$ -	0.0%
Total revenues	\$ 1,720	\$ 2,100	\$ 2,100	\$ -	0.0%
Expenditures					
Purchased services	\$ 3,410	\$ 2,100	\$ 2,100	\$ -	0.0%
Supplies and materials, snacks	2,198	-	-	-	-
Equipment	-	30,430	30,430	30,428	100.0%
Dues and memberships	-	-	-	-	-
Total expenditures	\$ 5,607	\$ 32,530	\$ 32,530	\$ 30,428	93.5%
Changes in fund balance, Community Services Fund	\$ (3,887)	\$ (30,430)	\$ (30,430)	\$ (30,428)	
Beginning fund balance, Community Services Fund, July 1	127,058	123,171	123,171	123,171	
Projected fund balance, Community Services Fund, June 30	\$ 123,171	\$ 92,741	\$ 92,741	\$ 92,743	

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
February 28, 2019

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	394.30 FY 2019 Working Budget 390 ADM	February 2019 YTD Activity	67% Percent of Revised Budget
Total All Funds					
Revenues					
State revenues	\$ 1,985,128	\$ 3,592,928	\$ 3,621,323	\$ 2,414,215	67.2%
Federal revenues	47,874	42,031	42,304	24,045	57.2%
Local revenues	53,487	27,750	46,291	32,815	118.3%
Transfer in	-	-	-	-	-
Total revenues	\$ 2,086,489	\$ 3,662,709	\$ 3,709,918	\$ 2,471,075	67.5%
	<small>2,086,489</small>	<small>3,662,709</small>	<small>3,709,918</small>	<small>2,471,075</small>	
Expenditures					
Salaries and wages	\$ 821,446	\$ 1,230,624	\$ 1,248,416	\$ 738,632	60.0%
Employee benefits	196,231	335,785	339,594	217,692	64.8%
Purchased services	765,008	1,373,011	1,354,592	921,556	67.1%
Supplies and materials	67,622	139,050	138,350	103,517	74.4%
Equipment	1,799	122,229	135,746	89,575	73.3%
Other (fundraising, special ed, dues, etc.)	277,436	393,847	431,630	216,790	55.0%
Total expenditures	\$ 2,129,544	\$ 3,594,546	\$ 3,648,326	\$ 2,287,762	63.6%
	<small>2,129,544</small>	<small>3,594,546</small>	<small>3,648,326</small>	<small>2,287,762</small>	
Change in fund balance	\$ (43,055)	\$ 68,164	\$ 61,591	\$ 183,313	
	<small>(43,055)</small>	<small>68,164</small>	<small>61,591</small>	<small>183,313</small>	
Beginning fund balance, all funds, July 1	602,289	559,234	559,234	559,234	
Projected fund balance, all funds, June 30	\$ 559,234	\$ 627,398	\$ 620,825	\$ 742,548	
	<small>559,234</small>	<small>627,398</small>	<small>620,825</small>	<small>742,548</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)				Total Receipts	Cash Outflows (Expenditures)			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback		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	273,833	-	2,662	1,057	277,553	86,409	151,081	237,490	563,288
Mar 31	278,150	4,497			282,647	86,409	232,214	318,623	527,312
Apr 30	278,150	4,497			282,647	86,409	232,214	318,623	491,336
May 31	278,150	4,497		1,747	284,394	86,409	232,214	318,623	457,107
June 30	278,150	4,497			282,647	86,409	232,214	318,623	421,131
Projected	3,233,635	42,031	45,734	298,977	3,620,377	963,388	2,631,158	3,594,546	
	3,233,635	42,031	27,750	298,977	3,602,393			3,594,546	
	-	-	(17,984)	0	(17,984)			3,594,546	
Totals	3,233,635	42,031	45,734	298,977	3,620,377	963,388	2,631,158	3,594,546	421,131

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

Payment Register by Check No.

