

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)
Tuesday, March 28, 2017
5:00 P.M.

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

Meeting: Board of Directors Meeting

Date: Tuesday, March 28, 2017

Time: 5:00 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: Mandi Folks, Board Member) | Info (1 minute) |
| | <ul style="list-style-type: none"> • 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: Mandi Folks, Board Member) | Info (1 minute) |
| | <ul style="list-style-type: none"> • 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. Public Comment

- | | | |
|-----|---|-------------------|
| 6.1 | WLA Board of Directors Procedure on Public Comment | Info (10 minutes) |
| | <p><i>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.</i></p> | |

7. Presentations

- | | | |
|-----|--|-------------------|
| 7.1 | Facilities Update (Presenter: Bert Strassburg, Executive Director) | Info (10 minutes) |
|-----|--|-------------------|

8. Committee Reports

- | | | |
|-----|---|------------------|
| 8.1 | Governance Committee Report (Presenter: Kylie Griffith, Board Member) | Info (3 minutes) |
|-----|---|------------------|

9. Board and Administration Reports

- | | | |
|-----|---|------------------|
| 9.1 | Finance Report (Presenter: Judith Darling, BKDA Representative) | Info (3 minutes) |
| 9.2 | Board Report (Presenter: Barbara Young, Board Chair) | Info (3 minutes) |
| 9.3 | Executive Director Report (Presenter: Bert Strassburg, Executive Director) | Info (8 minutes) |
| | <ul style="list-style-type: none"> • Monthly WLA Enrollment Report | |

10. Development & Discussion

- | | | |
|------|--|-------------------------|
| 10.1 | 2017-2018 WLA Academic Calendar (Presenter: Bert Strassburg, Executive Director) | Discussion (10 minutes) |
| 10.2 | WLA Bylaws & Policy Updates (Presenter: Bert Strassburg, Executive Director) | Discussion (10 minutes) |

11. Consent Agenda

- | | | |
|--------|--|--------------------------|
| 11.1 | Approval of Consent Agenda (Barbara Young, Board Chair) | Action (1 minute) |
| 11.1.1 | Recommended Financial Statements and Transactions for Approval | |
| 11.1.2 | Recommended Personnel Transactions for Approval | |
| 11.1.3 | Recommended Acceptance of Gifts | |

12. Business/Board Action

- | | | |
|------|---|---------------------------|
| 12.1 | Approve the 2017-2018 WLA Academic Calendar (Barbara Young, Board Chair) | Action (1 minute) |
| 12.2 | Approve the 1 st Reading (review) of 200 Series Policies (Barbara Young, Board Chair)
Policies: 201, 203, 203.2, 203.5, 203.6, 206, 208, 210.1, 211, 214, and 216 | Action (1 minute) |
| 12.3 | Resolution to Amend the WLA Bylaws (Barbara Young, Board Chair) | Action (2 minutes) |

13. Board Communication & Future Items

- | | | |
|------|--|-----------------------|
| 13.1 | Board Communication (Barbara Young, Board Chair) | Discussion (1 minute) |
| 13.2 | Future Items (Barbara Young, Board Chair) | Discussion (1 minute) |

14. Housekeeping

- | | | |
|------|--|-----------------|
| 14.1 | Next Regularly Scheduled WLA Board of Directors Meeting <ul style="list-style-type: none"> • Date: Tuesday, April 25, 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 | Info (1 minute) |
| 14.2 | Delegation of Public Comment Items (if necessary) (Barbara Young, Board Chair) | Info (1 minute) |

15. Adjournment

- | | | |
|------|--|--------------------------|
| 15.1 | Adjournment (Barbara Young, Board Chair) | Action (1 minute) |
|------|--|--------------------------|

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: March 28, 2017
AGENDA: Approval of the Agenda
RE: Approval of the Agenda

Recommendation: Approve the agenda of the WLA Board of Directors Regular Meeting for Tuesday, March 28, 2017 at 5 PM as presented.

TO: Board of Directors & Bert Strassburg, Executive Director
FROM: Kylie Griffith, Board Secretary
DATE: March 28, 2017
AGENDA: Approval of Previous Minutes
RE: Approval of Previous Minutes (Wednesday, March 1, 2017)

Recommendation: Approve the previous minutes from the WLA Board of Directors Regular Meeting held on Wednesday, March 1, 2017 at 6 PM as presented.

Meeting Minutes: March 1st, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on March 1st, 2017 at 6:00 P.M. at the 1st Grade Pod Area

Directors Present: Mandi Folks, Kylie Griffith, Ro Krejci, Karin Swainey, Anna Yang, Barbara Young

Directors Absent: None

Administration/Advisors Present: Bert Strassburg (ED), Judith Darling (BKDA), Eugene Piccolo (MACS), Kou Vang

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:03 PM. Ms. Griffith took roll call of members.

2. WLA Mission and Vision

Ms. Swainey read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Griffith moved to approve the agenda as presented. Ms. Yang 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. Yang moved "to approve the minutes from the WLA Board of Directors regular meeting held on January 24, 2017 at 6 PM as presented." Ms. Griffith seconded. Motion passed unanimously.

6. Oath of Office

Ms. Young administered the Oath to new board member Jessica Erickson (teacher).

7. Reorganization of the Board of Directors

Board Officer Responsibilities: Mr. Strassburg presented information on Board Governance, addressing the roles of the Board and the Executive Director in achieving WLA's mission and in the running of Board meetings. He also reviewed the section of the WLA Bylaws addressing the Board composition and officers. A chart listing required Board trainings and the training status of current board members was presented.

Election of WLA Board Officers:

Board Chair: Ms. Griffith nominated Ms. Young for Board chair; Ms. Yang seconded. Motion passed unanimously.

Board Secretary: Ms. Yang nominated Ms. Griffith for Board Secretary; Ms. Folks seconded. Motion passed unanimously.

Board Treasurer: Ms. Young nominated Ms. Yang for Board Treasurer; Ms. Griffith seconded. Motion passed unanimously.

Vice Chair: Ms. Young moved to discuss the removal of the Vice Chair position for the bylaws; Ms. Yang seconded. Ms. Krejci questioned whether the position was necessary and if the bylaws should be amended. Ms. Krejci nominated herself for the position of Vice Chair; Ms. Folks seconded. Ms. Young nominated Ms. Griffith for the position of Vice Chair; Ms. Yang seconded. The Board discussed whether there was a conflict of interest for Ms. Krejci if she were voted Vice Chair and chaired the Governance Committee, which would propose changes to the Bylaws. Ms. Krejci withdrew her nomination. Vote was taken on nomination of Ms. Griffith; motion passed unanimously.

8. Public Comment

There was no public comment.

9. Committee Reports

Governance Committee: Ms. Krejci reported the committee discussed changes to the Background Check policy. A systematic approach to policy writing and review was discussed and the Committee charge was reviewed. Next meeting will be March 6, 2017 at 5:30 PM.

10. Board and Administration Reports

Finance Report: Ms. Darling presented the January 2017 Financial Statements and Disbursement listing.

Board Report: Ms. Young reported that WLA has met all of the requirements of the PIP and is out of intervention status with Volunteers of America (VOA), WLA's authorizer.

Executive Director Report: Mr. Strassburg presented current enrollment numbers.

11. Development and Discussion

Minnesota Association of Charter Schools (MACS): Mr. Piccolo, Executive Director of MACS, discussed the function of a Board of Directors, including the need for trust and teamwork among directors, the importance of communication and the purpose of Board meetings. He emphasized that Board members individually do not have power, but rather governance is a group responsibility. The Board is responsible for 1) Policy, 2) Strategic planning and 3) Oversight. Board members were given a book about fiduciary responsibilities as a Board.

Board of Directors Community Member Seats: Ms. Krejci reported that the Bylaws require 3 community Board members, but WLA currently only has one. Board members are asked to consider areas of expertise needed by the Board and try to identify and recruit to fill the two vacant seats.

