

**Meeting:** Board of Directors Meeting

**Date:** Tuesday, December 13, 2016

**Time:** 6:00 P.M.

**Location:** Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – 1<sup>st</sup> Grade Pod Area (Room 1500)

## AGENDA

1. **Meeting Call to Order and Roll Call**
  - 1.1 Meeting Call to Order (Barbara Young, Board Chair) Info (1 minute)
  - 1.2 Roll Call (Barbara Young, Board Chair & Kylie Griffith, Board Secretary) Info (1 minute)
  
2. **WLA Mission & Vision**
  - 2.1 WLA Mission (Presenter: Cliff MacDonald, Board Member) Info (1 minute)
    - The mission of WLA is to empower dedicated staff to deliver academically rigorous curriculum to students and prepare them with exceptional leadership skills.
  - 2.2 WLA Vision (Presenter: Cliff MacDonald, Board Member) Info (1 minute)
    - The vision of WLA is to be a sustainable K-8 public school where learning empowers students to be future leaders and global citizens.
  
3. **Approval of Agenda**
  - 3.1 Approval of Meeting Agenda (Presenter: Barbara Young, Board Chair) **Action (1 minute)**
  
4. **Conflict of Interest Declaration** Info (1 minute)
  - 4.1 Conflict of Interest Declaration (Presenter: Barbara Young, Board Chair)
  
5. **Approval of Previous Minutes**
  - 5.1 Approval of Previous Meeting Minutes (Presenter: Barbara Young, Board Chair) **Action (2 minutes)**
  
6. **WLA Spirit Recognition** Info (5 minutes)
  - 6.1 WLA Spirit Recognition (Presenter: Bert Strassburg, Executive Director)  
Board Members (Jennifer Goveronski, Eric Jungmann, and Cliff MacDonald)
  
7. **Public Comment**
  - 7.1 WLA Board of Directors Procedure on Public Comment Info (10 minutes)

*Woodbury Leadership Academy welcomes and values the contribution of stakeholders in creating a learning environment where students can achieve goals and aspirations. Individuals must sign up in advance to speak during the Public Comment by signing up prior to the start of the meeting. **The sign-up ends when the meeting is called to order.** Individuals when addressing the board must indicate their name, connection to the school, and the subject they are addressing, noting if it is related to an agenda specific item or a non-agenda related topic. Individuals will have two (2) minutes to address the board. The Board will not engage in a discussion or debate with individuals, but will take the information and find answers if appropriate. Individuals **MUST NOT** include names of school employees and/or titles, or names of students in their remarks for their own legal protection and the legal rights of staff or students. Issues with school employees should be made directly to the School Administration in accordance with school policy. Professional conduct is expected when participating in the public comment. No protesting, signs, or posters are allowed during open forums. Per Minnesota's Open Meeting Law, if a person becomes disruptive or abusive and chooses to disregard the policy requirements, they will be asked to leave the meeting.*

- 8. Presentations**
- 8.1 Facilities Update (Presenter: Kou Vang, Board Consultant) Info (15 minutes)
- 8.2 Board Member Job Description (Presenter: Barbara Young, Board Chair) Info (5 minutes)
- 8.3 Board of Directors Election Results (Presenter: Anna Yang, Board Member) Info (5 minutes)
- 9. Committee Reports**
- 9.1 Governance Committee Report (Presenter: Ro Krejci, Board Member) Info (3 minutes)
- 10. Board and Administration Reports**
- 10.1 Finance Report (Presenter: Judith Darling, BKDA Representative) Info (3 minutes)
- 10.2 Board Report (Presenter: Barbara Young, Board Chair) Info (3 minutes)
- 10.3 Executive Director Report (Presenter: Bert Strassburg, Executive Director) Info (8 minutes)
- Monthly WLA Enrollment Report
- 11. Development & Discussion**
- 11.1 Friends of Woodbury Leadership Academy (Presenter: Bert Strassburg, Executive Director) Discussion (5 minutes)
- 12. Consent Agenda**
- 12.1 Approval of Consent Agenda (Barbara Young, Board Chair)
- 12.1.1 Recommended Financial Statements and Transactions for Approval **Action (1 minute)**
- 12.1.2 Recommended Personnel Transactions for Approval **Action (1 minute)**
- 12.1.3 Recommended Service Contracts for Approval **Action (1 minute)**
- 13. Business/Board Action**
- 13.1 Accept the Board of Directors Election Results for Dec '16 (Barbara Young, Board Chair) **Action (1 minute)**
- 13.2 Approve the establishment of "Friends of Woodbury Leadership Academy" (Barbara Young, Board Chair) **Action (1 minute)**
- 14. Board Communication & Future Items**
- 14.1 Board Communication (Barbara Young, Board Chair) Discussion (1 minute)
- 14.2 Future Items (Barbara Young, Board Chair) Discussion (1 minute)
- 15. Housekeeping**
- 15.1 Next Regularly Scheduled WLA Board of Directors Meeting Info (1 minute)
- Date: Tuesday, January 24, 2017
  - Time: 6:00 P.M.
  - Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – 1<sup>st</sup> Grade Pod Area
  - (Room 1500) – Enter through WLA Front Entrance
- 15.2 Delegation of Public Comment Items (if necessary) (Barbara Young, Board Chair) Info (1 minute)
- 16. Adjournment**
- 16.1 Adjournment (Barbara Young, Board Chair) Info (1 minute)

TO: Board of Directors  
FROM: Kylie Griffith, Board Secretary  
DATE: December 13, 2016  
AGENDA: Approval of Previous Minutes  
RE: Regular Meeting on November

**RECOMMENDATION: FOR THE WOODBURY LEADERSHIP ACADEMY BOARD OF DIRECTORS TO APPROVE THE PREVIOUS MEETING MINUTES FROM THE REGULAR MEETING HELD ON NOVEMBER 15, 2016.**



## Meeting Minutes: November 15<sup>th</sup>, 2016



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on November 15<sup>th</sup>, 2016 at 6:00 P.M. at the 1<sup>st</sup> Grade Pod Area.

**Directors Present:** Jennifer Goveronski, Kylie Griffith, Eric Jungmann, Ro Krejci, Cliff MacDonald, Anna Yang, Barbara Young

**Directors Absent:** None

**Administration/Advisors Present:** Bert Strassburg (Executive Director), Kou Vang (Consultant)

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

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

Ms. Young called the meeting to order at 6:04 PM. Ms. Griffith took roll call of members.

### **2. WLA Mission and Vision**

Mr. MacDonald read the WLA Mission and Vision Statements.

### **3. Approval of Agenda**

Ms. Griffith moved to approve the agenda as presented. Ms. Krejci seconded. Motion passed unanimously.

### **4. Conflict of Interest Declaration**

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

### **5. Approval of Previous Minutes**

Ms. Griffith moved to approve the minutes from the Oct 25, 2016 meeting, with the correction of the spelling of Ms. Krejci's name. Ms. Krejci seconded. Motion passed. Mr. Jungmann abstained.

### **6. WLA Spirit Recognition**

Mr. Strassburg described the newly implemented WLA Spirit Recognition program to the Board. He then presented WLA Spirit Recognition certificates to the Kindergarten teacher team (Ms. Barthel, Ms. Purinton, Ms. Engelsgerd).

### **7. Public Comment**

There was no public comment

### **8. Presentations**

**Facilities:** Mr. Strassburg and Mr. Vang updated the Board on the status of our current lease and the search for a new building.

**VOA site visit:** Mr. Strassburg shared the results of the formal annual site visit by Volunteers of America, WLA's authorizer.

**Executive Director SY16-17 Goals:** Mr. Strassburg proposed goals for SY 16-17 and asked Board members for feedback in order to refine the goals.