Payment Date Range: 02/01/2019 - 02/28/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1099	MN UI Fund	02/11/2019	\$1,327.00	5624	E 01 010 203 000 000 280	Unemployment Insurance payment
OLDN		WX	1 1047	MN Association of Charter Schools	02/18/2019	\$398.78	5646	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1 1001	Public Employee Retirement Association	02/15/2019	\$1,718.22	5640	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	02/15/2019	\$7,612.73	5641	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	02/15/2019	\$9,369.12	5642	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	02/15/2019	\$3,953.27	5642	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	02/15/2019	\$2,126.87	5643	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	02/15/2019	\$200.00	5644	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	02/15/2019	\$1,540.20	5645	B 01 215 021	TSA
OLDN		WX	1 1019	USPS	02/19/2019	\$253.00	5648	E 01 005 110 000 000 329	Postage
OLDN		WX	1 1391	Alerus	02/20/2019	\$30.00	5649	E 01 005 110 000 000 305	Alerus cobra
OLDN		WX	1 1441	Old National	02/28/2019	\$184.87	5674	E 01 005 110 000 000 305	Service Charge
OLDN		WX	1 1409	T-Mobile	02/28/2019	\$189.40	5675	E 01 005 110 000 000 320	Cell phone service 1/2-2/1/2019
OLDN		WX	1 1001	Public Employee Retirement Association	02/28/2019	\$1,493.11	5676	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	02/28/2019	\$7,427.41	5677	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	02/28/2019	\$8,936.74	5678	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	02/28/2019	\$3,724.81	5678	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	02/28/2019	\$2,007.16	5679	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	02/28/2019	\$200.00	5680	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	02/28/2019	\$1,540.20	5681	B 01 215 021	TSA
Check Total:						\$54,232.89			
OLDN	5723	CH	1 1241	Sheila Merzer	02/04/2019	\$312.50	5544	E 01 010 408 000 740 394	Autism Specialist: 2.5hrs@\$125 1/15/2019
Check Total:						\$312.50			
OLDN	5724	CH	1 1504	Assured Security Inc	02/07/2019	\$554.00	5582	E 01 005 810 000 000 305	Key/Rekey cylinder 1/15-1/16/2019
OLDN	5724	CH	1 1504	Assured Security Inc	02/07/2019	(\$554.00)	5582	E 01 005 810 000 000 305	Key/Rekey cylinder 1/15-1/16/2019
OLDN	5724	CH	1 1504	Assured Security Inc	02/07/2019	\$554.00	5582	E 01 005 810 000 000 350	Coding Correction
Check Total:						\$554.00			
OLDN	5725	CH	1 1481	Comcast	02/07/2019	\$390.92	5583	E 01 005 110 000 000 320	Internet Services 1/21-2/20/2019
Check Total:						\$390.92			
OLDN	5726	CH	1 1461	Gamino's Cleaning Company LLC	02/07/2019	\$2,600.00	5584	E 01 005 810 000 000 305	February Custodial services
Check Total:						\$2,600.00			
OLDN	5727	CH	1 1054	Integrative Therapy, LLC.	02/07/2019	\$1,720.84	5585	E 01 010 420 000 740 394	OT: 1/14-1/27/2019 19.67hrs@\$87.50
Check Total:						\$1,720.84			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 02/01/2019 - 02/28/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5728	CH	1 1150	JR Computer Associates	02/07/2019	\$800.00	5586	E 01 005 605 000 000 315	February tech retainer
Check Total:						\$800.00			
OLDN	5729	CH	1 1334	Mary Kelly	02/07/2019	\$3,720.00	5587	E 01 010 420 000 419 303	SPED Director Services: 1/2-1/31/2019 46.5
Check Total:						\$3,720.00			
OLDN	5730	CH	1 1216	Minnesota Historical Society	02/07/2019	\$348.00	5588	E 01 010 203 000 000 369	MS Field Trip
Check Total:						\$348.00			
OLDN	5731	CH	1 1463	Region 1	02/07/2019	\$195.00	5589	E 01 010 640 000 316 366	Professional Development
Check Total:						\$195.00			