Governance Committee Charge Document Updates: Ms. Krejci reviewed changes to the Governance Committee charge.

2017-2018 Academic Year Calendar: Mr. Strassburg presented a draft calendar for next

school year which is patterned off of ISD 833 since they provide busing for WLA.

Perpich Meetings – Debriefing: Mr. Strassburg reported on the Perpich Board Listening Session held in February 2017. Perpich is proposing to end their oversight of Crosswinds and is seeking input from those affected. St Paul Public Schools (SPPS) has proposed to oversee Crosswinds. Any change requires legislative approval. Mr. Strassburg stated that WLA has engaged an attorney to assist us if needed in working through our lease options as the Perpich/Crosswinds situation progresses. The SPPS proposal would allow WLA to stay at the current location for the 2017-18 school year. Perpich also plans to include this in their recommendation to the Legislature. Meanwhile, Mr. Vang is working with the Facilities Committee to look at leasing/buying/building options for the following year. Mr. Vang discussed various options, which are being looked at.

Executive Director Mid-Year Review Summary: Ms. Young stated Mr. Strassburg is making ongoing progress towards meeting his current year goals. The Board intends to negotiate a contract renewal with Mr. Strassburg for next year. Along with continuation of the Executive Director's goals for the year, a focus will be strengthening the working relationship between the Board and the Executive Director.

12. Consent Agenda

Motion by Ms. Krejci to approve the Consent Agenda as presented. Seconded by Ms. Young.

1. Financial Statements

- a. Approve the January 2017 Financial Statements and Transactions as presented.

2. Personnel Transactions

- a. Approve the resignation of Viji Bharathi, Special Education Educational Assistant, effective 2/10/2017.
- b. Approve a change in position and pay rate for Steven Lock to Special Education Educational Assistant effective 2/13/17.

3. Contracts

- a. Approve the contract dated 2/22/2017 for real estate legal services with Ferdinand F Peters Law Firm.
- b. Approve the extension/adjustment of the Special Education Director contract with Mary Kelly to increase service dollars to not to exceed \$15,000 thru June 30th, 2017.

Motion passed unanimously.

13. Business/Board Action

1. Approve WLA 990

Ms. Krejci moved to "Approve the submission of the IRS 990 Tax Form (prepared by BKDA) as presented." Ms. Swainey seconded. Motion passed unanimously.

2. Approve the Governance Committee Charge Document

Ms. Folks moved to "Approve the Governance Committee Charge Document as presented." Ms. Griffith seconded. Motion passed unanimously.

3. Assign Nancy Baumann, to the Governance Committee

Ms. Krejci moved to "Approve the assignment of Nancy Baumann, WLA Office Manager, to the Governance Committee." Ms. Swainey seconded. Motion passed unanimously.

4. Approve Entering into Contract Negotiations with Bert Strassburg

Ms. Swainey moved to “Approve the WLA Board of Directors to enter into contract negotiations with Bert Strassburg as WLA Executive Director for the 2017-2018 school year.” Ms. Yang 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.

Ms. Griffith requested that the Board discuss changing the election date and Board member terms. Ms. Folks requested an update on Friends of WLA.

15. Housekeeping Items

The next Board meeting is scheduled for Tuesday, March 28th, 2017 at 5:00 PM in the 1st Grade pod area.

XIII. Adjournment

Ms. Krejci moved to adjourn. Ms. Swainey seconded. Motion passed unanimously. The meeting adjourned at 9:10 PM.

DRAFT

Attendance 2016-2017 School Year

Trustee	16 August	23 August	27 Sept	11 Oct	25 Oct	15 Nov	13 Dec	24 Jan	1 March	28 March	25 April	23 May	27 June	25 July
B. Young	•	•	•	•	•	•	•	•	•					
K. Griffith	•	N	•	•	•	•	•	•	•					
C. MacDonald	•	•	N	•	N	•	N	•						
E. Jungmann	•	•	•	•	•	•	•	N						
R. Krejci	•	•	•	•	•	•	•	•	•					
A. Yang				•	•	•	•	•	•					
J. Goveronski				•	•	•	•	•	•					
M. Folks								•	•					
K. Swainey								•	•					
J. Erickson								•						
Staff														
B. Strassburg		•	•	•	N	•	•	•	•					

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

Minutes submitted by Kylie Griffith, Board Secretary.

TO: Board of Directors
FROM: Ro Krejci, Governance Committee Chair
DATE: March 28, 2017
AGENDA: Governance Committee Report
RE: Meeting Minutes

Information: Minutes from the WLA Governance Meetings held on Monday, March 6, 2017 and Monday, March 20, 2017.

Governance Committee Meeting Minutes

Date and Time of Meeting: Monday March 6, 2017 at 5:30p

Location: WLA - 600 Weir Dr Woodbury Mn 55125- Room 2604 (Ms. Griffiths Room)

Committee Members in Attendance:

Kylie Griffith, Bert Strassburg, Nancy Bauman and Ro krejci

Others in Attendance:

No others in attendance

Meeting called in session and roll call

5:33pm

WLA Mission and Vision Statement - Read by Kyle Griffith

Development, Discussion and Action

3.1 Policy Review Cycle (presenter Nancy) - Review template of school policies - 3 year cycle. Recommendation to review all school policies by June 2018 then began 3 year cycle plan, Discussed policy layout and starting with the 200 series of WLA school policies.

3.2 Parent/Family Handbook Review (presenter Nancy) - Review handbook for the 2017/2018 sy. Recommendations for revisions are due by 3/24/17 to be discussed.

3.3 Employee Handbook (presenter Bert) - Discussed reviewing current document and recommend revisions or create a new document. It was decided by the governance committee that it would be better to create a new employee handbook for the 2017/2018 sy.

3.4 Board Elections Process Discussion (presenter Nancy) - Reviewed the current election process. More research will need to be conducted to discuss further action. Governance committee will review current WLA ByLaws and the WLA's contract with VOA. Discussion will take place at the April governance committee meeting.

3.5 it was discussed and decided to add another regular governance committee meeting to the schedule for Monday March 20, 2017 at 5pm at WLA in room 2604.

Housekeeping

4.1 Next regularly scheduled WLA Board of Directors Governance Committee Meeting

- Date: Monday March 20th, 2017
- Time: 5:00pm
- Location: WLA - 600 Weir Drive, Woodbury Mn 55125 - Room 2604 (Ms. Griffiths Rm)

Adjournment

Governance Committee Meeting Minutes

Date and Time of Meeting: Monday March 20, 2017 at 5:30p

Location: WLA - 600 Weir Dr Woodbury Mn 55125- Room 2604 (Ms. Griffiths Room)

Committee Members in Attendance:

Kylie Griffith, Bert Strassburg, Nancy Bauman and Ro krejci

Others in Attendance:

No others in attendance

Meeting called in session and roll call

5:02pm

WLA Mission and Vision Statement - Read by Kyle Griffith

Development, Discussion and Action

3.1 WLA Board of Directors ByLaws - Discussion included the following:

- Creating a more simple layout.
- Removing the index page
- Adding an amendments date list at the end of the WLA ByLaws.

It was also discussed removing the Vice Chair position of the WLA Board of Directors Officers position. It was discussed that the current election policy be reviewed during the time of the ByLaws review. It was suggested the Executive Director Bert reach out to Eugene at MACS to review WLA current ByLaws.

Housekeeping

4.1 Next regularly scheduled WLA Board of Directors Governance Committee Meeting

- Date: Monday April 3, 2017
- Time: 5:00pm
- Location: WLA - 600 Weir Drive, Woodbury Mn 55125 - Room 2604 (Ms. Griffiths Rm)

Adjournment



Woodbury, MN
District 4228

February 2017 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

February 2017 Financial Statements

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Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy
Woodbury, Minnesota

February 2017 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 February is 254. Our budget is based on an average enrollment of 248. Our average enrollment for the year is projected to be 252.
- **CASH FLOW:** Our cash flow continues to be strong.
- **P&L:** YTD, we have net income of \$127,408.