### **9. Committee Reports**

**Governance Committee:** The Nov meeting was cancelled. Next meeting will be Dec 5 at 5:00 pm.

### **10. Board and Administration Reports**

**Finance Report:** Mr. Strassburg presented the Oct Finance report prepared by BKDA.

**Board Report:** Ms. Young reported that the VOA site visit went well. New Board members have signed up for required trainings. The Board is currently seeking parents for membership to the Governance and Finance committees. A Board member is needed to chair the Finance Committee. If no one steps forward, a Board member will be appointed after elections in December.

**Executive Director Report:** Mr. Strassburg presented current enrollment numbers and described steps being taken to increase enrollment. Enrollment for the SY 2017-18 opens Dec 1. Mr. Strassburg will put together a team to address public comment from the Oct 11 board meeting as to whether to offer Grade 8 in SY 17-18 and bring various enrollment scenarios to the Dec meeting. Give to the Max day is Nov 17.

### **11. Development and Discussion**

**Board Member/Administration roles:** Mr. Strassburg shared the MSBA "Guide for Newly Elected School Board Members" which outlines the role and responsibilities of the Board vs the role of Administration.

**Board of Director's Election Procedure:** The process for the upcoming election was discussed.

**2017-18 Enrollment Planning:** Mr. Strassburg recommended that a team be organized to analyze Middle School enrollment options and present at the next meeting the impact of enrollment numbers on the budget.

**MN School Board Association membership:** Ms. Krejci discussed the option of joining MSBA to obtain assistance for the Governance Committee to write and review policies. MSBA will be asked to present to the Board at a spring meeting with the possibility of joining next year.

### **12. Consent Agenda**

Motion by Mr. Jungmann to approve the Consent Agenda as presented. Second by Ms Griffith. Motion passed unanimously.

#### **1. Financial Statements**

- a. Approve October 2016 Financial Statements and Transactions as presented

#### **2. Personnel Transactions**

- a. Transfer Bharathi Balamurugan from a General Education Educational Assistant position to a Special Education Educational Assistant position effective 10/24/16



- b. Terminate Pauline Wambui, General Education Educational Assistant effective 11/16/16 (position eliminated)

**3. Service Contracts**

- a. Approve Mary Kelly, Director of Special Education Services consultant agreement for the period 11/3/16-6/30/17 at a rate of \$80/hr to a maximum of \$7,000.

**13. Business/Board Action**

**1. Accept VOA site visit report**

Mr. MacDonald motioned “to accept the VOA fall site visit summary as presented.” Mr. Jungmann seconded. Motion passed unanimously.

**2. Appoint Election Officials**

Ms. Krejci moved “to approve the following individuals to serve as election officials as outlined in Board Policy 201: Nancy Baumann, Office Manager; Kris David, Office Support; Diana Gulenchyn, EA, and to appoint Anna Yang, Board Director to serve to oversee the election process. Ms Griffith seconded. Motion passed unanimously.

**3. Approve Consultant to move forward on new facility search**

Mr. Jungmann moved to approve Kou Vang, Board Consultant, to proceed with working with investors so WLA can lease property as presented and to share site locations and facility needs assessments for the purpose of obtaining proposals from potential investors.” Ms. Krejci seconded. Motion passed unanimously.

**14. Board Communication and Future Items**

Ms. Young opened up the opportunity for Board members to discuss any other items not on the agenda or to request items to be added to future board agendas. None were offered.

**15. Housekeeping Items**

Next Board meeting is scheduled for Tuesday, December 13, 2016 at 6:00 pm in the 1<sup>st</sup> Grade pod area.

There were no public comment items for which to delegate follow-up.

**16. Adjournment**

Mr. Jungmann moved to adjourn. Ms. Krejci seconded. Motion passed unanimously. The meeting adjourned at 9:05 PM.

Trustee	16 August	23 August	27 Sept	11 Oct	25 Oct	11 Nov	13 Dec	24 Jan	28 Feb	29 March	25 April	23 May	27 June	25 July
B. Young	•	•	•	•	•	•								
K. Griffith	•	N	•	•	•	•								
C. MacDonald	•	•	N	•	N	•								
E. Jungman	•	•	•	•	•	•								
R. Krejci	•	•	•	•	•	•								
A. Yang				•	•	•								
J. Goveronski				•	•	•								
<b>Staff</b>														
B. Strassburg		•	•	•	N	•								

• Present   N Notified Absence   U Un-notified Absence   ■ Not Applicable

Meeting Minutes submitted by Kylie Griffith, Board Secretary

TO: Board of Directors  
FROM: Bert Strassburg, Executive Director  
DATE: December 13, 2016  
AGENDA: WLA Spirit Recognition  
RE: WLA Spirit Recognition – WLA Board of Directors

**The Woodbury Leadership Academy Administration and Board of Directors wishes to recognize the dedication and service of out-going Board Members Jennifer Goveronski, Eric Jungmann, and Cliff MacDonald.**



**Woodbury Leadership Academy  
Individual Board Member Performance Expectations**

**General Responsibilities:**

Each board member is responsible for actively participating in the work of the WLA Board of Board members and the long-term sustainability of the school. Each board member is expected to affirm and strive to fulfill the performance expectations outlined below.

**Specific Responsibilities:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of WLA. This includes displaying leadership skills that are professional, ethical, and respectful of all individuals.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the school board members:
  - Focus on the good of the organization and group, not on a personal agenda
  - Support board decisions once they are made (acting as one voice)
  - Participate in an honest appraisal of one's own performance and that of the board
  - Build awareness of and vigilance towards governance matters rather than management.
4. Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the directors and board or committee chair.
5. Be prepared to contribute approximately 3-5 hours per month toward board service which includes:
  - Attending a month board meeting (1 – 3.5 hours or more)
  - Participating on a board committee (2 hours) (as needed)
  - Reading materials, preparing for meetings (1 hour)
  - Attending events at the school and other ambassador tasks as needed (1-2 hours)
6. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Serve as a committee or task force chair or member.
8. Inform the board members of WLA of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.



**Woodbury Leadership Academy  
Board of Directors Job Description**

**General Responsibilities:**

- Responsible for ensuring that the academic program of Woodbury Leadership Academy is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

**Specific Responsibilities:**

1. Determine the mission and purpose of WLA and keep it clearly in focus.
  - Create and periodically review the mission statement which:
    - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
    - b. Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
  - Understand and support the mission statement.
2. Support and review the performance of the School Leader
  - Compliment for exceptional accomplishments.
  - Provide for an annual written performance review with a process agreed upon with the School Leader well in advance.
  - Oversee and approve contract negotiation and renewal.
3. Ensure effective organizational planning
  - Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
4. Manage resources effectively
  - Approve the annual budget.
  - Monitor budget implementation through periodic financial reports.
  - Approve accounting and personnel policies.
  - Provide for an independent annual audit by a qualified CPA.
  - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.

5. Determine, monitor and strengthen the programs and services
  - Assure programs and services are consistent with the mission and the charter.
  - Approve measurable organizational outcomes.
  - Approve annual, attainable board and management level goals.
  - Monitor progress in achieving the outcomes and goals.
  - Assess the quality of the program and services.
  
6. Enhance WLA's public standing
  - Serve as ambassadors, advocates and community representatives of the school.
  - Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
  - Provide for a written annual report and public presentation that details WLA's mission, programs, financial condition, and progress made towards charter promises.
  
7. Ensure legal and ethical integrity and maintain accountability
  - Establish policies to guide the school's board members and staff.
  - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
  - Adhere to the provisions of the school's bylaws and articles of incorporation.
  - Adhere to local, state and federal laws and regulations that apply to the school.
  - Ensure compliance with all federal state and local government regulations.
  