OLDN	5732	CH	1 1233	Reno Mothes	02/07/2019	\$495.00	5590	E 01 010 420 000 740 394	DAPE Services: 1/2-1/23/19 9hrs@\$55
Check Total:						\$495.00			
OLDN	5733	CH	1 1241	Sheila Merzer	02/07/2019	\$250.00	5591	E 01 010 408 000 740 394	IEP Meeting 2hrs@\$125
Check Total:						\$250.00			
OLDN	5734	CH	1 1474	Supplyworks	02/07/2019	\$0.05	5592	E 01 005 810 000 000 401	Soap Dispensers
OLDN	5734	CH	1 1474	Supplyworks	02/07/2019	\$339.63	5593	E 01 005 810 000 000 401	Custodial supplies - gloves, windex, paper to
Check Total:						\$339.68			
OLDN	5735	CH	1 1098	Teachers on Call	02/07/2019	\$2,431.00	5594	E 01 010 203 000 000 305	GenEd
OLDN	5735	CH	1 1098	Teachers on Call	02/07/2019	\$187.00	5594	E 01 010 420 000 740 307	SPED
OLDN	5735	CH	1 1098	Teachers on Call	02/07/2019	\$663.00	5595	E 01 010 201 000 000 305	Kindergarten
OLDN	5735	CH	1 1098	Teachers on Call	02/07/2019	\$1,071.00	5595	E 01 010 203 000 000 305	Elementary
Check Total:						\$4,352.00			
OLDN	5736	CH	1 1302	Toshiba Financial Services	02/07/2019	\$753.84	5596	E 01 010 605 000 000 580	Copier Lease
OLDN	5736	CH	1 1302	Toshiba Financial Services	02/07/2019	\$18.89	5596	E 01 010 605 000 000 581	Copier Lease
OLDN	5736	CH	1 1302	Toshiba Financial Services	02/07/2019	\$640.05	5596	E 01 010 203 000 000 401	Excess Charges
Check Total:						\$1,412.78			
OLDN	5737	CH	1 1026	Dell Marketing L.P.	02/14/2019	\$9,699.60	5626	E 01 010 630 000 000 466	15 Dell Latitude Laptops
Check Total:						\$9,699.60			
OLDN	5738	CH	1 1489	Green Schools National Network	02/14/2019	\$3,166.66	5627	E 01 005 010 000 000 305	Board Strategic planning services - Decembe
Check Total:						\$3,166.66			
OLDN	5739	CH	1 1314	Hastings Bus Company	02/14/2019	\$373.90	5628	E 01 005 760 000 733 360	Field Trip 1.9.19 Northwest Trading Co Grad
Check Total:						\$373.90			
OLDN	5740	CH	1 1336	Hennepin Healthcare	02/14/2019	\$560.00	5629	E 01 010 720 000 000 305	GenEd
OLDN	5740	CH	1 1336	Hennepin Healthcare	02/14/2019	\$84.00	5629	E 01 010 420 000 740 394	SPED
Check Total:						\$644.00			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 02/01/2019 - 02/28/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5741	CH	1 1240	Keys to Communication	02/14/2019	\$3,718.75	5630	E 01 010 401 000 740 394	Speech: 1/15-2/7/2019 41.75hrs @\$85 4hrs @
Check Total:						\$3,718.75			
OLDN	5742	CH	1 1492	Plainview Milk Products Cooperative	02/14/2019	\$274.00	5631	E 01 010 203 000 000 401	Student Mliik 1/1-1/31/2019
Check Total:						\$274.00			
OLDN	5743	CH	1 1261	State of Minnesota	02/14/2019	\$25.00	5625	E 01 005 110 000 000 305	State Tax Fee
Check Total:						\$25.00			
OLDN	5744	CH	1 1362	The Works	02/14/2019	\$837.50	5632	E 01 010 203 000 000 369	Field Trip 3.5.19 Grade 1
Check Total:						\$837.50			
OLDN	5745	CH	1 1457	MSB Holdings - Woodbury LLC	02/27/2019	\$36,651.13	5633	E 01 005 850 000 348 370	March Lease
OLDN	5745	CH	1 1457	MSB Holdings - Woodbury LLC	02/27/2019	\$767.00	5633	E 01 005 850 000 348 370	Insurance
OLDN	5745	CH	1 1457	MSB Holdings - Woodbury LLC	02/27/2019	\$5,384.67	5633	E 01 005 810 000 000 330	Utilities
OLDN	5745	CH	1 1457	MSB Holdings - Woodbury LLC	02/27/2019	\$3,735.00	5633	E 01 005 810 000 000 305	Janitorial
OLDN	5745	CH	1 1457	MSB Holdings - Woodbury LLC	02/27/2019	\$1,780.00	5633	E 01 005 810 000 000 350	R&M
OLDN	5745	CH	1 1457	MSB Holdings - Woodbury LLC	02/27/2019	\$11,353.09	5633	E 01 005 850 000 348 370	Taxes
OLDN	5745	CH	1 1457	MSB Holdings - Woodbury LLC	02/27/2019	\$947.29	5633	E 01 005 850 000 000 896	Special Assessments
Check Total:						\$60,618.18			
Bank OLDN Total:						\$151,081.20			
Report Total:						\$151,081.20			

