

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)
Tuesday, January 24, 2017
6:00 P.M.

Woodbury Leadership Academy School
600 Weir Drive, Woodbury, MN – Room 1500

Draft

Meeting: Board of Directors Meeting

Date: Tuesday, January 24, 2017

Time: 6:00 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – 1st 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

- 4.1 Conflict of Interest Declaration (Presenter: Barbara Young, Board Chair) Info (1 minute)

5. Approval of Previous Minutes

- 5.1 Approval of Previous Meeting Minutes (Presenter: Barbara Young, Board Chair) Action (2 minutes)

6. WLA Spirit Recognition

- 6.1 WLA Spirit Recognition (Presenter: Bert Strassburg, Executive Director)
Board Member (Cliff MacDonald) Info (5 minutes)

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 Revised 2016-2017 Budget (Presenter: Judith Darling, BKDA Representative) Info (10 minutes)
 8.2 Facilities Update (Presenter: Bert Strassburg, Executive Director) Info (10 minutes)
 8.3 Grade Configuration for 2017-2018 (Presenter: Bert Strassburg, Executive Director) 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 Special Education Presentation (Presenter: Mary F. Kelly, Special Education Director) Discussion (60 minutes)
 11.2 1st Reading of Board Policy 303: Background Checks (Presenter: Ro Krejci, Board Member) Discussion (5 minutes)

12. Consent Agenda

- 12.1 Approval of Consent Agenda (Barbara Young, Board Chair) **Action (1 minute)**
 12.1.1 Recommended Financial Statements and Transactions for Approval
 12.1.2 Recommended Personnel Transactions for Approval
 12.1.3 Recommended Acceptance of Gifts

13. Business/Board Action

- 13.1 Approve the Designation of Depositories (Barbara Young, Board Chair) **Action (1 minute)**
 13.2 Approve the 1st Reading of Policy 303: Background Checks (Barbara Young Board Chair) **Action (1 minute)**
 13.3 Approve the Revised 2016-2017 Budget (Barbara Young, Board Chair) **Action (1 minute)**
 13.4 Approve the WLA Grade Configuration for 2017-2018 (Barbara Young, Board Chair) **Action (1 minute)**
 13.5 Administer Oath of Office to New Board Members (Barbara Young, Board Chair) **Action (5 minutes)**

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, February 28, 2017
 • Time: 6:00 P.M.
 • Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – 1st 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) Action (1 minute)**

TO: Board of Directors & Bert Strassburg, Executive Director
FROM: Kylie Griffith, Board Secretary
DATE: January 24, 2017
AGENDA: Approval of Previous Minutes
RE: Approval of Previous Minutes (12.13.16)

Recommendation: Approval of the previous minutes from the WLA Board of Directors Regular Meeting held on Tuesday, December 13, 2016 at 6 PM as presented.

Meeting Minutes: December 13th, 2016



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on December 13th, 2016 at 6:00 P.M. at the 1st Grade Pod Area

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

Directors Absent: Cliff MacDonald

Administration/Advisors Present: Bert Strassburg (Executive Director), Judith Darling (BKDA, financial)

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

Ms. Yang read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Krejci moved to approve the agenda as presented. Ms. Griffith 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 meeting minutes from the November 15th, 2016 meeting. Mr. Jungman seconded. Motion passed.

6. WLA Spirit Recognition

Mr. Strassburg presented WLA Spirit Recognition certificates to outgoing Board members, Ms. Goveronski and Mr. Jungmann. Mr. MacDonald also received a certificate.

7. Public Comment

Ms. Pais shared her thoughts about the Student Council and leadership roles and activities of students at WLA.

8. Presentations

Facilities: Mr. Strassburg and Ms. Young updated the Board on the status of the current lease and the search for a new building. Various options are being looked at including renewing the existing lease, looking for other available sites to lease for next

year, looking for potential investors for construction and leasing portables during construction.

Board Member Job Description: Ms. Young presented a Board Member Job Description, Performance Expectations, Code of Ethics and Board Member Agreement. All members will be asked to sign the Agreement in January.

Board of Directors Election Results: Ms. Yang presented the results from the election: Ms. Folks was elected to fill the Parent seat; Ms. Erickson to fill the Teacher seat and Ms. Swainey to fill the Community Member seat.

9. Committee Reports

Governance Committee: The December meeting was cancelled. Next meeting will be January 9, 2017 at 5:00 p.m.

10. Board and Administration Reports

Finance Report: Ms. Darling, from BKDA, presented the November Finance report. A revised budget will be presented next month for approval.

Board Report: Ms. Young reported that she and Mr. Straaburg had met with the Minnesota Association of Charter Schools (MACS) and discussed the role of the authorizer, the role of Board members and the role of staff in day-to-day operations. They also discussed current and upcoming legislation that affects charter schools.

The Board is currently seeking parents for membership to the Governance and Finance committees.

Executive Director Report: Mr. Strassburg presented current enrollment numbers and described steps being taken to increase enrollment. Open enrollment for the 2017-18 school year began December 1 and will run through January 31, 2017 at 4:00 pm. A committee has been formed to market WLA to the community and they need help from current families to help promote WLA. There was Special Ed training during December for all faculty as required by the VOA PIP and there will be Special Ed training for Board Members at the January board meeting.

Mr. Jungmann left the meeting at 6:54 p.m.

11. Development and Discussion

Friends of Woodbury Leadership Academy: Mr. Strassburg reported that the PTA recently underwent an audit by the Minnesota PTA. The PTA leadership has agreed to cease operations as this time. Mr. Strassburg stressed the need for WLA to be more inclusive of parents and is proposing a school run parent group, "Friends of Woodbury Leadership Academy," to replace the PTA for events and fundraising. The operation of the parent group will be more defined as WLA looks to other charter schools to see how they run their parent groups.