8. Recruit and orient new board members and assess board performance
  - Define board membership needs in terms of skill, experience and diversity.
  - Cultivate, check the credentials of and recruit prospective candidates.
  - Provide for new board member orientation.
  - Conduct an annual evaluation of the full board and individual board members.
  - Assist when board members overstep prerogatives or misunderstand their roles.



**Woodbury Leadership Academy  
Board of Directors Code of Ethics**

**Purpose:** The purpose of this document is to assist WLA Board of Director members in recognizing the role of individual Board of Director members and the contribution that each must make to develop an effective and responsible Board of Directors.

Each WLA Board of Director member shall follow the code of ethics stated below.

- A. As a member of the WLA Board of Directors that person will:
1. Listen.
  2. Recognize the integrity of predecessors and associates.
  3. Appreciate the merit of their work.
  4. Be motivated by a desire to serve the students and families of the school.
  5. Attempt to be informed on the proper duties and functions of a Board of Director member.
  6. Recognize that it is a responsibility, together with other Board of Director members, to see that the school is properly run by qualified administrators.
  7. Work with the administration employees of the Board of Directors – not over or around them.
  8. Recognize that Board of Directors business may be legally transacted only in an open meeting of the Board of Directors and must follow all requirements of MN Open Meeting Law.
- B. In performing the proper functions of a Board of Director member that person will:
1. Adhere to education policies unless necessity requires otherwise.
  2. Meet the legal responsibility as part of a policy forming body and not as an administrative officer.
  3. Act as a trustee of public education and protect, conserve, and advance its progress.
- C. To maintain relations with other members of the Board of Directors that person will:
1. Respect the right of others to have and express opinions.
  2. Recognize that authority rests with the Board of Directors in legal session – not with the individual members of the Board of Directors except as authorized by law.
  3. Make no disparaging remarks, in or out of Board of Director meetings, about other members of the Board of Directors, Administration, Staff or their opinions.
  4. Make decisions in Board of Director meetings after all sides of debatable questions have been presented.
  5. Delegate details of Board of Directors action to administrative employees.

6. Insist that special committees be appointed to serve only in an advisory capacity to the Board of Directors
- D. In meeting the responsibilities to the stakeholders that person will:
1. Attempt to appraise both the present and future educational needs of the school.
  2. Attempt to obtain adequate financial support for the school.
  3. Interpret the needs and attitudes of the stakeholders and translate them into the educational program of the school.
  4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
  5. Insist that business transactions of the school be on an ethical, open, and above board basis and not place the school in undue financial risk for gain.
- E. In working with the executive director/administration and staff that person will:
1. Hold the executive director responsible for the administration of the school.
  2. Give the executive director authority commensurate with the responsibility.
  3. Assure that the school is administered by the best professional personnel available.
  4. Consider the recommendation of the executive director in the appointment of all employees.
  5. Participate in Board of Director action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.
  6. Expect the executive director to keep the Board of Directors adequately informed at all times through both oral and written reports.
  7. Spend adequate time in Board of Directors meetings setting educational policies.
  8. Give the executive director counsel and advice when requested.
  9. Recognize the status of the executive director as an ex officio member of the Board of Directors
  10. Refer all complaints to the proper administrative representative or insist that they be presented in writing to the whole Board of Directors.
  11. Present any personal criticisms of employees to the executive director unless they involve the executive director and then in such case may present to the Board Chair.
  12. Provide support for the executive director and employees of the school so they may perform their proper functions on a professional level.
- F. In fulfilling the legal obligations as a Board of Director Member that person will:
1. Comply with all federal, state, local laws, and school requirements relating to work as a Charter School Board of Directors.



2. Comply with all school policies as adopted by the Board of Directors
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over the school.
4. Recognize that official school business may be legally transacted only in an open meeting of the Board of Directors
5. Avoid conflicts of interest and refrain from using the position for personal gain.
6. Take no private action that will compromise the school, Board of Directors or administration.
7. Guard the confidentiality of information that is protected under applicable law or rule

**Woodbury Leadership Academy  
Board of Directors Member Agreement**

I, \_\_\_\_\_ understand that as a member of the Woodbury Leadership Academy Board of Directors I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. I have read, understand and am willing to comply with the Board Member Job Description, Individual Performance Expectations, and Code of Ethics that outline my responsibilities to the Board and its stakeholders. If I ever find myself in a situation where I am unable to fulfill these expectations I will resign from the Board.

Date: \_\_\_\_\_

\_\_\_\_\_  
Member, Board of Directors Date: \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Directors Date: \_\_\_\_\_

\_\_\_\_\_  
School Leader Date: \_\_\_\_\_



TO: Board of Directors & Executive Director  
FROM: Judith Darling, BKDA Representative  
DATE: December 13, 2016  
AGENDA: Board & Administration Reports  
RE: November 2016 Financial Report



Woodbury, MN  
District 4228

November 2016 Financial Statements

*Prepared by:*  
Judith Darling, CPA  
Finance Manager





Woodbury Leadership Academy  
Woodbury, Minnesota

November 2016 Financial Statements

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Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy  
Woodbury, Minnesota

November 2016 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, 2016 while the ending balances reflect the YTD balances.

Cash and Investments represent the amount of cash available to use for the operations of our school.

Accounts Receivable are amounts owed to the school by an outside vendor or parent. Typically this could be for a school lunch program, before/after school program or a vendor credit.

Due From Other Governmental Units represents a credit received from the Department of Revenue related to an Unemployment Insurance Tax reduction.

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 paid to the school by the state during August, September, and October of 2016.

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

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

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



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

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

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

### **Summary of Key Indicators**

- **ENROLLMENT:** Our enrollment at the end of November was 253. However, because several students are moving out of state in early December, we are estimating our enrollment for the year to be 247 although in order to be conservative, we are basing our working budget on 245 ADM.
- **CASH FLOW:** Our cash flow continues to be strong.
- **BUDGET:** Our adopted budget is based on 344 ADM. We currently have a working budget based on 245 ADM. This working budget projects a deficit of approximately \$93K. We will ask the board to adopt a new budget at the January board meeting.
- **P&L:** YTD, we have a loss of \$7,152. This is to be expected as we have projected a loss for the year. However, our fund balance of \$538K will enable us to carry on our normal operations without interruption.

### **Supplemental Information for November 2016**

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during November 2016.

Please feel free to contact Judith Darling at [judarling@bkda.org](mailto:judarling@bkda.org) or 651-463-2233 ext. 202 should you have questions related to the financial statements.

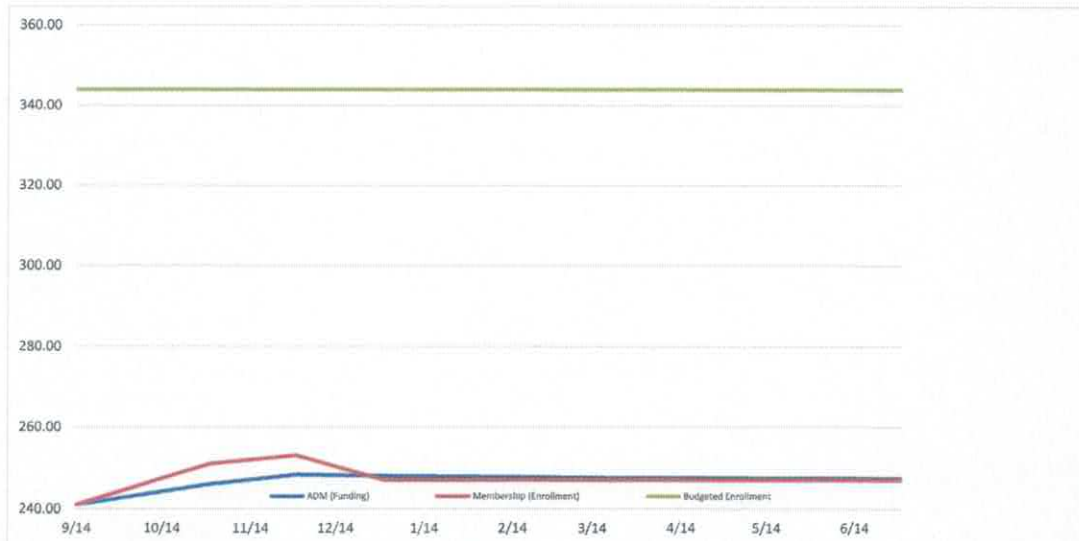
**Woodbury Leadership Academy  
Woodbury, Minnesota**