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
1471	4228	OLDN	CR0219													
FY19 School Deposit																
				1471	Credit	A	02/05/19	Check	1	1003	SCHOOL DEPOSIT					
							4228	R	01	005	000	000	000	620		FY19 AppleBees Pancake Fur
															1,849.00	0.00
														Receipt Total:	\$1,849.00	\$0.00
														Deposit Total:	\$1,849.00	\$0.00
1472	4228	OLDN	CR0219													
FY19 IDEAS																
				1472	Credit	A	02/15/19	Check	1	1001	MN DEPT OF EDUCATION					
							4228	R	01	005	000	000	740	360		FY19 Special Education
							4228	R	01	005	000	000	348	300		FY19 Charter School Lease
															82,889.56	0.00
															58,593.77	0.00
														Receipt Total:	\$141,483.33	\$0.00
														Deposit Total:	\$141,483.33	\$0.00
1473	4228	OLDN	CR0219													
FY19 Amazon Smile																
				1473	Credit	A	02/15/19	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	000	000	096		FY19 Amazon Smile
															103.36	0.00
														Receipt Total:	\$103.36	\$0.00
														Deposit Total:	\$103.36	\$0.00
1474	4228	OLDN	CR0219													
FY19 IDEAS																
				1474	Credit	A	02/28/19	Check	1	1001	MN DEPT OF EDUCATION					
							4228	R	01	005	000	000	000	211		FY19 General Education Aid
							4228	B	01	121	000					FY18 Charter School Lease
							4228	B	01	121	000					FY18 Literacy Incentive
															132,351.04	0.00
															278.73	0.00
															778.69	0.00
														Receipt Total:	\$133,408.46	\$0.00
														Deposit Total:	\$133,408.46	\$0.00
1475	4228	OLDN	CR0219													
FY19 Old National Interest																
				1475	Credit	A	02/28/19	Check	1	1006	Old National					
							4228	R	01	005	000	000	000	092		FY19 Interest Earnings
															579.08	0.00
														Receipt Total:	\$579.08	\$0.00
														Deposit Total:	\$579.08	\$0.00
1476	4228	OLDN	CR0219													
FY19 WE Pay																
				1476	Credit	A	02/20/19	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	201	000	050		FY19 StartUp Lunch Program
															45.50	0.00
														Receipt Total:	\$45.50	\$0.00
														Deposit Total:	\$45.50	\$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
1477	4228	OLDN	CR0219													
FY19 We Pay				1477	Credit	A	02/26/19	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	201	000	050		FY19 Startup Lunch Program