12. Consent Agenda

Motion by Ms Goveronski to approve the Consent Agenda as presented. Seconded by Ms Yang.

1. Financial Statements

- a. Approve the November 2016 Financial Statements and Transactions as presented

2. Personnel Transactions

- a. Approve hiring Beth Hill for lunchroom supervisor effective 11/28/16

3. Service Contracts

- a. None

Ms. Krejci and Ms. Griffith abstained from the vote. Motion passed.

13. Business/Board Action

1. Accept the Board of Directors Election results from the December Election

Ms. Griffith motioned “the Woodbury Leadership Academy Board of Directors accept the results from the Board election held in December 2016 for 1 parent, 1 teacher and 1 community member seat.” Ms. Krejci seconded. Motion passed unanimously.

2. Approve the Establishment of Friends of Woodbury Leadership Academy

Ms. Griffith moved “for the Woodbury Leadership Academy Board of Directors to approve the establishment of “Friends of Woodbury Leadership Academy as presented.” Ms. Goveronski 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. If action is needed to keep the facilities search process moving, a special meeting may be called prior to the next meeting. Ms. Krejci requested guidance on which policies the Governance Committee should be reviewing or proposing in the next few months.

15. Housekeeping Items

The next Board meeting is scheduled for Tuesday, January 24th, 2017 at 6:00 pm in the 1st Grade pod area.

Mr. Strassburg will meet with Ms. Pais to further discuss the public comment items presented.

XIII. Adjournment

Ms. Krejci moved to adjourn. Ms. Griffith seconded. Motion passed unanimously. The meeting adjourned at 7:12 PM.

Attendance 2016-2017 School Year

Trustee	16 August	23 August	27 Sept	11 Oct	25 Oct	15 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	•	N							
E. Jungman	•	•	•	•	•	•	•							
R. Krejci	•	•	•	•	•	•	•							
A. Yang				•	•	•	•							
J. Goveronski				•	•	•	•							
Staff														
B. Strassburg		•	•	•	N	•	•							

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

Meeting Minutes submitted by Kylie Griffith, Board Secretary

DRAFT

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: WLA Spirit Recognition
RE: WLA Spirit Recognition – Cliff MacDonald, Board Member

The Woodbury Leadership Academy Administration and Board of Directors wishes to recognize the dedication and service of out-going Board Member Cliff MacDonald.

TO: Board of Directors & Bert Strassburg, Executive Director

FROM: Judith Darling, BKDA Representative

DATE: January 24, 2017

AGENDA: Board & Administration Reports

RE: December 2016 Financial Report



Woodbury, MN
District 4228

December 2016 Financial Statements

Prepared by:
Judith Darling, CPA
Finance Manager

BKDA
Beltz, Kes, Darling
& Associates
Committed to the Success of Charter Schools

Woodbury Leadership Academy
Woodbury, Minnesota

December 2016 Financial Statements

Table of Contents

Executive Summary	Page 3
Enrollment Graph	Page 5
Balance Sheet	Page 7
Statement of Revenues and Expenditures	Page 8

Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy
Woodbury, Minnesota
December 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 30th but the expense will not be realized until after July 1.

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

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

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

Summary of Key Indicators

- **ENROLLMENT:** Our enrollment at the end of December was 250. We are basing our amended budget on an average enrollment of 248 for the year.
- **CASH FLOW:** Our cash flow continues to be strong.
- **BUDGET:** Our proposed budget is based on 248 ADM and projects a deficit of 19,893.
 - We are projecting a decrease in General Fund Revenue of \$459K. State Aids will decrease by approximately \$582K due to the decrease in budgeted enrollment (ADM's) from 344 to 248. Federal Aids will increase by \$148K because we ended up spending more of our federal grant revenue in the current year.
 - We are projecting a decrease in General Fund Expenditures of \$310K. The general education salaries and benefits proposed budget is \$323K less than the original budget and this is due to the decreased enrollment. We adjusted almost all the other line items too as a result of the lower enrollment and also due to the impact of the amended federal grant budget.
 - The result of the changes to the budget is a proposed deficit of \$19,893. This is a stellar outcome given the challenges faced this year and would leave us with a General Fund balance of \$390K (17% fund balance) and a total fund balance of \$518K.
- **P&L:** YTD, we have a loss of \$11,507. 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.

- **Other Items:** WLA was awarded the PBIS grant in the amount of \$15,000. This has been incorporated into the proposed budget.

Supplemental Information for December 2016

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

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

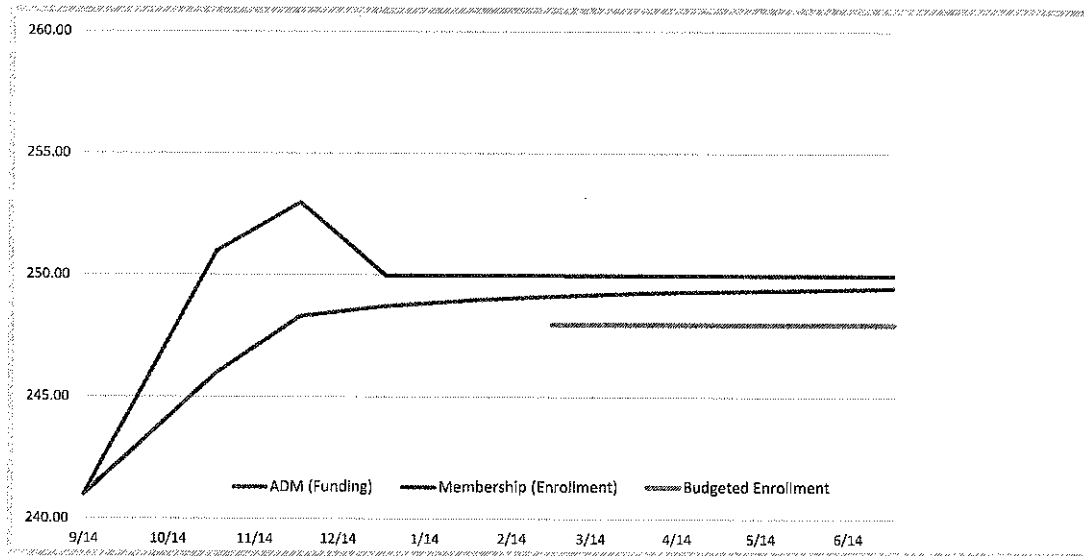
**Woodbury Leadership Academy
Woodbury, Minnesota**