**Attendance / Enrollment Report  
2016-2017**

Average Daily Membership (ADM)											
Grade	9/14	10/31	11/30	12/31	1/31	2/28	3/31	4/30	6/11	6/30	
K	46	48	49	49	49	49	49	50	50	50	
1	57	58	58	59	59	59	59	59	59	59	
2	33	34	34	33	33	33	33	33	33	33	
3	32	32	32	32	32	32	31	31	31	31	
4	32	33	34	34	34	34	34	35	35	35	
5	23	24	25	25	24	24	24	24	24	24	
6	8	8	8	8	8	8	8	8	8	8	
7	10	10	9	9	9	9	9	9	8	8	
GRAND TOTAL	241	246	248	248	248	248	248	248	247	247	

Membership (Enrollment) as of:											
Grade	9/14	10/31	11/30	12/31	1/31	2/28	3/31	4/30	6/11	6/30	
K	46	50	50	50	50	50	50	50	50	50	
1	57	59	59	59	59	59	59	59	59	59	
2	33	34	34	32	32	32	32	32	32	32	
3	32	32	32	31	31	31	31	31	31	31	
4	32	34	35	35	35	35	35	35	35	35	
5	23	25	26	24	24	24	24	24	24	24	
6	8	8	8	8	8	8	8	8	8	8	
7	10	9	9	8	8	8	8	8	8	8	
GRAND TOTAL	241	251	253	247	247	247	247	247	247	247	

Budgeted Enrollments as of:											
Grade	9/14	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	60	60	60	60	60	60	60	60	60	60	
1	66	66	66	66	66	66	66	66	66	66	
2	44	44	44	44	44	44	44	44	44	44	
3	44	44	44	44	44	44	44	44	44	44	
4	44	44	44	44	44	44	44	44	44	44	
5	44	44	44	44	44	44	44	44	44	44	
6	22	22	22	22	22	22	22	22	22	22	
7	20	20	20	20	20	20	20	20	20	20	
GRAND TOTAL	344	344	344	344	344	344	344	344	344	344	





**Woodbury Leadership Academy  
Woodbury, Minnesota**

**Balance Sheet  
November 30, 2016**

	Balance July 1, 2016	Balance November 30, 2016
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash and Investments	391,695	449,313
Accounts Receivable	503	503
Due from Other Governmental Units	5,465	0
PY State Aid Receivable	227,641	14,969
CY State Aid Receivable/(Deferred Rev)	0	98,349
Federal Aids Receivable	7,384	0
Prepaid Expenses and Deposits	37,649	2,155
<b>Total Current Assets</b>	<b>670,337</b>	<b>565,288</b>
<b>Total All Assets</b>	<b>670,337</b>	<b>565,288</b>
<b><u>Liabilities and Fund Balance</u></b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	74,132	22,247
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	14,840	0
Payroll Deductions and Contributions	43,455	12,283
Deferred Revenue	0	0
<b>Total Current Liabilities</b>	<b>132,427</b>	<b>34,530</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2016	537,910	537,910
Net Income To Date	0	(7,152)
<b>Total Fund Balance</b>	<b>537,910</b>	<b>530,758</b>
<b>Total Liabilities and Fund Balance</b>	<b>670,337</b>	<b>565,288</b>

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**November 30, 2016**

	FY 2016 Actual 290 ADM	FY 2017 Original Budget 344 ADM	FY 2017 Working Budget 245 ADM	November 2016 YTD Activity	42% Percent of Working Budget
<b>General Fund - 01</b>					
<b>Revenues</b>					
<b>State Revenues</b>					
General Education Aid	1,830,586	2,235,353	1,654,035	655,215	39.6%
Literacy Aid	23,104	23,104	36,233	0	0.0%
Charter School Lease Aid	0	0	0	0	
Long-Term Facilities Maintenance Revenue	0	11,832	8,384	0	0.0%
Special Education Aid	329,085	335,011	343,174	91,588	26.7%
PY Over/Under Accrual	4,225	0	0	0	0.0%
Endowment Aid	6,730	8,221	6,981	5,025	72.0%
CY Estimated State Aid Receivable/(Deferred Rev)				98,349	0.0%
<b>Total State Revenues</b>	<b>2,193,730</b>	<b>2,613,521</b>	<b>2,048,808</b>	<b>850,176</b>	<b>41.5%</b>
<b>Federal Revenues</b>					
Federal CSP Grant (Imp 002)	52,302	0	0	0	
Federal CSP Grant \$225K (Imp 003, 9-30-16)	59,702	50,000	165,298	0	0.0%
Federal Special Education Aid	26,066	20,100	38,980	0	0.0%
Title II	4,540	5,400	4,406	0	0.0%
<b>Total Federal Revenues</b>	<b>142,609</b>	<b>75,500</b>	<b>208,684</b>	<b>0</b>	<b>0.0%</b>
<b>Local Revenues</b>					
Interest Earnings	94	25	125	66	52.6%
Donations and Grants	4,241	0	100	33	0.0%
Give to the Max (course 200)	4,017	0	0	0	0.0%
Fees from Students (Field Trip, Other)	4,143	34,400	12,050	1,683	14.0%
Miscellaneous Revenues/Sale of Merchandise	2,072	0	0	0	0.0%
Sale of Merchandise/Fundraising - Net	6,448	0	0	637	0.0%
<b>Total Local Revenues</b>	<b>21,015</b>	<b>34,425</b>	<b>12,275</b>	<b>2,419</b>	<b>19.7%</b>
<b>Total Revenues</b>	<b>2,357,354</b>	<b>2,723,446</b>	<b>2,269,767</b>	<b>852,595</b>	<b>37.6%</b>
<b>Expenditures</b>					
100's Salaries	887,081	1,146,938	910,131	281,056	30.9%
200's Benefits	187,536	287,851	211,803	80,515	38.0%
305 Contracted Services	310,196	298,741	332,148	154,054	46.4%
315 Technology Services (New Code)	0	0	12,000	3,907	32.6%
320 Communications Services	0	9,000	0	0	
329 Postage	1,117	2,400	1,500	321	21.4%
330 Utilities	47,158	48,419	47,158	23,579	50.0%
340 Property and Liability Insurance	6,244	7,000	8,768	4,384	50.0%
350 Repairs and Maintenance	54,218	64,785	63,359	26,899	42.5%
360 Transportation for Field Trips	568	17,200	6,025	186	3.1%
366 Travel, Conferences, and Staff Training	595	6,500	6,500	350	5.4%
369 Field Trips / Registration Fees	609	17,200	6,025	166	2.8%
370 Building Lease	29,492	30,280	29,492	14,746	50.0%
370 Other Rentals and Operating Leases	0	550	250	0	0.0%
401 Supplies - Non Instructional	14,612	26,200	25,050	2,326	9.3%
401 Maintenance Supplies	0	5,000	2,000	0	0.0%
405 Non-Instructional Software and Licensing	7,507	15,685	10,225	4,711	46.1%
406 Instructional Software	0	0	1,200	560	46.7%
430 Instructional Supplies	1,340	21,760	14,940	9,653	64.6%
455 Non-Instructional Tech Supplies (new code)	0	0	500	58	11.5%
456 Instructional Tech Supplies (new code)	0	0	1,000	30	3.0%
460 Textbooks and Workbooks	2,360	21,760	20,560	744	3.6%
461 Standardized Tests	0	4,900	4,900	0	0.0%
470 Media/Library Resources	0	4,000	0	0	0.0%
490 Food Purchased	840	300	300	288	95.9%
530 Furniture and Other Equipment	0	24,450	5,000	0	0.0%
555 Technology Equipment	15,859	30,300	1,515	513	33.9%
556 Instructional Technology Equipment (new code)	0	0	2,485	2,485	100.0%
580 Capital Leases (copier)	1,459	9,000	8,499	2,127	25.0%
740 Interest Expense	0	7,500	7,500	0	0.0%
810 Judgment Agnst Sch Dist	10,000	0	0	0	0.0%
820 Dues and Memberships, Fees	28,870	32,150	30,883	2,383	7.7%
State Special Ed Expenditures	351,962	358,300	367,031	76,316	20.8%
Federal CSP Grant (002)	52,302	0	0	0	
Federal CSP Grant (003)	59,702	50,000	165,298	166,547	100.8%