	84.00	0.00
Receipt Total:	\$84.00	\$0.00
Deposit Total:	\$84.00	\$0.00
Report Total:	\$277,552.73	\$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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Meeting: Governance Committee Regular Meeting

Date: Wednesday, March 6, 2019

Time: 4:10 P.M.

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



AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order at 4:15pm

Roll Call All members of the committee were present; Kathy Mortensen, Kylie Griffith, Claudia George and Ro Krejci

WLA Mission & Vision

Mission: The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

Vision: The vision of WLA is to be a school where students and graduates become exceptional leaders, and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

Development, Discussion, and Action

Policy Review and Discussion

- 201.1 - Board of Directors Election
- 419 - Tobacco Free Environment
- 514 - Bullying Prohibition
- 516 - Student Medication
- 522 with form - Student Sex NonDiscrimintion
- 525 - Violence Prevention
- 714 - Fund Balance
- By-laws
- Employee Handbook

Discuss recommendations to the BOD: **Recommendation second reading on policies 201.1, 516, 522, 522 Form. Discuss ByLaws amendment with the Board of Directors before proceeding. Reviewed and discussed new layout of WLA Employee Handbook.**

Discussed policy 302 and the benefits and disadvantages of early kindergarten enrollment.

Status Update

Recommendation for Next WLA BOD meeting

Housekeeping

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

Date: Wednesday, April 10, 2019

Time: 4:10 P.M.

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

Adjournment 6:12pm

WOODBURY LEADERSHIP ACADEMY

Adopted: October 25, 2016

Amended December 19, 2018

201.1: BOARD OF DIRECTORS ELECTION

I. PURPOSE

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

II. GENERAL STATEMENT

The WLA Board of Directors shall be composed as outline in the WLA Bylaws. Each board member shall serve for a staggered three (3) year term or until the member dies, resigns, is removed or the term otherwise expires as provided by law or by WLA Bylaws.

WOODBURY LEADERSHIP ACADEMY

Adopted: June 24, 2014

Amended:

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy acknowledges that some students may require prescribed drugs or medication during the school day. Woodbury Leadership Academy's licensed school nurse, trained health clerk, director, or teacher will administer prescribed medications in accordance with law and school procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that Woodbury Leadership Academy may rely on an oral request until a written request is received.
- B. **"Administering Prescription Medications Authorization for Administration of Medication at School"** form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. **All medication administered must be approved by the FDA., unless a licensed prescribing practitioner and a Licensed School Nurse deems it medically necessary that it be administered during the school day.**
- D. The school nurse may request to receive further information about the prescription, prior to the administration of the substance, prior to administration of the substance.
- E. **Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between Woodbury Leadership Academy and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).**

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. ~~The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the director and to other personnel designated to administer the medication. The Authorization for Medication form will be placed in the student's health record.~~
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by Woodbury Leadership Academy) ~~under Minn. Stat. § 121A.21). Woodbury Leadership Academy administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.~~
- J. Specific Exceptions
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. Woodbury Leadership Academy has received a written authorization **for the current school year** from the pupil's parent/**guardian** permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student;
 - c. the parent has not requested school personnel to administer the medication to the student; and
 - d. **the student's parent/guardian must submit written verification from the prescribing professional which documents that an assessment of the student's**

knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

~~The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, t If Woodbury Leadership Academy employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;~~

6. Medications:
 - a. That are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if Woodbury Leadership Academy has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. Woodbury Leadership Academy may revoke a student's privilege to possess and use nonprescription pain relievers if Woodbury Leadership Academy determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as state in this paragraph, only prescription medications are governed by this policy.
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed non-syringe injectors of epinephrine that enables the student to:
 - a. possess non-syringe injectors of epinephrine; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to non-syringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

WLA follows the Minnesota Good Samaritan Law which provides emergency care, advice, or assistance. ~~The plan must designate the school staff responsible for implementing the student's health~~

~~plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law. This health plan may be included in a student's § 504 plan.~~

~~K. "Parent" for students 18 years old or older is the student.~~

WOODBURY LEADERSHIP ACADEMY

Adopted: July 8, 2014

Amended:

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. Woodbury Leadership Academy provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by Woodbury Leadership Academy on the basis of sex.