**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	50	50	50	51	51	51	51	
1	57	58	58	58	58	58	58	58	58	58	
2	33	34	34	34	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	25	25	25	26	26	26	
6	8	8	8	8	8	8	7	7	7	7	
7	10	10	9	9	9	9	9	9	8	8	
GRAND TOTAL	241	246	248	249	249	249	249	249	249	250	

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	52	52	52	52	52	52	52	
1	57	59	59	58	58	58	58	58	58	58	
2	33	34	34	33	33	33	33	33	33	33	
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	26	26	26	26	26	26	26	
6	8	8	8	7	7	7	7	7	7	7	
7	10	9	9	8	8	8	8	8	8	8	
GRAND TOTAL	241	251	253	250	250	250	250	250	250	250	

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	51	51	51	51	51	51	
1	66	66	66	66	58	58	58	58	58	58	
2	44	44	44	44	33	33	33	33	33	33	
3	44	44	44	44	31	31	31	31	31	31	
4	44	44	44	44	34	34	34	34	34	34	
5	44	44	44	44	26	26	26	26	26	26	
6	22	22	22	22	7	7	7	7	7	7	
7	20	20	20	20	8	8	8	8	8	8	
GRAND TOTAL	344	344	344	344	248	248	248	248	248	248	



**Woodbury Leadership Academy
Woodbury, Minnesota**

**Balance Sheet
December 31, 2016**

	Balance July 1, 2016	Balance December 31, 2016
<u>Assets</u>		
Current Assets		
Cash and Investments	391,695	462,861
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	110,027
Federal Aids Receivable	7,384	0
Prepaid Expenses and Deposits	37,649	2,155
Total Current Assets	670,337	590,515
Total All Assets	670,337	590,515
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	74,132	28,963
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	14,840	22,526
Payroll Deductions and Contributions	43,455	12,622
Deferred Revenue	0	0
Total Current Liabilities	132,427	64,112
Fund Balance		
Fund Balance 7-1-2016	537,910	537,910
Net Income To Date	0	(11,507)
Total Fund Balance	537,910	526,403
Total Liabilities and Fund Balance	670,337	590,515

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
December 31, 2016

	FY 2016 Actual 290 ADM	FY 2017 Original Budget 344 ADM	FY 2017 Proposed Budget 248 ADM	December 2016 YTD Activity	50% Percent of Proposed Budget
General Fund - 01					
Revenues					
State Revenues					
General Education Aid	1,830,586	2,235,353	1,667,712	804,504	48.2%
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	8,486	0	0.0%
Special Education Aid	329,085	335,011	311,362	91,588	29.4%
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)				110,027	0.0%
Total State Revenues	2,193,730	2,613,521	2,030,774	1,011,144	49.8%
Federal Revenues					
Federal CSP Grant (Imp 002)	52,302	0	0	0	
Federal CSP Grant \$225K (Imp 003, 9-30-16)	59,702	50,000	165,141	0	0.0%
Federal Special Education Aid	26,066	20,100	38,980	1,518	3.9%
PBIS Individuals with Disabilities Grant			15,000	0	
Title II	4,540	5,400	4,406	0	0.0%
Total Federal Revenues	142,609	75,500	223,527	1,518	0.7%
Local Revenues					
Interest Earnings	94	25	125	77	61.9%
Donations and Grants	4,241	0	100	39	0.0%
Give to the Max (course 200)	4,017	0	3,026	3,026	0.0%
Fees from Students (Field Trip, Other)	4,143	34,400	6,125	1,683	27.5%
Miscellaneous Revenues/Sale of Merchandise	2,072	0	250	0	0.0%
Sale of Merchandise/Fundraising - Net	6,448	0	1,000	703	0.0%
Total Local Revenues	21,015	34,425	10,626	5,528	52.0%
Total Revenues	2,357,354	2,723,446	2,264,927	1,018,190	45.0%
Expenditures					
100's Salaries	887,081	1,146,938	906,119	362,627	40.0%
200's Benefits	187,536	287,851	206,119	99,673	48.4%
305 Contracted Services	310,196	298,741	314,748	174,827	55.5%
315 Technology Services (New Code)	0	0	12,000	4,657	38.8%
320 Communications Services	0	9,000	550	250	45.5%
329 Postage	1,117	2,400	750	321	42.8%
330 Utilities	47,158	48,419	47,158	27,509	58.3%
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	31,346	49.5%
360 Transportation for Field Trips	568	17,200	3,063	186	6.1%
366 Travel, Conferences, and Staff Training	595	6,500	2,000	374	18.7%
369 Field Trips / Registration Fees	609	17,200	3,063	725	23.7%
370 Building Lease	29,492	30,280	29,492	17,204	58.3%
370 Other Rentals and Operating Leases	0	550	250	0	0.0%
401 Supplies - Non Instructional	14,612	26,200	25,050	2,637	10.5%
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			1,200	560	46.7%
430 Instructional Supplies	1,340	21,760	14,940	9,695	64.9%
455 Non-Instructional Tech Supplies (new code)	0	0	500	382	76.3%
456 Instructional Tech Supplies (new code)	0	0	1,000	30	3.0%
460 Textbooks and Workbooks	2,360	21,760	10,000	744	7.4%
461 Standardized Tests	0	4,900	0	0	#DIV/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%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
December 31, 2016