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**November 30, 2016**

	FY 2016 Actual 290 ADM	FY 2017 Original Budget 344 ADM	FY 2017 Working Budget 245 ADM	November 2016 YTD Activity	42% Percent of Working Budget
Federal Special Education Program	26,066	20,100	38,980	1,518	3.9%
Title II	4,540	5,400	4,406	0	0.0%
Give to the Max CRS 200	3,061	0	0	(2,934)	
Extended Time Expenses	0	5,937	0	0	
Directors Discretionary Fund	0	15,000	15,000	0	0.0%
<b>Subtotal Expenditures</b>	<b>2,105,292</b>	<b>2,594,607</b>	<b>2,362,431</b>	<b>857,487</b>	<b>36.3%</b>
Transfers to Other Funds	0	0	0	0	
<b>Total Expenditures</b>	<b>2,105,292</b>	<b>2,594,607</b>	<b>2,362,431</b>	<b>857,487</b>	<b>36.3%</b>
<b>General Fund Net Income</b>	<b>252,062</b>	<b>128,839</b>	<b>(92,664)</b>	<b>(4,892)</b>	
Beginning General Fund Balance 7-1-2016		410,138	410,138	410,138	
<b>Projected Ending General Fund Balance 6-30-2017</b>		<b>538,977</b>	<b>317,474</b>	<b>405,246</b>	
		20.8%	13.4%		

**Before & After Care Program - 04**

<b>Revenues</b>					
040 Tuition Revenue	104,303	5,000	5,000	240	4.8%
<b>Total Revenues</b>	<b>104,303</b>	<b>5,000</b>	<b>5,000</b>	<b>240</b>	<b>4.8%</b>
<b>Expenditures</b>					
Salaries and Wages	23,858	2,250	2,174	0	0.0%
Employee Benefits	3,636	338	326	0	0.0%
Purchased Services	450	0	2,500	2,500	100.0%
Supplies and Materials, Snacks	5,672	2,413	0	0	
Equipment	2,673	0	0	0	0.0%
Dues and Memberships	0	0	0	0	0.0%
<b>Total Expenditures</b>	<b>36,289</b>	<b>5,000</b>	<b>5,000</b>	<b>2,500</b>	<b>50.0%</b>
<b>Community Services Fund Net Income</b>	<b>68,014</b>	<b>0</b>	<b>(0)</b>	<b>(2,260)</b>	
Beginning Before and After Care (Fund 04) Balance 7-1-2016		127,047	127,047	127,047	
<b>Projected Ending Before and After Care (Fund 04) Balance 6-30-2017</b>		<b>127,047</b>	<b>127,047</b>	<b>127,047</b>	



**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**November 30, 2016**

	FY 2016 Actual 290 ADM	FY 2017 Original Budget 344 ADM	FY 2017 Working Budget 245 ADM	November 2016 YTD Activity	42% Percent of Working Budget
<b>Total All Funds</b>					
<b>Revenues</b>					
State Revenues	2,193,730	2,613,521	2,048,808	850,176	41.5%
Federal Revenues	142,609	75,500	208,684	0	0.0%
Local Revenues	125,318	39,425	17,275	2,659	15.4%
<b>Total Revenues</b>	<b>2,461,657</b>	<b>2,728,446</b>	<b>2,274,767</b>	<b>852,835</b>	<b>37.5%</b>
	<small>2,461,657</small>	<small>2,728,446</small>	<small>2,274,767</small>	<small>852,835</small>	
<b>Expenditures</b>					
Salaries and Wages	910,939	1,149,188	912,305	281,056	30.8%
Employee Benefits	191,173	288,188	212,129	80,515	38.0%
Purchased Services	450,647	502,076	515,724	231,092	44.8%
Supplies and Materials	32,330	102,018	95,675	18,369	19.2%
Equipment	19,990	63,750	17,499	5,125	29.3%
Short Term Financing Costs	0	0	7,500	0	0.0%
Other (Fundraising, Special Ed, Dues, etc.)	536,503	494,387	606,598	243,830	40.2%
<b>Total Expenditures</b>	<b>2,141,582</b>	<b>2,599,607</b>	<b>2,367,431</b>	<b>859,987</b>	<b>36.3%</b>
	<small>2,141,582</small>	<small>2,599,607</small>	<small>2,367,431</small>	<small>859,987</small>	
<b>Total Revenues All Funds</b>	<b>2,461,657</b>	<b>2,728,446</b>	<b>2,274,767</b>	<b>852,835</b>	<b>37.5%</b>
<b>Total Expenditures All Funds</b>	<b>2,141,582</b>	<b>2,599,607</b>	<b>2,367,431</b>	<b>859,987</b>	<b>36.3%</b>
<b>Net Income - All Funds</b>	<b>320,075</b>	<b>128,839</b>	<b>(92,664)</b>	<b>(7,152)</b>	
		<small>128,839</small>	<small>(92,664)</small>	<small>(7,152)</small>	
Beginning Fund Balance, All Funds, July 1, 2016	217,835	537,910	537,910	537,910	
Projected Fund Balance, All Funds, June 30, 2017	537,910	666,749	445,246	530,758	

*The Working Budget estimates shown on this report are prepared using both the school's estimates and consultant estimates and are prepared for internal use only. This report has not been compiled, reviewed or audited and should not be relied upon for other uses*

TO: Board of Directors  
FROM: Bert Strassburg, Executive Director  
DATE: December 13, 2016  
AGENDA: Consent Agenda  
RE: Recommended Financial Statements and Transactions for Approval

**RECOMMENDATION: FOR THE WOODBURY LEADERSHIP ACADEMY BOARD OF DIRECTORS TO APPROVE THE FINANCIAL STATEMENTS AND TRANSACTIONS FOR NOVEMBER 1 – NOVEMBER 30, 2016 AS PRESENTED.**