B. It is the responsibility of every school employee to comply with this policy.

C. The school board hereby designates the director as its Title IX coordinator. This employee coordinates Woodbury Leadership Academy's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the director as the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the director.

III. REPORTING GRIEVANCE PROCEDURES

A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated by this policy or may file a grievance. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the director at the Woodbury Leadership Academy office,

but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the director.

B. The director is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student. Any adult school personnel who receives a report of unlawful sex discrimination toward a student shall inform the director immediately.

C. Upon receipt of a report or grievance, the director must notify Woodbury Leadership Academy's Chair of Board of Directors immediately, without screening or investigating the report. The director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the Chair of Board of Directors. If the report was given verbally, the director shall personally reduce it to written form within ~~24 hours~~ a timely manner and forward it to the Chair of Board of Directors. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the director. If the complaint involves the director, the complaint shall be made or filed directly with the Chair of Board of Directors by the reporting party or complainant.

D. The school board hereby designates the director as Woodbury Leadership Academy human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Chair of the Board of Directors.

E. Woodbury Leadership Academy shall conspicuously post the name of the Title IX coordinator, including office mailing addresses and telephone numbers.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Woodbury Leadership Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

A. By authority of Woodbury Leadership Academy, the director as the Title IX coordinator, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Woodbury Leadership

Academy.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, Woodbury Leadership Academy ~~should~~ **may** consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. Woodbury Leadership Academy's director as the Title XI coordinator shall make a written report to the Chair of the board of directors upon completion of the investigation. If the complaint involves the Chair of the Board of Directors, the report may be filed directly to the Vice President of the Board of Directors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL ACTION

A. Upon conclusion of the investigation and receipt of a report, Woodbury Leadership Academy ~~will~~ **may** take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.

B. The result of Woodbury Leadership Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Woodbury Leadership Academy in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

Woodbury Leadership Academy ~~will~~ **may** discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or

hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, parents/guardians of students, staff members, and employee organizations.

B. Woodbury Leadership Academy shall review this policy and Woodbury Leadership Academy's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

522-FRM

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT REPORT FORM

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Woodbury Leadership Academy maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s):

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex:

If the alleged unlawful sex discrimination was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary):

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____



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

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

DUTY OF CARE

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

*Never
Fulfill*

*Always
Fulfill*

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

DUTY OF CARE (cont'd)

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

DUTY OF LOYALTY

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

*Never
Fulfill*

*Always
Fulfill*

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

DUTY OF OBEDIENCE

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

*Never
Fulfill*

*Always
Fulfill*

1 2 3 4 5

I am familiar with the following laws:

MN Nonprofit Law (MN Statute 317)

1 2 3 4 5

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

1 2 3 4 5

MN Open Meeting Law (MN Statute 13D)

1 2 3 4 5

MN Employment Law (MN Statute 181)

1 2 3 4 5

MN Public School Fee Law

1 2 3 4 5

MN Non-Discriminatory Law

1 2 3 4 5

MN Pupil Fair Dismissal Law

1 2 3 4 5

501(c) 3 Provisions of IRS Rules

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

1 2 3 4 5

Nonprofit Corporation status filing with MN Secretary of State

1 2 3 4 5

Annual Report to Commissioner

1 2 3 4 5

Audit Report to State Auditor

1 2 3 4 5

IRS Filings

1 2 3 4 5

Progress Reports to Sponsors

I am familiar with the provisions of the following documents:

1 2 3 4 5

Charter Contract with Authorizer

DUTY OF OBEDIENCE (cont'd)

1	2	3	4	5	Articles of Incorporation
1	2	3	4	5	By-laws
1	2	3	4	5	Policies of the Organization
1	2	3	4	5	Strategic Plan
1	2	3	4	5	Mission Statement
1	2	3	4	5	Vision Statement
1	2	3	4	5	I am aware who the school's accountant, legal counsel and auditor are.

Individual Self Improvement Plan

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

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