	FY 2016 Actual 290 ADM	FY 2017 Original Budget 344 ADM	FY 2017 Proposed Budget 248 ADM	December 2016 YTD Activity	50% Percent of Proposed Budget
580 Capital Leases (copier)	1,459	9,000	8,499	2,900	34.1%
740 Interest Expense	0	7,500	3,000	0	0.0%
810 Judgment Agnst Sch Dist	10,000	0	0	0	0.0%
820 Dues and Memberships, Fees	28,870	32,150	30,133	2,831	9.4%
State Special Ed Expenditures	351,962	358,300	333,007	105,346	31.6%
Federal CSP Grant (002)	52,302	0	0	0	
Federal CSP Grant (003)	59,702	50,000	165,141	166,547	100.9%
Federal Special Education Program	26,066	20,100	38,980	8,619	22.1%
PBIS Individuals with Disabilities			15,000		0.0%
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 CRS 105	0	5,937	0	0	
Directors Discretionary Fund CRS 104	0	15,000	15,000	0	0.0%
Subtotal Expenditures	2,105,292	2,594,607	2,284,820	1,029,437	45.1%
Transfers to Other Funds	0	0	0	0	
Total Expenditures	2,105,292	2,594,607	2,284,820	1,029,437	45.1%
General Fund Net Income	252,062	128,839	(19,893)	(11,247)	
Beginning General Fund Balance 7-1-2016		410,138	410,138	410,138	
Projected Ending General Fund Balance 6-30-2017		538,977	390,245	398,891	
		20.8%	17.1%		

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
December 31, 2016

	FY 2016 Actual 290 ADM	FY 2017 Original Budget 344 ADM	FY 2017 Proposed Budget 248 ADM	December 2016 YTD Activity	50% Percent of Proposed Budget
Fund 04 Program					
Revenues					
040 Tuition Revenue	104,303	5,000	5,000	240	4.8%
Total Revenues	104,303	5,000	5,000	240	4.8%
Expenditures					
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	500	20.0%
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%
Total Expenditures	36,289	5,000	5,000	500	10.0%
Fund 04 Program Surplus	68,014	0	(0)	(260)	
Beginning Fund 04 Balance 7-1-2016		127,047	127,047	127,047	
Projected Ending Fund 04 Balance 6-30-2017		127,047	127,047	127,047	
Total All Funds					
Revenues					
State Revenues	2,193,730	2,613,521	2,030,774	1,011,144	49.8%
Federal Revenues	142,609	75,500	223,527	1,518	0.7%
Local Revenues	125,318	39,425	15,626	5,768	36.9%
Total Revenues	2,461,657	2,728,446	2,269,927	1,018,430	44.9%
Expenditures					
Salaries and Wages	910,939	1,149,188	908,293	362,627	39.9%
Employee Benefits	191,173	288,188	206,445	99,673	48.3%
Purchased Services	450,647	502,076	487,699	262,283	53.8%
Supplies and Materials	32,330	117,018	80,215	19,046	23.7%
Equipment	19,990	63,750	17,499	5,898	33.7%
Short Term Financing Costs	0	0	3,000	0	0.0%
Other (Fundraising, Special Ed, Dues, etc.)	536,503	494,387	586,668	280,409	47.8%
Total Expenditures	2,141,582	2,614,607	2,289,820	1,029,937	45.0%
Total Revenues All Funds	2,461,657	2,728,446	2,269,927	1,018,430	44.9%
Total Expenditures All Funds	2,141,582	2,614,607	2,289,820	1,029,937	45.0%
Net Income - All Funds	320,075	113,839	(19,893)	(11,507)	
		128,839	(19,893)	(11,507)	
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	651,749	518,017	526,403	

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: January 24, 2017
 AGENDA: Board & Administration Reports
 RE: Executive Director Report

1. Enrollment History for 2016-2017

	September 2016	October 2016	November 2016	December 2016	January 2017
K	46	50	50	51	52
1	57	59	60	59	58
2	33	34	34	32	33
3	32	32	32	31	31
4	32	34	35	35	35
5	23	25	26	24	26
6	8	8	8	8	7
7	10	9	9	8	8
TOTAL	241	251	254	248	250

2. VOA Winter Conference on Friday, January 13, 2017
3. Grade-level Teacher Meetings
4. WLA SEAC (Special Education Advisory Committee) Update
5. WLA Information Nights & 2017-2018 Enrollment
6. 1st Coffee with the Director – Friday, January 27, 2017 @ 9:45 AM

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Consent Agenda
RE: Recommended Financial Statements and Transactions for Approval

RECOMMENDATION: Approve the Woodbury Leadership Academy Financial Statements and Transactions for December 1 – December 31, 2016, as presented.