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 11/01/2016 - 11/30/2016

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
PB		WX	1 1034	Premier Bank		11/08/2016	\$20.00	3021	E 01 005 110 000 000 305	ePN/Fees
PB		WX	1 1034	Premier Bank		11/08/2016	\$55.90	3020	E 01 005 110 000 000 305	Bankcard Fees
PB		WX	1 1099	MN UI Fund		11/08/2016	\$3,576.00	3022	E 01 010 203 000 000 280	3rd Quarter UI
PB		WX	1 1099	MN UI Fund		11/08/2016	(\$805.45)	3022	B 01 125 000	UI Tax Reduction
PB		WX	1 1019	USPS		11/10/2016	\$13.63	3024	E 01 005 110 000 000 329	Postage
PB		WX	1 1027	Amazon.com		11/10/2016	\$19.99	3025	E 01 010 203 000 000 401	Laminating pouches
PB		WX	1 1027	Amazon.com		11/10/2016	\$23.07	3026	E 01 005 110 000 000 401	ID Badge Holders and Lanyards
PB		WX	1 1027	Amazon.com		11/10/2016	\$26.37	3027	E 01 010 420 000 419 401	SPED Folders and 2 hold punch
PB		WX	1 1027	Amazon.com		11/10/2016	\$39.80	3029	E 01 010 420 000 419 433	SPED: 2 Balance Balls
PB		WX	1 1027	Amazon.com		11/10/2016	\$10.47	3023	E 01 010 203 000 000 430	Scissors - Music
PB		WX	1 1027	Amazon.com		11/10/2016	\$59.99	3031	E 01 010 420 000 419 433	SPED: Wobble Chair 14"
PB		WX	1 1027	Amazon.com		11/10/2016	\$74.32	3032	E 01 010 420 000 419 433	Sped: Wobble Chair 18"
PB		WX	1 1027	Amazon.com		11/10/2016	\$74.37	3033	E 01 010 420 000 419 433	SPED: Weighted Lap pads - 2
PB		WX	1 1027	Amazon.com		11/10/2016	\$187.99	3034	E 01 010 420 000 419 401	SPED: Shredder
PB		WX	1 1317	Panera Bread		11/10/2016	\$26.41	3028	E 01 005 110 000 000 490	Lunch for VOA Site Visit
PB		WX	1 1318	Therapy Shoppe		11/10/2016	\$56.95	3030	E 01 010 420 000 419 433	SPED: Weighted Balls and Chew Stixx
PB		WX	1 1319	Kwik Trip		11/10/2016	\$3.99	3035	E 01 005 110 000 000 490	Water - VOA visit
PB		WX	1 1320	School Specialty		11/10/2016	\$36.91	3036	E 01 010 420 000 419 433	SPED: Excercise Bands
PB		WX	1 1321	Craigs List		11/10/2016	\$35.00	3037	E 01 005 107 000 000 305	Job Posting - Lunchroom Asst
PB		WX	1 1322	New 2 You		11/10/2016	\$169.00	3038	E 01 010 420 000 419 433	SPED: New 2 You Subscription
PB		WX	1 1323	The Move Crew		11/10/2016	\$220.00	3039	E 01 005 810 000 000 305	Furniture moved to storage
PB		WX	1 1001	Public Employee Retirement Association		11/15/2016	\$1,023.56	3045	B 01 215 017	Payroll Deductions PERA
PB		WX	1 1002	Teachers Retirement Association		11/15/2016	\$5,329.84	3046	B 01 215 018	Payroll Deductions TRA
PB		WX	1 1003	Internal Revenue Service		11/15/2016	\$6,413.76	3047	B 01 215 010	Payroll Deductions FICA
PB		WX	1 1003	Internal Revenue Service		11/15/2016	\$3,237.13	3047	B 01 215 011	Payroll Deductions Fed Tax
PB		WX	1 1004	MN Department of Revenue Service		11/15/2016	\$1,411.76	3048	B 01 215 013	Payroll Deductions MN Tax
PB		WX	1 1027	Amazon.com		11/21/2016	\$1.19	3062	E 01 005 110 000 000 401	Office supplies: Sharpie
PB		WX	1 1027	Amazon.com		11/21/2016	\$14.99	3063	E 01 005 110 000 000 401	File Folders/Student Files
PB		WX	1 1027	Amazon.com		11/21/2016	\$18.58	3064	E 01 005 108 000 000 455	Surge protectors
PB		WX	1 1027	Amazon.com		11/21/2016	\$31.28	3065	E 01 010 720 000 000 401	Health office supplies
PB		WX	1 1027	Amazon.com		11/21/2016	\$51.17	3066	E 01 005 110 000 000 401	Cork Bulletin Board for the office
PB		WX	1 1027	Amazon.com		11/21/2016	\$128.45	3067	E 01 010 203 000 000 401	Copier paper, laminating sheets
PB		WX	1 1109	Peripole, Inc.		11/21/2016	\$176.01	3068	E 01 010 720 000 000 401	Health office supplies
PB		WX	1 1109	Peripole, Inc.		11/21/2016	\$246.45	3069	E 01 010 203 102 000 401	Music Recorders and supplies
PB		WX	1 1324	Pro-Ed		11/21/2016	\$302.50	3061	E 01 010 420 000 419 433	TEWL Assessments



# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 11/01/2016 - 11/30/2016

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
PB		WX	1 1325	WPY Online Event	11/21/2016	\$175.00	3070	E 01 005 640 000 316 366	Employment Law Seminar - Young
PB		WX	1 1325	WPY Online Event	11/21/2016	\$175.00	3071	E 01 005 640 000 316 366	Employment Law Seminar - Strassburg
PB		WX	1 1326	FACEBOOK	11/21/2016	\$25.00	3072	E 01 005 107 000 000 305	Advertising - enrollment
PB		WX	1 1327	Edmentum Inc	11/21/2016	\$150.00	3073	E 01 010 420 000 419 433	Reading Eggs Online Subscription
PB		WX	1 1047	MN Association of Charter Schools	11/30/2016	\$447.42	3075	E 01 005 110 000 000 820	MNACS Membership
PB		WX	1 1001	Public Employee Retirement Association	11/30/2016	\$1,247.26	3077	B 01 215 017	Payroll Deductions PERA
PB		WX	1 1002	Teachers Retirement Association	11/30/2016	\$5,329.84	3078	B 01 215 018	Payroll Deductions TRA
PB		WX	1 1003	Internal Revenue Service	11/30/2016	\$6,725.54	3079	B 01 215 010	Payroll Deductions FICA
PB		WX	1 1003	Internal Revenue Service	11/30/2016	\$3,318.06	3079	B 01 215 011	Payroll Deductions Fed Tax
PB		WX	1 1004	MN Department of Revenue Service	11/30/2016	\$1,443.39	3080	B 01 215 013	Payroll Deductions MN Tax
PB		WX	1 1034	Premier Bank	11/30/2016	\$10.00	3081	E 01 005 110 000 000 305	ACH Processing Fee
						<b>Check Total:</b>			<b>\$41,357.89</b>
PB	4817	CH	1 1208	Abdo, Eick & Meyers LLP	11/03/2016	\$2,013.00	2994	E 01 005 110 000 000 305	FY16 Audit
						<b>Check Total:</b>			<b>\$2,013.00</b>
PB	4818	CH	1 1082	Delta Dental of MN	11/03/2016	\$352.80	2998	B 01 215 009	November dental premiums
						<b>Check Total:</b>			<b>\$352.80</b>
PB	4819	CH	1 1304	Employer Solutions Staffing Group	11/03/2016	\$329.85	2997	E 01 005 110 000 000 305	Temp Office staff 10/24-10/30/2016
						<b>Check Total:</b>			<b>\$329.85</b>
PB	4820	CH	1 1081	GreatAmerica Financial Svcs.	11/03/2016	\$71.60	2999	E 01 005 110 000 000 401	Copier usage fees - Sept
						<b>Check Total:</b>			<b>\$71.60</b>
PB	4821	CH	1 1314	Hastings Bus Company	11/03/2016	\$185.50	3000	E 01 005 760 000 733 360	Busing K Fieldtrip
						<b>Check Total:</b>			<b>\$185.50</b>
PB	4822	CH	1 1054	Integrative Therapy, LLC.	11/03/2016	\$1,785.00	3001	E 01 010 420 000 740 394	OT: 21.25hrs@\$85 10/12-10/22/2016
						<b>Check Total:</b>			<b>\$1,785.00</b>
PB	4823	CH	1 1150	JR Computer Associates	11/03/2016	\$2,484.93	3002	E 01 005 605 000 000 556	ELMO document cameras - 7
PB	4823	CH	1 1150	JR Computer Associates	11/03/2016	\$750.00	3003	E 01 005 605 000 000 315	November Contracted Tech Service
						<b>Check Total:</b>			<b>\$3,234.93</b>
PB	4824	CH	1 1240	Keys to Communication	11/03/2016	\$1,763.75	3004	E 01 010 401 000 740 394	Speech: 20hrs@\$85 1.5hrs@\$42.50 10/18-
						<b>Check Total:</b>			<b>\$1,763.75</b>
PB	4825	CH	1 1288	Lydia Peterson	11/03/2016	\$637.50	3006	E 01 010 406 000 740 394	Visually Impaired 8.5hrs@\$75 10/3-10/18/20
						<b>Check Total:</b>			<b>\$637.50</b>
PB	4826	CH	1 1295	Mary Apuli	11/03/2016	\$4,350.00	2995	E 01 005 020 000 000 305	August/September Admin consulting
						<b>Check Total:</b>			<b>\$4,350.00</b>