Supplemental Information for February 2017

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during February 2017.

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.

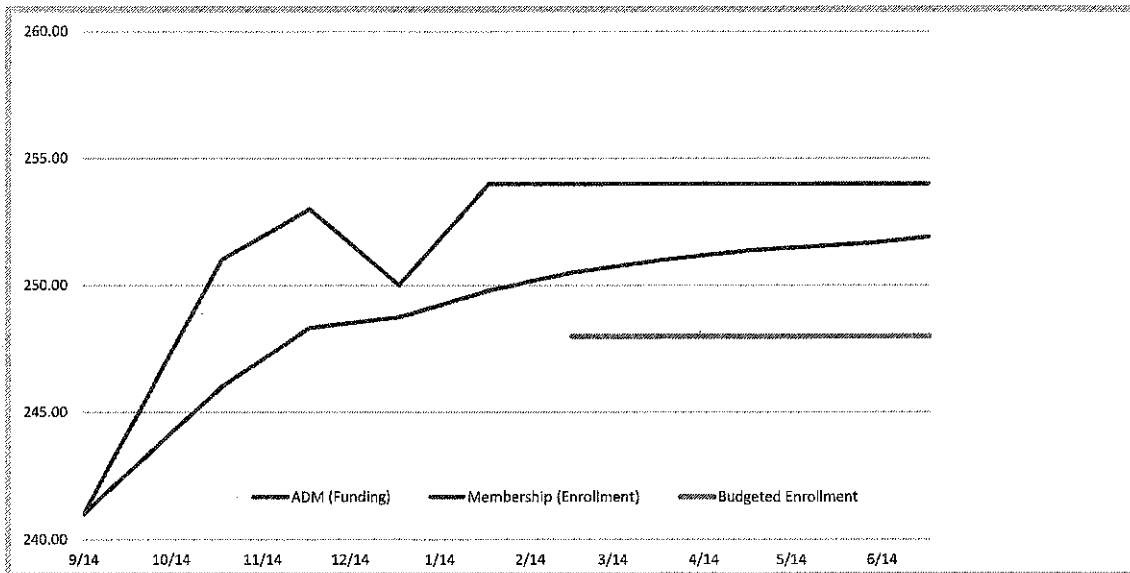
**Woodbury Leadership Academy
Woodbury, Minnesota**

**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	51	51	52	52	53	53	
1	57	58	58	58	58	59	59	59	59	59	
2	33	34	34	34	34	34	34	34	34	34	
3	32	32	32	32	31	31	31	31	31	31	
4	32	33	34	34	34	34	34	35	35	35	
5	23	24	25	25	25	25	25	25	25	25	
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	250	251	251	251	252	252	

Membership (Enrollment) as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	3/31	4/30	6/11	6/30	
K	46	50	50	52	55	55	55	55	55	55	
1	57	59	59	58	59	59	59	59	59	59	
2	33	34	34	33	35	35	35	35	35	35	
3	32	32	32	31	30	30	30	30	30	30	
4	32	34	35	35	35	35	35	35	35	35	
5	23	25	26	26	25	25	25	25	25	25	
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	254	254	254	254	254	254	

Budgeted Enrollments as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	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
February 28, 2017**

	Balance July 1, 2016	Balance February 28, 2017
<u>Assets</u>		
Current Assets		
Cash and Investments	391,695	571,660
Accounts Receivable	503	503
Due from Other Governmental Units	5,465	0
PY State Aid Receivable	227,641	7,768
CY State Aid Receivable/(Deferred Rev)	0	170,186
Federal Aids Receivable	7,384	0
Prepaid Expenses and Deposits	37,649	2,155
Total Current Assets	670,337	752,271
Total All Assets	670,337	752,271.35
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	74,132	43,226
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	14,840	20,787
Payroll Deductions and Contributions	43,455	21,771
Deferred Revenue	0	0
Total Current Liabilities	132,427	85,784
Fund Balance		
Fund Balance 7-1-2016	537,910	537,910
Net Income To Date	0	127,408
Total Fund Balance	537,910	665,318
Total Liabilities and Fund Balance	670,337	751,102.25

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
February 28, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	February 2017 YTD Activity	67% Percent of Amended Budget
General Fund - 01				
Revenues				
State Revenues				
General Education Aid	1,830,586	1,667,712	1,081,393	64.8%
Literacy Aid	23,104	36,233	0	0.0%
Charter School Lease Aid	0	0	0	0.0%
Long-Term Facilities Maintenance Revenue	0	8,486	0	0.0%
Special Education Aid	329,085	311,362	91,588	29.4%
PY Over/Under Accrual	4,225	0	0	0.0%
Endowment Aid	6,730	6,981	5,025	72.0%
CY Estimated State Aid Receivable/(Deferred Rev)			170,186	0.0%
Total State Revenues	2,193,730	2,030,774	1,348,192	66.4%
Federal Revenues				
Federal CSP Grant (Imp 002)	52,302	0	0	0.0%
Federal CSP Grant \$225K (Imp 003, 9-30-16)	59,702	165,141	165,298	100.1%
Federal Special Education Aid	26,066	38,980	12,608	32.3%
PBIS Individuals with Disabilities Grant		15,000	0	0.0%
Title II	4,540	4,406	0	0.0%
Total Federal Revenues	142,609	223,527	177,906	79.59%
Local Revenues				
Interest Earnings	94	125	103	82.3%
Donations and Grants	4,241	100	666	665.8%
Give to the Max (course 200)	4,017	3,026	3,026	100.0%
Fees from Students (Field Trip, Other)	4,143	6,125	2,045	33.4%
Miscellaneous Revenues	2,072	250	4	1.6%
Sale of Merchandise/Fundraising - Net	6,448	1,000	863	86.3%
Total Local Revenues	21,015	10,626	6,707	63.1%
Total Revenues	2,357,354	2,264,927	1,532,804	67.7%
Expenditures				
100's Salaries	887,081	906,119	526,483	58.1%
200's Benefits	187,536	206,119	141,116	68.5%
305 Contracted Services	310,196	314,748	241,576	76.8%
315 Technology Services (New Code)	0	12,000	6,157	51.3%
320 Communications Services	0	550	250	45.5%
329 Postage	1,117	750	356	47.5%
330 Utilities	47,158	47,158	35,369	75.0%
340 Property and Liability Insurance	6,244	8,768	8,774	100.1%
350 Repairs and Maintenance	54,218	63,359	40,239	63.5%
360 Transportation for Field Trips	568	3,063	534	17.5%
366 Travel, Conferences, and Staff Training	595	2,000	473	23.7%
369 Field Trips / Registration Fees	609	3,063	1,297	42.3%
370 Building Lease	29,492	29,492	22,119	75.0%
370 Other Rentals and Operating Leases	0	250	0	0.0%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
February 28, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	February 2017 YTD Activity	67% Percent of Amended Budget
401 Supplies - Non Instructional	14,612	25,050	6,983	27.9%
401 Maintenance Supplies	0	2,000	35	1.8%
405 Non-Instructional Software and Licensing	7,507	10,225	7,052	69.0%
406 Instructional Software		1,200	1,198	99.9%
430 Instructional Supplies	1,340	14,940	10,597	70.9%
455 Non-Instructional Tech Supplies (new code)	0	500	382	76.3%
456 Instructional Tech Supplies (new code)	0	1,000	390	39.0%
460 Textbooks and Workbooks	2,360	10,000	1,522	15.2%
461 Standardized Tests	0	0	0	0.0%
470 Media/Library Resources	0	0	0	0.0%
490 Food Purchased	840	300	348	115.9%
530 Furniture and Other Equipment	0	5,000	0	0.0%
555 Technology Equipment	15,859	1,515	513	33.9%
556 Instructional Technology Equipment (new code)	0	2,485	2,485	100.0%
580 Capital Leases (copier)	1,459	8,499	5,218	61.4%
740 Interest Expense	0	3,000	0	0.0%
810 Judgment Agnst Sch Dist	10,000	0	0	0.0%
820 Dues and Memberships, Fees	28,870	30,133	3,455	11.5%
State Special Ed Expenditures	351,962	333,007	161,539	48.5%
Federal CSP Grant (002)	52,302	0	0	0.0%
Federal CSP Grant (003)	59,702	165,141	166,547	100.9%
Federal Special Education Program	26,066	38,980	14,878	38.2%
PBIS individuals with Disabilities		15,000	0	0.0%
Title II	4,540	4,406	185	4.2%
Give to the Max CRS 200	3,061	0	(2,934)	0.0%
Directors Discretionary Fund CRS 104	0	15,000	0	0.0%
Subtotal Expenditures	2,105,292	2,284,820	1,405,136	61.5%
Transfers to Other Funds	0	0	0	
Total Expenditures	2,105,292	2,284,820	1,405,136	61.5%
General Fund Net Income	252,062	(19,893)	127,668	
Beginning General Fund Balance 7-1-2016		410,138	410,138	
Projected Ending General Fund Balance 6-30-2017		390,245	537,806	
		17.1%		

**Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
February 28, 2017**

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	February 2017 YTD Activity	67% Percent of Amended Budget
Fund 04 Program				
Revenues				
040 Tuition Revenue	104,303	5,000	240	4.8%
Total Revenues	104,303	5,000	240	4.8%
Expenditures				
Salaries and Wages	23,858	2,174	0	0.0%
Employee Benefits	3,636	326	0	0.0%
Purchased Services	450	2,500	500	20.0%
Supplies and Materials, Snacks	5,672	0	0	0.0%
Equipment	2,673	0	0	0.0%
Total Expenditures	36,289	5,000	500	10.0%
Fund 04 Program Surplus	68,014	(0)	(260)	
Beginning Fund 04 Balance 7-1-2016		127,047	127,047	
Projected Ending Fund 04 Balance 6-30-2017		127,047	127,047	
Total All Funds				
Revenues				
State Revenues	2,193,730	2,030,774	1,348,192	66.4%
Federal Revenues	142,609	223,527	177,906	79.6%
Local Revenues	125,318	15,626	6,947	44.5%
Total Revenues	2,461,657	2,269,927	1,533,044	67.5%
	<small>2,461,657</small>	<small>2,269,927</small>	<small>1,533,044</small>	
Expenditures				
Salaries and Wages	910,939	908,293	526,483	58.0%
Employee Benefits	191,173	206,445	141,116	68.4%
Purchased Services	450,647	487,699	357,644	73.3%
Supplies and Materials	32,330	80,215	28,506	35.5%
Equipment	19,990	17,499	8,216	47.0%
Short Term Financing Costs	0	3,000	0	0.0%
Other (Fundraising, Special Ed, Dues, etc.)	536,503	586,668	343,670	58.6%
Total Expenditures	2,141,582	2,289,820	1,405,636	61.4%
	<small>2,141,582</small>	<small>2,289,820</small>	<small>1,405,636</small>	
Total Revenues All Funds	2,461,657	2,269,927	1,533,044	67.5%
Total Expenditures All Funds	2,141,582	2,289,820	1,405,636	61.4%
Net Income - All Funds	320,075	(19,893)	127,408	
		<small>(19,893)</small>	<small>127,408</small>	
Beginning Fund Balance, All Funds, July 1, 2016	217,835	537,910	537,910	
Projected Fund Balance, All Funds, June 30, 2017	537,910	518,017	665,318	

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: March 28, 2017
AGENDA: Consent Agenda
RE: Recommended Financial Statements and Transactions for Approval

RECOMMENDATION: Approve the Woodbury Leadership Academy Financial Statements and Transactions for February 1 – February 28, 2017, as presented.