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2016 - 12/31/2016

Bank	Check No	Ty	Grip Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description	
PB	4854	WX	1 1001	Public Employee Retirement Association		12/19/2016	\$1,056.64	3102	B 01 215 017	Payroll Deductions PERA	
PB	4855	WX	1 1002	Teachers Retirement Association		12/19/2016	\$5,329.84	3103	B 01 215 018	Payroll Deductions TRA	
PB	4855	WX	1 1003	Internal Revenue Service		12/19/2016	\$6,479.44	3104	B 01 215 010	Payroll Deductions FICA	
PB	4855	WX	1 1003	Internal Revenue Service		12/19/2016	\$3,264.85	3104	B 01 215 011	Payroll Deductions Fed Tax	
PB	4856	WX	1 1004	MN Department of Revenue Service		12/19/2016	\$1,428.37	3105	B 01 215 013	Payroll Deductions MN Tax	
PB	4856	WX	1 1014	Trusted Employees		12/20/2016	\$148.00	3127	E 01 005 110 000 000 305	Volunteers	
PB	4856	WX	1 1014	Trusted Employees		12/20/2016	\$55.00	3127	B 01 215 020	Staff	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$29.99	3128	E 01 010 203 000 000 401	Copy paper	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$42.69	3129	E 01 010 203 000 000 430	Core Knowledge Teacher Handbook	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$42.99	3130	E 01 010 420 000 419 456	SPEED: Ipad Keyboard per IEP	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$75.96	3131	E 01 005 108 000 000 455	Walkie Microphones (4) bus/carpool duty	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$8.27	3121	E 01 005 010 000 000 401	Cardstock - Board elections	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$18.99	3122	E 01 005 108 000 000 455	Walkie Microphone bus/carpool	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$7.48	3125	E 01 010 203 000 000 401	Cardstock white	
PB	4856	WX	1 1027	Amazon.com		12/20/2016	\$189.93	3126	E 01 010 203 000 000 401	Copy paper/Laminating sheets	
PB	4856	WX	1 1321	Craig's List		12/20/2016	\$70.00	3123	E 01 005 107 000 000 305	Job Posting - Receptionist/Security	
PB	4856	WX	1 1326	FACEBOOK		12/20/2016	\$5.00	3124	E 01 005 107 000 000 305	Advertising Enrollment	
PB	4856	WX	1 1034	Premier Bank		12/27/2016	\$20.00	3137	E 01 005 110 000 000 305	ePN Fees	
PB	4856	WX	1 1034	Premier Bank		12/27/2016	\$55.90	3138	E 01 005 110 000 000 305	Bankcard Fees	
PB	4856	WX	1 1001	Public Employee Retirement Association		12/30/2016	\$1,078.20	3140	B 01 215 017	Payroll Deductions PERA	
PB	4856	WX	1 1002	Teachers Retirement Association		12/30/2016	\$5,329.84	3141	B 01 215 018	Payroll Deductions TRA	
PB	4856	WX	1 1003	Internal Revenue Service		12/30/2016	\$6,534.12	3142	B 01 215 010	Payroll Deductions FICA	
PB	4856	WX	1 1003	Internal Revenue Service		12/30/2016	\$3,297.70	3142	B 01 215 011	Payroll Deductions Fed Tax	
PB	4856	WX	1 1004	MN Department of Revenue Service		12/30/2016	\$1,439.25	3143	B 01 215 013	Payroll Deductions MN Tax	
PB	4856	WX	1 1034	Premier Bank		12/31/2016	\$10.00	3145	E 01 005 110 000 000 305	ACH Processing Fee	
PB	4856	WX	1 1047	MN Association of Charter Schools		12/31/2016	\$447.42	3144	E 01 005 110 000 000 820	Monthly associate payment	
Check Total:							\$36,465.87				
Check Total:							\$770.56				
PB	4855	CH	1 1054	Integrative Therapy, LLC.		12/08/2016	\$2,919.00	3085	E 01 010 420 000 740 394	OT: 11/9-11/18/2016 34.75hrs@\$84	
PB	4855	CH	1 1054	Integrative Therapy, LLC.		12/08/2016	\$1,365.00	3086	E 01 010 420 000 740 394	OT: 11/22-12/2/2016 16.25hrs@\$84	
Check Total:							\$4,284.00				
Check Total:							\$750.00				
PB	4856	CH	1 1150	JR Computer Associates		12/08/2016	\$750.00	3088	E 01 010 605 000 000 380	December tech services	