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 11/01/2016 - 11/30/2016

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
PB	4827	CH	1 1315	Minnesota Hockey District 8	11/03/2016	\$260.00	3005	E 01 005 107 000 000 305	Advertising - hockey program
						<b>Check Total:</b>	<b>\$260.00</b>		
PB	4828	CH	1 1313	Nancy Baumann	11/03/2016	\$50.24	2996	E 01 005 110 000 000 490	Reim: Food for workers - furniture delivery
						<b>Check Total:</b>	<b>\$50.24</b>		
PB	4829	CH	1 1115	SpEd Forms, Inc.	11/03/2016	\$757.40	3007	E 01 010 420 000 740 433	Sped Forms and License renewal
						<b>Check Total:</b>	<b>\$757.40</b>		
PB	4830	CH	1 1116	Strategic Behavioral Solutions	11/03/2016	\$11,921.25	3008	E 01 010 420 000 740 394	216.75hrs@\$55 5/6-6/10/2016 rcvd iv: 11.3.
						<b>Check Total:</b>	<b>\$11,921.25</b>		
PB	4831	CH	1 1098	Teachers on Call	11/03/2016	\$1,399.00	3009	E 01 010 203 000 000 305	Gened
PB	4831	CH	1 1098	Teachers on Call	11/03/2016	\$825.00	3009	E 01 010 420 000 740 307	Sped
PB	4831	CH	1 1098	Teachers on Call	11/03/2016	\$1,472.00	3010	E 01 010 203 000 000 305	Gened
PB	4831	CH	1 1098	Teachers on Call	11/03/2016	\$880.00	3010	E 01 010 420 000 740 307	Sped
PB	4831	CH	1 1098	Teachers on Call	11/03/2016	\$2,176.00	3011	E 01 010 203 000 000 305	Gened
PB	4831	CH	1 1098	Teachers on Call	11/03/2016	\$528.00	3011	E 01 010 420 000 740 307	Sped
						<b>Check Total:</b>	<b>\$7,280.00</b>		
PB	4832	CH	1 1014	Trusted Employees	11/03/2016	\$101.50	3012	E 01 005 110 000 000 305	Volunteer bankground checks
						<b>Check Total:</b>	<b>\$101.50</b>		
PB	4833	CH	1 1316	Christopher Baumann	11/08/2016	\$82.50	3016	E 01 005 110 000 000 305	Student help - delivery and assembly
						<b>Check Total:</b>	<b>\$82.50</b>		
PB	4834	CH	1 1308	Matthew Baumann	11/08/2016	\$82.50	3017	E 01 005 110 000 000 305	Student help - delivery and assembly
						<b>Check Total:</b>	<b>\$82.50</b>		
PB	4835	CH	1 1097	PLIC - SBD GRAND ISLAND	11/08/2016	\$214.50	3013	B 01 215 007	November Life/AD&D premiums
						<b>Check Total:</b>	<b>\$214.50</b>		
PB	4836	CH	1 1227	Scholastic	11/08/2016	\$81.00	3018	E 01 010 203 000 000 430	Reading Club - May 16 INV Received 11.4.11
						<b>Check Total:</b>	<b>\$81.00</b>		
PB	4837	CH	1 1293	Tierney	11/08/2016	\$560.25	3014	E 01 010 605 000 000 406	SMART Learning Suite Renewal
						<b>Check Total:</b>	<b>\$560.25</b>		
PB	4838	CH	1 1302	Toshiba Financial Services	11/08/2016	\$772.73	3015	E 01 010 605 000 000 380	November Copier lease
						<b>Check Total:</b>	<b>\$772.73</b>		
PB	4839	CH	1 1082	Delta Dental of MN	11/11/2016	\$352.80	3040	B 01 215 009	October Dental Premiums
						<b>Check Total:</b>	<b>\$352.80</b>		
PB	4840	CH	1 1040	Houghton Mifflin Harcourt Publishing Co.	11/11/2016	\$181.78	3041	E 01 010 203 000 000 430	Woodcock-Johnson Testing Materials
						<b>Check Total:</b>	<b>\$181.78</b>		



**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 11/01/2016 - 11/30/2016

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
PB	4841	CH	1 1054	Integrative Therapy, LLC.		11/11/2016	\$2,268.00	3042	E 01 010 420 000 740 394	OT: 27hrs@\$84 10/22-11/4/2016
					Check Total:		\$2,268.00			
PB	4842	CH	1 1150	JR Computer Associates		11/11/2016	\$340.00	3043	E 01 010 420 000 419 466	Printer/Copier - SPED
					Check Total:		\$340.00			
PB	4843	CH	1 1098	Teachers on Call		11/11/2016	\$1,472.00	3044	E 01 010 203 000 000 305	GenEd
PB	4843	CH	1 1098	Teachers on Call		11/11/2016	\$880.00	3044	E 01 010 420 000 740 307	SpEd
					Check Total:		\$2,352.00			
PB	4844	CH	1 1008	Beltz, Kes, Darling & Associates		11/21/2016	\$2,518.00	3060	E 01 005 110 000 000 305	November Financial Mgmt and Acct Services
					Check Total:		\$2,518.00			
PB	4845	CH	1 1291	Booth Law Group, LLC		11/21/2016	\$9,145.00	3049	E 01 005 111 000 000 305	8/1-8/31/2016 Legal Services
					Check Total:		\$9,145.00			
PB	4846	CH	1 1082	Delta Dental of MN		11/21/2016	\$821.40	3050	B 01 215 009	December Dental premiums
					Check Total:		\$821.40			
PB	4847	CH	1 1166	Innovative Office Solutions		11/21/2016	\$11.20	3051	E 01 005 110 000 000 401	Office supplies: Binder clips
					Check Total:		\$11.20			
PB	4848	CH	1 1240	Keys to Communication		11/21/2016	\$1,636.25	3053	E 01 010 401 000 740 394	Speech: 11/1-11/10/2016 18.25hrs@\$82.50
					Check Total:		\$1,636.25			
PB	4849	CH	1 1241	Sheila Merzer		11/21/2016	\$517.50	3054	E 01 010 408 000 740 394	Autism Services 10/4-10/6/2016
PB	4849	CH	1 1241	Sheila Merzer		11/21/2016	\$345.00	3055	E 01 010 408 000 740 394	Autism Services 10/14/2016
PB	4849	CH	1 1241	Sheila Merzer		11/21/2016	\$230.00	3056	E 01 010 408 000 740 394	Autism Services 9/28/2016
PB	4849	CH	1 1241	Sheila Merzer		11/21/2016	\$690.00	3059	E 01 010 408 000 740 394	Autism Services 10/24-10/27/2016
					Check Total:		\$1,782.50			
PB	4850	CH	1 1098	Teachers on Call		11/21/2016	\$208.00	3057	E 01 010 203 000 000 305	GenEd
PB	4850	CH	1 1098	Teachers on Call		11/21/2016	\$1,056.00	3057	E 01 010 420 000 740 394	SpEd
PB	4850	CH	1 1098	Teachers on Call		11/21/2016	\$1,446.00	3058	E 01 010 203 000 000 305	GenEd
PB	4850	CH	1 1098	Teachers on Call		11/21/2016	\$208.00	3058	E 01 010 420 000 740 394	Sped
					Check Total:		\$2,918.00			
PB	4851	CH	1 1237	JW Pepper		11/21/2016	\$18.60	3052	E 01 010 203 102 000 401	Sheet music
					Check Total:		\$18.60			
PB	4852	CH	1 1139	Perpich Center for Arts Education		11/28/2016	\$22,480.57	3074	E 01 005 850 000 348 370	December Lease
					Check Total:		\$22,480.57			
					Check Total:		\$22,480.57			



# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 11/01/2016 - 11/30/2016

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
PB	48530	CH	1 1328	Woodbury Leadership Academy		11/30/2016	\$50,000.00	3082	B 01 101 003	Opening new bank Account

Check Total: \$50,000.00

Bank PB Total: \$175,071.79

Report Total: \$175,071.79

# WOODBURY LEADERSHIP ACADEMY

## Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1205	4228	PB	CR1116	Credit	A	11/07/16	4228	R 01 005 000 000 000 096	Check 1	M	Miscellaneous Customer					17.18	0.00
											FY17 Amazon Smile					\$17.18	\$0.00
																<b>\$17.18</b>	<b>\$0.00</b>
1206	4228	PB	CR1116	Credit	A	11/15/16	4228	R 01 005 000 000 000 211	Check 1	1001	MN DEPT OF EDUCATION					867.89	0.00
											FY17 General Education Aid					16,801.41	0.00
											FY17 Special Education					\$17,669.30	\$0.00
																<b>\$17,669.30</b>	<b>\$0.00</b>
1207	4228	PB	CR1116	Credit	A	11/30/16	4228	R 01 005 000 000 000 211	Check 1	1001	MN DEPT OF EDUCATION					51.52	0.00
											FY17 General Education Aid					74,786.49	0.00
											FY17 State Aid Spec Educatio					\$74,838.01	\$0.00
																<b>\$74,838.01</b>	<b>\$0.00</b>
1208	4228	PB	CR1116	Credit	A	11/30/16	4228	R 01 005 000 000 000 620	Check 1	1003	SCHOOL DEPOSIT					234.00	0.00
											FY17 Recorders					10.00	0.00
											FY17 Student Planners					233.00	0.00
											FY17 Background Checks					54.74	0.00
											FY17 Stamps.com Refund					\$531.74	\$0.00
																<b>\$531.74</b>	<b>\$0.00</b>
1209	4228	PB	CR1116	Credit	A	11/30/16	4228	R 01 005 000 000 000 060	Check 1	1003	SCHOOL DEPOSIT					680.00	0.00
											FY17 BizTown FT					468.00	0.00
											FY17 Apple Orchard FT					\$1,148.00	\$0.00
																<b>\$1,148.00</b>	<b>\$0.00</b>





**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
2224	201705	11/21/2016	P	JE		TOC Coding Corrections	TOC Coding Corrections	E	01	005	105	000	000	305	Consult/Fees For Svc	880.00	0.00
							TOC Coding Corrections	E	01	010	203	000	000	305	Consult/Fees For Svc	880.00	0.00
							TOC Coding Corrections	E	01	010	203	000	000	305	Consult/Fees For Svc	0.00	880.00
							TOC Coding Corrections	E	01	010	420	000	740	307	Contracted Subs for Spec E	0.00	880.00
<b>\$1,760.00</b>																	
2237	201705	11/30/2016	P	JE		Savings Transfer to Checking	Savings Transfer to Checking	B	01	101	000				Cash & Cash Equiv	85,000.00	0.00
							Savings Transfer to Checking	B	01	101	001				Cash & Cash Equiv	0.00	85,000.00
<b>\$85,000.00</b>																	
2242	201705	11/21/2016	P	JE		Rcls TOC Invoices	TOC Inv#72804 Admin	E	01	005	105	000	000	305	Consult/Fees For Svc	880.00	0.00
							TOC Inv#72564 Admin	E	01	005	105	000	000	305	Consult/Fees For Svc	880.00	0.00
							TOC Inv#72564	E	01	010	203	000	000	305	Consult/Fees For Svc	0.00	880.00
							TOC Inv#72564 Sped Teach	E	01	010	400	000	000	305	Consult/Fees For Svc	208.00	0.00
							TOC Inv#72804 Sped Para	E	01	010	420	000	740	307	Contracted Subs for Spec E	176.00	0.00
							TOC Inv#72804	E	01	010	420	000	740	394	To Non-Ed Agency	0.00	1,056.00
							TOC Inv#72564	E	01	010	420	000	740	394	To Non-Ed Agency	0.00	208.00
<b>\$2,144.00</b>																	
2243	201705	11/03/2016	P	JE		Empl.Sol PRG 110 to 105	Empl.Sol. Inv#1105407	E	01	005	105	000	000	305	Consult/Fees For Svc	329.85	0.00
							Empl.Sol. Inv#1105407	E	01	005	110	000	000	305	Consult/Fees For Svc	0.00	329.85
<b>\$329.85</b>																	
<b>\$329.85</b>																	

TO: Board of Directors  
FROM: Bert Strassburg, Executive Director  
DATE: December 13, 2016  
AGENDA: Consent Agenda  
RE: Personnel Transactions

**RECOMMENDATION: FOR THE WOODBURY LEADERSHIP ACADEMY BOARD OF DIRECTORS TO APPROVE THE FOLLOWING PERSONNEL TRANSACTIONS:**

**Hiring:**

Name	Title	Effective
Beth Hill	Lunchroom Supervisor	11/28/16

TO: Board of Directors  
FROM: Bert Strassburg, Executive Director  
DATE: December 13, 2016  
AGENDA: Consent Agenda  
RE: Service Contracts

**RECOMMENDATION: No new contracts to approve.**



TO: Board of Directors  
FROM: Bert Strassburg, Executive Director  
DATE: December 13, 2016  
AGENDA: Business/Board Action  
RE: Board of Directors Election Results for December 2016

**RECOMMENDATION: FOR THE WOODBURY LEADERSHIP ACADEMY BOARD OF DIRECTORS TO ACCEPT THE RESULTS FROM THE BOARD ELECTION HELD IN DECEMBER 2016 FOR 1 PARENT, 1 TEACHER, AND 1 COMMUNITY MEMBER SEAT.**

TO: Board of Directors  
FROM: Bert Strassburg, Executive Director  
DATE: December 13, 2016  
AGENDA: Business/Board Action  
RE: Friends of Woodbury Leadership Academy

**RECOMMENDATION: FOR THE WOODBURY LEADERSHIP ACADEMY BOARD OF DIRECTORS TO APPROVE THE ESTABLISHMENT OF "FRIENDS OF WOODBURY LEADERSHIP ACADEMY" AS PRESENTED.**