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 02/01/2017 - 2/28/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description	
ANCH		WX	1 1337	Anchor Bank		02/15/2017	\$87.68	3264	E 01 005 110 000 000 305	Account Service Charge	
ANCH		WX	1 1001	Public Employee Retirement Association		02/28/2017	\$1,205.45	3279	B 01 215 017	Payroll Deductions PERA	
ANCH		WX	1 1002	Teachers Retirement Association		02/28/2017	\$5,329.84	3280	B 01 215 018	Payroll Deductions TRA	
ANCH		WX	1 1003	Internal Revenue Service		02/28/2017	\$6,674.10	3281	B 01 215 010	Payroll Deductions FICA	
ANCH		WX	1 1003	Internal Revenue Service		02/28/2017	\$3,266.28	3281	B 01 215 011	Payroll Deductions Fed Tax	
ANCH		WX	1 1004	MN Department of Revenue Service		02/28/2017	\$1,438.22	3282	B 01 215 013	Payroll Deductions MN Tax	
ANCH		WX	1 1019	USPS		02/28/2017	\$3.39	3309	E 01 005 110 000 000 329	Mailing Box Tops for Education	
ANCH		WX	1 1019	USPS		02/28/2017	\$1.40	3315	E 01 005 110 000 000 329	Postage	
ANCH		WX	1 1019	USPS		02/28/2017	\$1.40	3315	E 01 010 400 000 000 329	SpEd Postage	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$85.21	3300	E 01 010 203 000 000 401	Instructional supplies - dividers, pouches	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$3.59	3300	E 01 005 110 000 000 401	Instructional supplies - dividers, pouches	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$5.99	3301	E 01 005 110 000 000 401	Calendar mouse pad	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$12.02	3302	E 01 010 203 000 000 430	Multipurpose paper	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$7.55	3303	E 01 010 203 000 000 430	Fireworx colored paper	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$26.40	3304	E 01 010 203 000 000 430	Washable Tempera paints	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$39.96	3305	E 01 010 203 000 000 430	Washable Tempera paints	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$18.59	3310	E 01 005 110 000 000 401	Laminated pouches, tape	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$19.18	3311	E 01 010 720 000 000 401	Bandages	
ANCH		WX	1 1027	Amazon.com		02/28/2017	\$19.48	3312	E 01 010 203 000 000 430	Cultural awareness supplies	
ANCH		WX	1 1032	Walmart		02/28/2017	\$10.91	3308	E 01 010 203 000 000 430	storage tubs and laundry soap	
ANCH		WX	1 1032	Walmart		02/28/2017	\$21.00	3313	E 01 005 110 000 000 401	Tubs for supply closet	
ANCH		WX	1 1144	National Association for Music Education		02/28/2017	\$132.00	3306	E 01 010 203 000 000 820	Membership dues	
ANCH		WX	1 1148	Domino's Pizza		02/28/2017	\$50.00	3314	E 01 010 203 000 000 490	Student pizza	
ANCH		WX	1 1318	Therapy Shoppe		02/28/2017	\$43.96	3317	E 01 010 420 000 740 433	SpEd: Chew Stixx and weighted ball	
ANCH		WX	1 1326	FACEBOOK		02/28/2017	\$5.82	3298	E 01 005 107 000 000 305	Marketing	
ANCH		WX	1 1326	FACEBOOK		02/28/2017	\$50.01	3299	E 01 005 107 000 000 305	Marketing	
ANCH		WX	1 1343	Valore Books		02/28/2017	\$3.96	3307	E 01 010 203 000 000 430	Great Gilly Hopkins book	
ANCH		WX	1 1344	PosterEnvy		02/28/2017	\$10.95	3316	E 01 010 203 000 000 430	Virtue Posters	
							Check Total:	\$18,574.34			
ANCH	5015	CH	1 1291	Booth Law Group, LLC		02/07/2017	\$2,337.50	3234	E 01 005 111 000 000 305	Legal Services - 9/7-9/30/2017	
ANCH	5015	CH	1 1291	Booth Law Group, LLC		02/07/2017	\$437.50	3236	E 01 005 111 000 000 305	Legal Services 12/1-12/31/2016	
							Check Total:	\$2,775.00			
ANCH	5016	CH	1 1054	Integrative Therapy, LLC.		02/07/2017	\$2,121.00	3237	E 01 010 420 000 740 394	OT: 1/17-1/27/2017 25.25hrs@\$84	
							Check Total:	\$2,121.00			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 02/01/2017 - 2/28/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5017	CH	1 1150	JR Computer Associates		02/07/2017	\$750.00	3238	E 01 005 605 000 000 315	Tech Monthly Service
					Check Total:		\$750.00			
ANCH	5018	CH	1 1240	Keys to Communication		02/07/2017	\$1,806.25	3239	E 01 010 401 000 740 394	Speech: 1/17-1/27/2017 20.25hrs@\$85
					Check Total:		\$1,806.25			
ANCH	5019	CH	1 1334	Mary Kelly		02/07/2017	\$2,440.00	3240	E 01 010 420 000 740 394	SPED: 30.5hrs@\$80
ANCH	5019	CH	1 1334	Mary Kelly		02/07/2017	(\$2,440.00)	3240	E 01 010 420 000 740 394	SPED: 30.5hrs@\$80
ANCH	5019	CH	1 1334	Mary Kelly		02/07/2017	\$2,440.00	3240	E 01 010 420 000 419 303	SPED: 30.5hrs@\$80
					Check Total:		\$2,440.00			
ANCH	5020	CH	1 1097	PLIC - SBD GRAND ISLAND		02/07/2017	\$662.01	3241	B 01 215 007	Life/ADD/STD Premiums
					Check Total:		\$662.01			
ANCH	5021	CH	1 1233	Reno Mothes		02/07/2017	\$75.00	3242	E 01 010 420 000 740 394	DAPE: 1/4-1/25/2017 1.5hrs@\$50
					Check Total:		\$75.00			
ANCH	5022	CH	1 1098	Teachers on Call		02/07/2017	\$800.00	3243	E 01 010 203 000 000 305	GenEd
ANCH	5022	CH	1 1098	Teachers on Call		02/07/2017	\$1,232.00	3243	E 01 010 420 000 740 307	SpEd Para Subs
ANCH	5022	CH	1 1098	Teachers on Call		02/07/2017	\$0.00	3243	E 01 010 400 000 000 305	SpEd w/o SpEd License
ANCH	5022	CH	1 1098	Teachers on Call		02/07/2017	\$832.00	3244	E 01 010 203 000 000 305	GenEd
ANCH	5022	CH	1 1098	Teachers on Call		02/07/2017	\$560.00	3244	E 01 010 420 000 740 307	SpEd Para Subs
ANCH	5022	CH	1 1098	Teachers on Call		02/07/2017	\$208.00	3244	E 01 010 400 000 000 305	SpEd s/o SpEd License
					Check Total:		\$3,632.00			
ANCH	5023	CH	1 1302	Toshiba Financial Services		02/07/2017	\$772.73	3245	E 01 010 605 000 000 380	Copier Lease
ANCH	5023	CH	1 1302	Toshiba Financial Services		02/07/2017	\$343.95	3245	E 01 010 203 000 000 401	Overages
					Check Total:		\$1,116.68			
					Bank ANCH Total:		\$33,952.28			
PB		WX	1 1001	Public Employee Retirement Association		02/15/2017	\$1,234.17	3257	B 01 215 017	Payroll Deductions PERA
PB		WX	1 1002	Teachers Retirement Association		02/15/2017	\$5,329.84	3258	B 01 215 018	Payroll Deductions TRA
PB		WX	1 1003	Internal Revenue Service		02/15/2017	\$6,717.58	3259	B 01 215 010	Payroll Deductions FICA
PB		WX	1 1003	Internal Revenue Service		02/15/2017	\$3,310.20	3259	B 01 215 011	Payroll Deductions Fed Tax
PB		WX	1 1004	MN Department of Revenue Service		02/15/2017	\$1,458.96	3260	B 01 215 013	Payroll Deductions MN Tax
PB		WX	1 1004	MN Department of Revenue Service		02/15/2017	\$22.00	3263	E 01 005 110 000 000 896	Sales Tax payment
PB		WX	1 1034	Premier Bank		02/15/2017	\$70.90	3262	E 01 005 110 000 000 305	Bankcard
PB		WX	1 1034	Premier Bank		02/15/2017	\$20.00	3261	E 01 005 110 000 000 305	ePN/Fees
PB		WX	1 1001	Public Employee Retirement Association		02/16/2017	\$78.55	3265	B 01 215 017	Payroll Deductions PERA
PB		WX	1 1003	Internal Revenue Service		02/16/2017	\$85.84	3266	B 01 215 010	Payroll Deductions FICA
PB		WX	1 1014	Trusted Employees		02/28/2017	\$92.50	3297	E 01 005 110 000 000 305	Background checks

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 02/01/2017 - 2/28/2017

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
PB		WX	1	1034	Premier Bank		02/28/2017	\$10.00	3296	E 01 005 110 000 000 305	ACH processing Fee
						Check Total:		\$18,430.54			
PB	4897	CH	1	1328	Woodbury Leadership Academy		02/01/2017	\$265,000.00	3230	B 01 101 003	Moving funds to Anchor from Premier
						Check Total:		\$265,000.00			
PB	4898	CH	1	1137	Math Master MN		02/06/2017	\$90.00	3233	E 01 010 298 000 000 369	6th grade individual registration (2)
PB	4898	CH	1	1137	Math Master MN		02/06/2017	\$85.00	3246	E 01 010 298 000 000 369	Competition Fee 4/29/2017
PB	4898	CH	1	1137	Math Master MN		02/06/2017	\$85.00	3247	E 01 010 298 000 000 369	Competition Fee 4/29/2017
						Check Total:		\$260.00			
PB	4899	CH	1	1008	Beltz, Kes, Darling & Associates		02/22/2017	\$4,650.00	3267	E 01 005 110 000 000 305	February Financial Mgmt and Acct Services
						Check Total:		\$4,650.00			
PB	4900	CH	1	1291	Booth Law Group, LLC		02/22/2017	(\$2,782.50)	3235	E 01 005 111 000 000 305	Credit invoice for 8/1-8/31/2016
PB	4900	CH	1	1291	Booth Law Group, LLC		02/22/2017	\$4,162.50	3268	E 01 005 111 000 000 305	Legal Services - June 2016
PB	4900	CH	1	1291	Booth Law Group, LLC		02/22/2017	\$8,662.50	3269	E 01 005 111 000 000 305	Legal Services - July
						Check Total:		\$10,042.50			
PB	4901	CH	1	1336	Hennepin County Medical Center		02/22/2017	\$357.50	3270	E 01 010 720 000 000 305	Nursing Services 1/24/2017
						Check Total:		\$357.50			
PB	4902	CH	1	1054	Integrative Therapy, LLC.		02/22/2017	\$2,415.00	3271	E 01 010 420 000 740 394	OT: 28.75hrs@\$84 2/2-2/10/2017
						Check Total:		\$2,415.00			
PB	4903	CH	1	1240	Keys to Communication		02/22/2017	\$1,848.75	3272	E 01 010 401 000 740 394	Speech: 20.75hrs@\$85 2hrs2\$42.50 1/31-2
						Check Total:		\$1,848.75			
PB	4904	CH	1	1298	Sharon Anne Johnson		02/22/2017	\$125.00	3273	E 01 010 412 000 419 303	DD: 2.5hrs@\$50 2/9-2/12/2017
						Check Total:		\$125.00			
PB	4905	CH	1	1241	Sheila Merzer		02/22/2017	\$345.00	3274	E 01 010 420 000 419 379	SPED: 1/23-1/25/2017
						Check Total:		\$345.00			
PB	4906	CH	1	1098	Teachers on Call		02/22/2017	\$1,456.00	3275	E 01 010 203 000 000 305	GenEd
PB	4906	CH	1	1098	Teachers on Call		02/22/2017	\$176.00	3275	E 01 010 420 000 740 307	SpEd
PB	4906	CH	1	1098	Teachers on Call		02/22/2017	\$508.30	3276	E 01 010 203 000 000 305	GenEd
PB	4906	CH	1	1098	Teachers on Call		02/22/2017	\$243.70	3276	E 01 010 420 000 740 307	SpEd
						Check Total:		\$2,384.00			
PB	4907	CH	1	1293	Tierney		02/22/2017	\$240.00	3277	E 01 010 630 000 000 456	Replacement lamp for projector
						Check Total:		\$240.00			
PB	4908	CH	1	1341	Ferdinand F Peters, ESQ, Law Firm		02/22/2017	\$5,000.00	3278	E 01 005 111 000 000 305	Legal Retainer
						Check Total:		\$5,000.00			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 02/01/2017 - 2/28/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
PB	4909	CH	1 1139	Perpich Center for Arts Education		02/27/2017	\$22,480.57	3284	E 01 005 850 000 348 370	March Lease payment
					Check Total:		\$22,480.57			
PB	4910	CH	1 1098	Teachers on Call		02/27/2017	\$208.00	3283	E 01 010 400 000 000 305	SpEd w/o Sped License
					Check Total:		\$208.00			
					Bank PB Total:		\$333,786.86			
					Report Total:		\$367,739.14			