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2016 - 12/31/2016

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
PB	4857	CH 1	1330	Junior Achievement	12/08/2016	\$559.00	3089	E 01 010 203 000 000 369	Bliztown Registration - 43 students
				Check Total:		\$559.00			
PB	4858	CH 1	1240	Keys to Communication	12/08/2016	\$1,508.75	3090	E 01 010 401 000 740 394	Speech: 11/15-11/22/2016 17hrs@\$85 2.5hr
				Check Total:		\$1,508.75			
PB	4859	CH 1	1288	Lydia Peterson	12/08/2016	\$648.75	3091	E 01 010 406 000 740 394	Visually Impaired 11/7-11/30/16 8.65hrs@\$75
				Check Total:		\$648.75			
PB	4860	CH 1	1097	PLIC - SBD GRAND ISLAND	12/08/2016	\$143.00	3092	B 01 215 007	December Life/ADD premiums
				Check Total:		\$143.00			
PB	4861	CH 1	1273	Priority Courier Express	12/08/2016	\$50.25	3083	E 01 005 110 000 000 305	11/30/2016 Same Day courier service
				Check Total:		\$50.25			
PB	4862	CH 1	1108	Scholastic Book Fairs - 8	12/08/2016	\$393.28	3093	R 01 010 203 000 000 619	Book Fair proceeds
				Check Total:		\$393.28			
PB	4863	CH 1	1298	Sharon Anne Johnson	12/08/2016	\$425.00	3087	E 01 010 412 000 419 303	DCD/DD: 8.5hrs@\$50 10/4-11/21/2016
				Check Total:		\$425.00			
PB	4864	CH 1	1098	Teachers on Call	12/08/2016	\$352.00	3094	E 01 005 105 000 000 305	Admin
PB	4864	CH 1	1098	Teachers on Call	12/08/2016	\$280.00	3094	E 01 010 203 000 000 305	GenEd
PB	4864	CH 1	1098	Teachers on Call	12/08/2016	\$880.00	3095	E 01 005 105 000 000 305	Admin
PB	4864	CH 1	1098	Teachers on Call	12/08/2016	\$352.00	3095	E 01 010 203 000 000 305	Elementary
PB	4864	CH 1	1098	Teachers on Call	12/08/2016	\$234.00	3095	E 01 010 201 000 000 305	Kindergarten
				Check Total:		\$2,098.00			
PB	4865	CH 1	1118	Toshiba Business Solutions, USA	12/08/2016	\$772.73	3096	E 01 010 605 000 000 380	Copier Lease 11/13-12/12/2016
				Check Total:		\$772.73			
PB	4866	CH 1	1333	Achieve Language Academy	12/20/2016	\$180.00	3107	E 01 005 105 000 000 305	MARSS Consulting - Data submission
				Check Total:		\$180.00			
PB	4867	CH 1	1008	Beltz, Kes, Darling & Associates	12/20/2016	\$4,650.00	3106	E 01 005 110 000 000 305	December Financial Mgmt and Acct Services
				Check Total:		\$4,650.00			
PB	4868	CH 1	1335	Bert Strassburg	12/20/2016	\$250.00	3117	E 01 005 110 000 000 320	Phone reimbursement Aug- Dec per contract
				Check Total:		\$250.00			
PB	4869	CH 1	1043	Classy Threads of Minnesota	12/20/2016	\$581.35	3108	R 01 010 203 000 000 619	Uniforms - Sweatshirts
				Check Total:		\$581.35			
PB	4870	CH 1	1249	Designs for Learning	12/20/2016	\$71.25	3109	E 01 010 420 000 740 394	Specd- Psych services
				Check Total:		\$71.25			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 12/01/2016 - 12/31/2016

Bank	Check No	TY	Grrp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
PB	4871	CH	1 1064	HealthPartners - Group		12/20/2016	\$3,764.29	3110	B 01 215 008	December medical premiums
				Check Total:			\$3,764.29			
PB	4872	CH	1 1240	Keys to Communication		12/20/2016	\$1,466.25	3113	E 01 010 401 000 740 394	Speechr: 12/1-12/8/2016 16.5hrs@\$85
				Check Total:			\$1,466.25			
PB	4873	CH	1 1334	Mary Kelly		12/20/2016	\$2,840.00	3111	E 01 010 420 000 740 394	SPEED: 35.5hrs2480 11/3-11/28/2016
PB	4873	CH	1 1334	Mary Kelly		12/20/2016	\$1,440.00	3112	E 01 010 420 000 740 394	SPEED: 11/30-12/16/2016 18hrs@\$80
				Check Total:			\$4,280.00			
PB	4874	CH	1 1097	PLIC - SBD GRAND ISLAND		12/20/2016	\$567.98	3114	B 01 215 007	October Life/ADD/STD insurance
PB	4874	CH	1 1097	PLIC - SBD GRAND ISLAND		12/20/2016	\$446.48	3115	B 01 215 007	November Life/ADD/STD insurance
PB	4874	CH	1 1097	PLIC - SBD GRAND ISLAND		12/20/2016	\$519.01	3116	B 01 215 007	December LIFE/ADD/STD insurance
				Check Total:			\$1,533.47			
PB	4875	CH	1 1098	Teachers on Call		12/20/2016	\$208.00	3118	E 01 010 203 000 000 305	GenEd
PB	4875	CH	1 1098	Teachers on Call		12/20/2016	\$176.00	3118	E 01 010 420 000 740 307	Sped
PB	4875	CH	1 1098	Teachers on Call		12/20/2016	\$704.00	3118	E 01 005 105 000 000 305	Admin
PB	4875	CH	1 1098	Teachers on Call		12/20/2016	\$104.00	3119	E 01 010 203 000 000 305	GenEd
PB	4875	CH	1 1098	Teachers on Call		12/20/2016	\$968.00	3119	E 01 005 105 000 000 305	Admin
				Check Total:			\$2,160.00			
PB	4876	CH	1 1082	Delta Dental of MN		12/21/2016	\$509.00	3132	B 01 215 009	January dental premiums
				Check Total:			\$509.00			
PB	4877	CH	1 1064	HealthPartners - Group		12/21/2016	\$4,163.75	3133	B 01 215 008	January medical premiums
				Check Total:			\$4,163.75			
PB	4878	CH	1 1054	Integrative Therapy, LLC.		12/21/2016	\$2,856.00	3134	E 01 010 420 000 740 394	OT: 34hrs@\$84 12/6-12/16/2016
				Check Total:			\$2,856.00			
PB	4879	CH	1 1241	Sheila Merzer		12/21/2016	\$920.00	3135	E 01 010 408 000 740 394	Autisim Services
				Check Total:			\$920.00			
PB	4880	CH	1 1116	Strategic Behavioral Solutions		12/21/2016	\$2,668.75	3136	E 01 010 420 000 740 394	11/4-12/9/2016 Psychology 30.5hrs@\$87.5C
				Check Total:			\$2,668.75			
				Bank PB Total:			\$78,923.30			
				Report Total:			\$78,923.30			