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
2327	201708	02/01/2017	P	JE		Transfer Pre to Anchor	Transfer Pre to Anchor	B	01	101	000				Cash & Cash Equiv	0.00	265,000.00
						Transfer Pre to Anchor	Transfer Pre to Anchor	B	01	101	003				Cash & Cash Equiv	265,000.00	0.00
2328	201708	02/01/2017	P	JE		Transfer Pre to Anchor	Transfer Pre to Anchor	B	01	101	000				Cash & Cash Equiv	\$265,000.00	\$265,000.00
						Transfer Pre to Anchor	Transfer Pre to Anchor	B	01	101	003				Cash & Cash Equiv	265,000.00	0.00
2338	201708	02/01/2017	P	JE		Transfer Savings to Chking	Transfer Savings to Chking	B	01	101	000				Cash & Cash Equiv	\$265,000.00	\$265,000.00
						Transfer Savings to Chking	Transfer Savings to Chking	B	01	101	001				Cash & Cash Equiv	98,195.07	0.00
2374	201708	02/16/2017	P	JE		Correct bank for 2.15 Pr Pay	Correct bank for 2.15 Pr Pay	B	01	101	000				Cash & Cash Equiv	\$98,195.07	\$98,195.07
						Correct bank for 2.15 Pr Pay	Correct bank for 2.15 Pr Pay	B	01	101	003				Cash & Cash Equiv	18,215.14	0.00
2375	201708	02/23/2017	P	JE		Correcting Bank for 2.23.17 dt	Correcting Bank for 2.23.17 dt	B	01	101	000				Cash & Cash Equiv	\$18,215.14	\$18,215.14
						Correcting Bank for 2.23.17 dp	Correcting Bank for 2.23.17 dp	B	01	101	003				Cash & Cash Equiv	0.00	18,215.14
2381	201708	02/28/2017	P	JE		S.Johnson MMEA PD to Title I	S.Johnson Ck#5028 PD	E	01	010	204	000	414	366	Trav/Conv/Conference	0.00	3,988.39
						S.Johnson Ck#5028 PD	S.Johnson Ck#5028 PD	E	01	010	640	000	316	366	Trav/Conv/Conference	3,988.39	0.00
2382	201708	02/28/2017	P	JE		Reverse JE 2331 done twice	Reverse JE 2331 done twice	E	01	010	420	000	419	303	Fed Sub Award SubCont <\$	\$3,988.39	\$3,988.39
						Reverse JE 2331 done twice	Reverse JE 2331 done twice	E	01	010	420	000	740	394	To Non-Ed Agency	185.00	0.00
																\$185.00	\$185.00
																0.00	2,440.00
																2,440.00	0.00
																\$2,440.00	\$2,440.00

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: March 28, 2017
AGENDA: Consent Agenda
RE: Personnel Transactions

RECOMMENDATION: Approve the following personnel transactions as presented:

Hiring:

Name	Title	Effective	Rate
Amy Cahlander	Receptionist	4/5/17	\$11/hour

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: March 28, 2017
AGENDA: Consent Agenda
RE: Acceptance of Gifts

RECOMMENDATION: Approve the following Acceptance of Gifts to Woodbury Leadership Academy:

Donor	Purpose	Gift
WLA Parent	Miscellaneous (School Discretion)	\$60

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: March 28, 2017
AGENDA: Business/Board Action
RE: Approve the 2017-2018 WLA Academic Calendar

RECOMMENDATION: Approve the 2017-2018 WLA Academic Calendar as presented.



Woodbury Leadership Academy

2017-2018 School Year - Academic Calendar

July 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2017
4 Independence Day

August 2017
21-23 New Teacher Training (No School)
24-25 Teacher Workshop (No School)
28-29 Teacher Workshop (No School)
30 Early Listening Conferences
Noon-8 PM (No school)
31 Early Listening Conferences
8:15 AM-4:15 PM (No school)

September 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2017
4 Labor Day (No School)
5 First Day of School
29 Free Dress Friday

October 2017
19 MEA / Teacher Workshop (No School)
20 MEA (No School)
27 Free Dress Friday

November 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2017
17 Free Dress Friday
21 Student-led conferences 5-8 PM
22 Student-led conferences
8:15 AM-4:15 PM (No school)
23-24 Thanksgiving (No School)
30 End of Trimester 1

December 2017
1 Teacher Workshop (No School)
4 Start of Trimester 2
15 Free Dress Friday
21 Winter Break begins

January 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

January 2018
3 Classes resume
15 MLK Jr Day (No School)
26 Free Dress Friday

February 2018
15 Student-led conferences 5-8 PM
16 Student-led conferences
8:15 AM-4:15 PM (No school)
19 Presidents' Day (No School)
20 Teacher Workshop (No School)
23 Free Dress Friday

March 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2018
9 End of Trimester 2
12 Teacher Workshop (No School)
13 Start of Trimester 3
23 Free Dress Friday
28-30 Spring Break (No School)

April 2018
27 Free Dress Friday

May 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2018
25 Free Dress Friday
28 Memorial Day (No School)

June 2018
6 End of Trimester 3 / Last day
of school
7 Teacher Workshop (No School)

Student Contact Days: 171 (173 prior year)
1st Trimester = 58

2nd Trimester = 57

3rd Trimester = 56

Teacher Contact Days:
New = 187

Returning = 184

KEY: School in session
 No school for students-teacher workday
 No school for students or teachers-school closed

Approved:

6
19
21
20
14
20
19
17
21
22
5
184

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: March 28, 2017
AGENDA: Business/Board Action
RE: 1st Reading of Board Policies (200 series)

RECOMMENDATION: Approve the 1st reading/review of the following 200 series policies:

Policy 201: Board of Directors Election Procedure

Policy 203: Operation of the School Board – Governing Rules

Policy 203.2: Order of the Regular School Board Meeting

Policy 203.5: School Board Meeting Agenda

Policy 203.6: Consent Agendas

Policy 206: Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

Policy 208: Development, Adoption, and Implementation of Policies

Policy 210.1: Conflict of Interest Policy – Charter School Board Members

Policy 211: Criminal or Civil Action Against School District, School Board Member, Employee or Student

Policy 214: Out of State Travel by School Board Members

Policy 216: Purchasing, Procurement, and Contracting Policy

WLA Policy 201

1st Reading

3/28/17

Policy 201: Board of Directors Election Procedure

Adopted: 10.25.2016

I. PURPOSE

The Board of Directors shall be composed of up to 9 members. Each Director shall serve for a three (3) year term or until the Director dies, resigns, is removed or the term otherwise expires as provided by law or by the Bylaws of WLA. The composition of the Board of Directors shall be in compliance with Minn Stat §124E.07 of the Minnesota Statutes.

II. GENERAL ELECTION PROCESS

- A. Elections shall be held annually the week prior to the regular December Board meeting.
- B. The Board shall appoint three election officials at the October Board meeting.
- C. Election officials shall be individuals who are not nominated for the Board and have no family member nominated for the Board.
- D. The Board of Directors will appoint either a current Board Director or ex officio to oversee the election process.
- E. All completed voting ballots must be delivered in person by the voter or by USPS no later than the election day.
- F. One or more election officials will be responsible for verifying receipt of all ballots and for keeping ballots secured in a locked box until counting.
- G. All election officials work to count all ballots and resolve any ballot disputes.
- H. Counting results are shared with Board Chair and all voting and ballot records are given to the Board at the following Board meeting.

III. NOMINATIONS FOR BOARD OF DIRECTORS

Beginning sixty (60) days in advance of WLA's January regular Board meeting, the Board of Directors will solicit nominations for all of the Board member positions that will be filled at the regular Board meeting in January. A Self-Nomination Application form will be considered valid if received by the nomination deadline and the applicant meets all of the requirements as outlined in the WLA Bylaws.

IV. VOTING ELIGIBILITY

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

V. DETERMINING THE ELECTION WINNERS

- A. The nominees for each seat with the highest number of votes is the winner.
- B. In the event of a tie, the Board shall hold a tie breaking vote. The vote tallies for each candidate will be certified at the following Board meeting to be published in the Board meeting minutes.
- D. Disputed ballots shall only be considered valid if all election officials reach a unanimous agreement over the dispute.
- E. All election ballots and election records shall be kept for a minimum of one (1) year.

VI. VOTING PROCEDURES

- A. A ballot shall consist of one numbered ballot sheet, one signature card, one privacy envelope, one voting envelope and one instruction sheet for proper ballot submission.
- B. Sample voting instructions:
WLA Election for Board of Directors - Month, Date, Year

Voting deadline is the close of business on Friday, _____

- Mark your election choices on the ballot sheet with a pen. You may only choose listed candidates. No write-ins will be accepted.
 - Insert one completed ballot sheet into the privacy envelope and seal it.
 - Print and sign your name on the signature card.
 - Insert the sealed privacy envelope and completed signature card into the voting envelope and seal it.
 - Deliver the sealed voting envelope to the WLA main office by the deadline.
 - The sealed voting envelope may be sent by USPS to the WLA main office but must arrive by the deadline.
- C. A new ballot may be issued by the election officials in the event an issued ballot is lost, damaged, etc.
 - D. Without being opened, voting envelopes shall be initialed and dated by an election official before being put in the voting box.
 - E. The voting box must be securely locked in the main office when it is not attended by an election official.

VII. COUNTING PROCEDURES

- A. The election officials will complete the count of all ballots before the following Board meeting.
- B. Invalid ballots will be kept separate and tallied at the end for reporting to the Board.
Reasons for invalid ballots include:
 - No name or signature on privacy envelope
 - Ineligible voter
 - Not an official ballot
 - Ballot received after the deadline
 - Marking too many candidates.
 - *Note: If the intent is clearly marked on the ballot sheet and the election officials unanimously agree on the validity of the ballot, it will be considered valid.*

- C. One election official will verify the receive date on voting envelope. The official will open the voting envelope and hand the signature card and privacy envelope to a second election official. The voting envelope will be placed in its own pile to be counted.
- D. Voting envelopes with a receive date after the deadline shall be marked "Deadline" and placed unopened in the invalid ballot box.
- E. The second election official will cross check the printed name on the signature card with the election checklist to ensure there is only one vote per person.
- F. After passing the cross check, the unopened privacy envelope containing the ballot sheet will be put into a counting box. Ballots without the privacy envelope should also be placed into the counting box for counting. Signature cards will be placed in their one pile to be counted.
- G. In the event that more than one ballot is received from the same person, only the first vote will be counted. The unopened privacy envelope shall be marked "Duplicate" and placed in the invalid ballot box. Ballots without a privacy envelope shall have the ballot sheet marked "Duplicate" instead and placed in the invalid ballot box.
- H. Ballots without a properly signed signature card will not be counted. The unopened privacy envelope will be marked "No Signature" and placed in the invalid ballot box. Ballots without a privacy envelope shall have the ballot sheet marked "No Signature" instead and placed in the invalid ballot box.
- I. After all voting envelopes are opened and signatures cross-checked, the ballots in the counting box should be mixed and then counted.
- J. Each election official will tally all ballots. If all counts do not agree, they will be recounted.
- K. The number of ballots will be verified with the number of opened, valid voting envelopes.
- L. The election certification report will be filled out and given to the Board Chair, to be included in the Board meeting minutes for the next meeting.
- M. The Board Chair and the WLA Executive Director will be contacted with the results.
- N. The Board Chair will contact all candidates to inform them of the results, thank them for their participation, and remind the winners of the date for their first meeting.
- O. All election ballots and election documents will be given to the Board for storage with the school records for a minimum one (1) year.

VIII. CAMPAIGN GUIDELINES

WLA will only allow candidates to submit a prepared campaign statement and biography for distribution to its stakeholders. It is highly recommended that all candidates carefully prepare and submit this documentation to be posted on the WLA school website and a hard copy will be distributed to stakeholders via (students folders, USPS mail)

A. Items in Candidate Statement and Biography should include:

- 1. Biography highlights which may include educational experience, CM experience, committee appointments, volunteer work awards, and/or honors received.

B. Not Permitted

- 1. Shall not print and distribute materials promoting or opposing a candidate using district resources.

2. Shall not use school grounds or school events to promote or oppose a candidate.
3. Signs advocating for or against candidates or ballot measures shall not be posted on district property in any area accessible for the general public or in classrooms.
4. Publicly owned vehicles shall not be used to carry or display political material.
5. Shall not pressure employees or Board members.
6. Shall not use the school's internal mail or email system to communicate campaign-related information.
7. Smear campaigning will not be tolerated.

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

WLA Policy 203

1st Reading

3/28/17

Policy 203

Orig. 1995

Rev. 2015

203 – OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

WLA Policy 203.2

1st Reading

3/28/17

Policy 203.2

Orig. 1997

Rev. 2015

203.2 – ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order, Roll Call, and Pledge of Allegiance
2. Approval of agenda.
3. Approval of Previous Minutes
4. Recognition
5. Open Forum/Communication
6. Presentation/Reports
7. Approval of Consent Agenda
8. Business/Board Action
9. Additional/Future Items
10. Board Communication
12. Adjournment

B. Items in this order may be considered as part of a consent agenda:

1. Cash Disbursements and Receipts
2. Personnel Transactions

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

WLA Policy 203.5

1st Reading

3/28/17

Policy 203.5

Orig. 1997

Rev. 2014

203.5 – SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members _____ () days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board
Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

WLA Policy 203.6

1st Reading
3/28/17

Policy 203.6
Orig. 1997
Rev. 2015

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

WLA Policy 206

1st Reading

3/28/17

Policy 206

Orig. 1995

Rev. 2014

206 – PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific

reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school

district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

WLA Policy 208

1st Reading

3/28/17

Policy 208

Orig. 1995

Rev. 2015

208 – DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual, and a copy shall be placed on the district's website.
- C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

WLA Policy 210.1

1st Reading

3/28/17

Adopted: July 22nd, 2014

210.1 CONFLICT OF INTEREST POLICY – CHARTER SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest for charter school board members and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the charter school board to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

III. CONFLICTING BUSINESS RELATIONSHIPS

- A. An individual is prohibited from serving as a member of the charter school board of directors if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the commissioner or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation.
- B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:
1. The board member, employee, officer, or agent;
 2. The immediate family of the board member, employee, officer, or agent;
 3. The partner of the board member, employee, officer, or agent; or
 4. An organization that employs, or is about to employ any individual in clauses (1) to (3),
- has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void.
- C. Any employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.