WOODBURY LEADERSHIP ACADEMY
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1212	4228	PB	CR121€													
FY17	SERVS	FIN419		1210	Credit A	12/08/16		Check 1	1001	MN DEPT OF EDUCATION				1,518.20		0.00
				4228	R 01	005	000	000	419	400	FY17	Special Education				
														Receipt Total:	\$1,518.20	\$0.00
														Deposit Total:	\$1,518.20	\$0.00
1213	4228	PB	CR121€													
FY17	School	Deposit		1211	Credit A	12/09/16		Check 1	1003	SCHOOL DEPOSIT						
				4228	R 01	005	000	000	620	FY17	Uniform Sales			1,040.00		0.00
				4228	R 01	005	000	000	096	FY17	Donations			6.00		0.00
				4228	E 01	005	110	000	305	FY17	Background Checks			144.00		0.00
														Receipt Total:	\$1,190.00	\$0.00
														Deposit Total:	\$1,190.00	\$0.00
1214	4228	PB	CR121€													
FY17	School	Deposit		1212	Credit A	12/09/16		Check 1	1003	SCHOOL DEPOSIT						
				4228	E 04	005	570	000	305	FY17	Ashland Production retu			2,000.00		0.00
														Receipt Total:	\$2,000.00	\$0.00
														Deposit Total:	\$2,000.00	\$0.00
1215	4228	PB	CR121€													
FY17	IDEAS			1213	Credit A	12/15/16		Check 1	1001	MN DEPT OF EDUCATION						
				4228	R 01	005	000	000	211	FY17	General Education Aid			74,554.81		0.00
														Receipt Total:	\$74,554.81	\$0.00
														Deposit Total:	\$74,554.81	\$0.00
1216	4228	PB	CR121€													
FY17	IDEAS	General Education		1214	Credit A	12/30/16		Check 1	1001	MN DEPT OF EDUCATION						
				4228	R 01	005	000	000	211	FY17	General Education Aid			74,734.03		0.00
														Receipt Total:	\$74,734.03	\$0.00
														Deposit Total:	\$74,734.03	\$0.00
1217	4228	PBS	CR121€													
FY17	Savings	Interest		1215	Credit A	12/30/16		Check 1	1002	Premier Bank						
				4228	R 01	005	000	000	092	FY17	Interest Earnings			10.54		0.00
														Receipt Total:	\$10.54	\$0.00
														Deposit Total:	\$10.54	\$0.00

WOODBURY LEADERSHIP ACADEMY
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Ret 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
1218	4228	ANCH	CR121E													
FY17	Anchor Bank	Interest		1216	Credit	A	12/31/16			Miscellaneous Customer						
				4228	R	01	005 000 000 000 092	Check	1	M						
										FY17 Interest Earnings						
														1.02		0.00
														Receipt Total:	\$1.02	\$0.00
														Deposit Total:	\$1.02	\$0.00
														Report Total:	\$154,008.60	\$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
2276	201706	12/31/2016	P	JE		M.Kelly CK#4873 FIN 740 to 4	M.Kelly -Nov CK#4873	E	01	010	420	000	419	303	Fed Sub Award SubCont <\$	2,940.00	0.00
							M.Kelly -Dec CK#4873	E	01	010	420	000	419	303	Fed Sub Award SubCont <\$	1,440.00	0.00
							M.Kelly Sped Dir.to 419	E	01	010	420	000	740	394	To Non-Ed Agency	0.00	4,280.00
<div style="display: flex; justify-content: space-between;"> \$4,280.00 \$4,280.00 </div>																	

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Consent Agenda
RE: Personnel Transactions

RECOMMENDATION: Approve the following personnel transactions as presented:

Hiring:

Name	Title	Effective	Rate
Steve Lock	Reception & Security Monitor	1/3/17	\$10/hour

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Consent Agenda
RE: Acceptance of Gifts

RECOMMENDATION: Approve the following Acceptance of Gifts to Woodbury Leadership Academy as a part of Minnesota Give to the Max Day (November 17, 2016).

Woodbury Leadership Academy

Give to the Max Donations

Disbursement Date: 12/13/16

Donor	Donation Amount
Anonymous	\$ 175.00
Alam, Akm	50.00
Arensdorf, Carmen	70.00
Ballard, Hilary	40.00
Bane, Ronan	10.00
Brodd, Adam	1,000.00
Chandravadhanam, Janakiraman	50.00
Cowles, Ken	25.00
Cowles, Benjamin	20.00
Cracauer, Heather	25.00
Cunningham,Carolynn	25.00
Dedhia, Kanan	10.00
Do, Van	25.00
Gellerman, Michele	25.00
Giridhar, Srinivasa	25.00
Griffith, Kylie	10.00
Gure, Sadiyo	100.00
Harfoush, Mohammed	100.00
Hatlevig, Elisa	100.00
Kanchumarthy, Venkat	50.00
Kloncz, Michelle	100.00
Kulasekhar, Sreekala	50.00
Livingston, Jason	100.00
McMahon, Shawn	50.00
Noles, Dave	100.00
Pais, Namitha	50.00
Poletes, Kimberly	10.00
Purinton, Mary Ellen	25.00
Ree, Sarah	335.00
Saha, Jhuma	10.00
Sheak, Amber	10.00
Singhvi, Mitra	50.00
Sykes, Kristin	25.00
Taduvayi, Madhavi	25.00
Turonie, Kendre	50.00
Vang, Liz	10.00
Vang, Elizabeth	50.00
Wilkens, Stacy	10.00
Zeilinger, Megan	50.00
Zeilinger, Beth	50.00
	<hr/>
	3,095.00
Processing fees	(69.00)
Net donations	<hr/> <hr/>
	\$ 3,026.00

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Business/Board Action
RE: Approve the Designation of Depositories

RECOMMENDATION: For the Woodbury Leadership Academy Board of Directors to approve the following resolution for Designation of Depositories:

Resolved, that the Woodbury Leadership Academy Board of Directors designates Anchor Bank as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S.118A.03 and: a) The Executive Director is authorized to accept and release collateral as required; b) The Executive Director and Office Manager are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and c) the resolution shall be valid until superseded.

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Business/Board Action
RE: Approve the 1st Reading of Policy 303

RECOMMENDATION: For the Woodbury Leadership Academy Board of Directors to approve the 1st reading of Policy 303: Background Checks.



Policy 303: Background Check

Adopted: January 26, 2016

Modified:

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in Woodbury Leadership Academy in order to promote the physical, social, and psychological well being of its students. To that end, Woodbury Leadership Academy will seek a criminal history background check for applicants who receive an offer of employment with Woodbury Leadership Academy and on all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Woodbury Leadership Academy, regardless of whether any compensation is paid, or such other background checks as provided by this policy. Woodbury Leadership Academy may also elect to do background checks of other volunteers (parent or nonparent), independent contractors, and student employees in Woodbury Leadership Academy.

II. GENERAL STATEMENT OF POLICY

- A. Woodbury Leadership Academy shall require that applicants for Woodbury Leadership Academy positions who receive an offer of employment and all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Woodbury Leadership Academy, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by Woodbury Leadership Academy that an individual's criminal history does not preclude the individual from employment with, or provision of services to, Woodbury Leadership Academy.
- B. Woodbury Leadership Academy specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by Woodbury Leadership Academy shall in no way limit Woodbury Leadership Academy's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers (parent or nonparent), service providers, independent contractors, and student employees.



III. PROCEDURES

A. An individual will not commence employment or provide services until Woodbury Leadership Academy receives the results of the criminal history background check. Woodbury Leadership Academy may conditionally hire an applicant pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed using the service of Trusted Employees or (by a provider of WLA's choosing). Woodbury Leadership Academy reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to Woodbury Leadership Academy, the individual must provide consent, which provides permission for Woodbury Leadership Academy to conduct a criminal history background check. If the individual fails to provide Woodbury Leadership Academy with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

C. Woodbury Leadership Academy may use the results of a criminal background check conducted at the request of another hiring authority if:

1. The results of the criminal background check are on file with the other hiring authority or otherwise accessible;
2. The other hiring authority conducted a criminal background check within the previous 12 Months;
3. The individual executes a written consent form giving Woodbury Leadership Academy access to the results of the check.
4. There is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.



D. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Woodbury Leadership Academy, Woodbury Leadership Academy shall request a criminal history background check on such individuals from a WLA service provider and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by Woodbury Leadership Academy that an individual's criminal history does not preclude the individual from employment with, or provision of services to, Woodbury Leadership Academy. Such individuals must provide an executed criminal history consent form. The cost of the criminal history background check is the responsibility of the individual. The cost of the employee's background check will be deducted from their first (1st) paycheck.

E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

F. Copies of this policy shall be available in Woodbury Leadership Academy's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

G. The individual will be informed of the response to the background check and has the right to request and obtain a copy of the background check report, any record that forms the basis for the report and to challenge the accuracy and completeness of any information contained in the report or record pursuant to Minn. Stat. §13.04, subd. 4. The individual will be informed if employment or service is denied because of the background check report.

H. A school hiring authority may, at its discretion, request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee. In order for an individual to enter a school or its grounds under this paragraph when the school hiring authority decides to request a criminal history background check on the individual, the individual first must provide an executed criminal history consent form and a money order, check, or



other negotiable instrument payable to the school district in an amount equal to the actual cost to the Bureau of Criminal Apprehension and the school district of conducting the criminal history background check. Notwithstanding section 299C.62, subdivision 1, the cost of the criminal history background check under this paragraph is the responsibility of the individual.

J. All volunteers/chaperones must complete a criminal background check on an annual basis prior to providing any acts of services or per the Executive Director's discretion. The volunteer/chaperone is responsible for obtaining a criminal background check through the Woodbury Leadership Academy's main office.

K. Per article 6.3 background checks of the contract between Volunteers of America and Woodbury Leadership Academy, prior to the time such persons are seated as members of the Charter School Board, The school will conduct a criminal background check. All Board members must complete a criminal background check per three (3) year term. The Board member is responsible for obtaining a criminal background check through the Woodbury Leadership Academy's main office.

L. Visitors are not required to have a background check completed. However, all visitors will be approved per Director's discretion and are required to have visible visitor identification badge. For further information please review Policy #903 Visitor to School Buildings and Sites.

M. At the beginning of each school year or when a student enrolls, Woodbury Leadership Academy will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of Woodbury Leadership Academy's discretion in requiring a background check. Woodbury Leadership Academy may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

N. Pursuant to MN Statute 123B.03, Subd.1a, the Director will contact the Board of Teaching to determine whether the board has taken disciplinary action against the teacher based on a board determination that sexual misconduct or attempted sexual misconduct occurred between the teacher and a student. The school will require applicants to provide information regarding all current and previous disciplinary actions in Minnesota and other states taken against the individual's teaching license as a result of sexual misconduct or attempted sexual misconduct with a student. The school will inform applicants that intentionally submitting false information is grounds for dismissal.

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Business/Board Action
RE: Approve the Revised Budget

RECOMMENDATION: Approve the revised 2016-2017 budget as presented.

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Business/Board Action
RE: Approve the WLA Grade Configuration

RECOMMENDATION: Approve the WLA Grade Configuration for the 2017-2018 school year as presented.

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: January 24, 2017
AGENDA: Business/Board Action
RE: Oath of Office for New Board Members

RECOMMENDATION: For the WLA Board of Directors to administer the Oath of Office to new board members: Jessica Erickson (teacher), Mandi Folks (parent), and Karin Swainey (community member).