- D. An individual may serve as a member of the board of directors if no conflict of interest under paragraph A exists.
- E. The conflict of interest provisions under this subdivision do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

WLA Policy 211

1st Reading

3/28/17

Policy 211

Orig. 1995

Rev. 2015

211 – CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

It is the policy of the school district that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved

by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

WLA Policy 214

1st Reading

3/28/17

Adopted:

Revised:

214 · OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect Woodbury Leadership Academy, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National Charter School Conference is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from Woodbury Leadership Academy should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school

board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The school administration shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The administration shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

WLA Policy 216

1st Reading

3/28/17

Adopted: October 28, 2014

216 PURCHASING, PROCUREMENT, AND CONTRACTING POLICY

I. PURPOSE

The purpose of this policy is to:

- Establish procedures for carrying out purchasing, procurement and contracting functions of Woodbury Leadership Academy (WLA)
- Provide efficient management of public monies
- Ensure compliance with all applicable state and federal laws including requirements when using federal funds to make purchases under Minnesota's federal Charter Schools Program (CSP).

II. GENERAL STATEMENT OF POLICY

It is the policy of the WLA board to utilize resources to the benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff/board members, and fairness in dealing with vendors.

III. GENERAL PURCHASING PROCEDURES

- Authorization:** The WLA school director, in conjunction with the board treasurer, are responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, efficiency, and compliance with all applicable laws. The approved WLA expenditure budget (as adopted by the Board of Directors) is authorization for the director to make purchases within the budget under his/her control. To be valid, all contracts must be approved by the school board. The school board may empower the director to enter into contracts that will be subsequently approved by the board.
- Scope:** Purchasing procedures apply to procurement of equipment, supplies, and services used to support the educational process. Expenditure of charter school funds may only be for the public purposes of the charter school and may not benefit an individual.
- Administrative Approval:** In order to provide efficient budget management, the director, must approve all expenditures. Expenditures greater than \$5,000 must also be approved by the board treasurer.
- Monitor:** The director will monitor and facilitate best practices and ensure best pricing. The director, in collaboration with the board treasurer will make a monthly report to the WLA board regarding expenditures, including variances to the approved budget.
- Economy:** Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching best prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.

F. **Purchasing Methods:** All charter school purchases must be made through methods authorized by WLA board. Approved methods include purchase orders, request for a check, reimbursement to employees upon presentation of receipts for school district purchases. Advanced payment will only be made when required by the vendor.

G. **Requesting Goods and Services:**

1. Requisitions for purchase orders. The school is to have a written procedure for the process of generating a purchase order for goods or services.
2. Request for check. Services or supplies received and invoiced prior to initiating a purchase order may be paid by filling out a "request for check" form and getting director approval. Examples include attorneys, auditors, employee reimbursement for purchase of goods or mileage, and other contracted services where the total cost cannot be determined ahead of time.
3. Employee reimbursement. Employees may be reimbursed for school expenses using a "request for check" form by attaching receipts and getting the director's approval. State sales tax cannot be reimbursed, so purchasing cards or purchase orders should be used whenever possible.
4. Advance payment. From time-to-time it may become necessary to get an advance payment for goods or services. Upon approval of the director, advance payment will be made for such things as extended field trips, conference travel by staff and/or for vendors who won't accept a purchase order. All receipts, along with any unspent funds must be turned in upon completion.

H. **Receiving/Return/Storing:** The director or his/her designee, upon receipt of ordered goods, will make an inspection to insure accuracy of the order and condition of the goods. The initialed and dated packing slip/invoice should be filed for matching with the purchase order (if applicable) and the invoice for payment.

I. **Invoice/Payment:** Payment for goods and services will be made only after the receipt of the goods or services, with rare exceptions. MN Statute 471.425 requires payment within 35 days with exception for a negotiated shorter payment period between vendor and school. No company shall be paid late fees for payment within the 35 days.

J. **Outstanding Purchase Orders and Year End Cleanup:** Purchase orders remain unfilled and open until all items have been received and paid. Full year purchase orders (i.e., blanket POs for cell phone bills) and any unfilled purchase orders at June 30 of the fiscal year must be closed out and if necessary renewed with a different PO # for the new fiscal year. Authorization to make future purchases cannot extend beyond the end of the fiscal year.

IV. PROCEDURES FOR PURCHASES FROM \$10,000-\$49,999 WITH NON-FEDERAL MONEY

A. A contract for supplies, materials, equipment or construction estimated to cost from \$10,000 to \$49,999 must be made by obtaining two (State Statute) or more competitive quotes or by sealed bid. Charter school contracts of this size must be in compliance with MN Statute 471.345. The director and the board

treasurer must oversee this process.

V. PROCEDURES FOR PURCHASES \$50,000 AND OVER WITH NON-FEDERAL MONEY

- A. A contract for supplies, materials, equipment or construction estimated to cost \$50,000 and over must be solicited by sealed bid after a public notice period. Contracts of this size must be in compliance with MN Statute 471.345. The director and the board treasurer must oversee this process.

VI. PROCEDURES FOR USING FEDERAL FUNDS TO PURCHASE MATERIALS, PRODUCTS, OR SERVICES UNDER MINNESOTA'S FEDERAL CHARTER SCHOOLS PROGRAM (CSP)

- A. Follow the steps as outlined above for General Purchasing Procedures. This will assist the school in following a free and open competitive process in securing those products or services. It will allow the school to properly document their purchasing activities and decisions. In addition, this policy will assist the school in following the special rules for particular kinds of purchases typically used under the federal Charter School Program. The federal requirements for these administrative areas are found in the Code of Federal Regulations (CFR) at 34 CFR 80.36 for governmental sub-recipients and 34 CFR 74.40-48 for sub-recipients that are non-profit organizations (e.g. CSP sub-grantees). These regulations are found at www.ed.gov/policy/fund/reg.

- B. The Federal CSP has permitted three Procurement Methods as follows:

1. Small purchases (34 CFR 80.36(d)(1)):

- a. May be used for procurement of \$100,000 or less in the aggregate:
- b. Small purchases are usually made through the use of purchase orders for purchases of goods and written contracts for purchases of consultant vendor services;
- c. Proposals must be solicited from three to five qualified sources (Federal CSP Grant Requirements) consistent with the nature and requirements of the procurement;
- d. Competition is sought through oral or written price quotations; and
- e. For procurement of goods, catalogs or price lists may also be used.

2. Competitive Proposals (34 CFR 80.36(d)(3)):

- a. A procurement in excess of the small purchase threshold (more than \$100,000) may not be inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the "small purchases" approach.

3. Noncompetitive proposals/sole source procurement (34 CFR Part 80.36(d)(4))

- a. Noncompetitive negotiations may be utilized only under very limited circumstances. The CSP sub-grantee must show that another method of procurement was infeasible because:
 - b. The item or service was only available from a single source;
 - c. A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; or
 - d. Competition was determined to be inadequate after receiving proposals from numerous sources.
- C. Contracting with small and minority firms and women's business enterprises [34 CFR Part 80.36 (e)]. Grantees and sub-grantees will take all necessary affirmative steps to assure that small and minority firms and women's business enterprises are used when possible. Affirmative steps include:
1. Placing qualified small and minority business and women's business enterprises on solicitation lists;
 2. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 4. Establishing delivery schedules, where the requirements permits, which encourage participation by small and minority business and women's business enterprises; and
 5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- D. The Administrative Process. The administrative procedures shall include a system of contract administration that includes the following:
1. WRITTEN PROCUREMENT PROCEDURES
 - a. For procurements within the small purchase threshold (\$100,000) the procurement procedure ensures that the purchase of unnecessary or duplicate items is avoided; and a cost or price analysis will be performed for every proposed procurement action, including contract modifications, and documentation to that effect is maintained in the procurement file.
 2. SELECTION PROCEDURES
 - a. The charter school selection procedures ensure that:

- i. Awards will be made to the bidder/offer or whose offer is responsive to the solicitation and is most advantageous to the CSP sub-grantee, price and other factors considered;
- ii. Any and all offers may be rejected when it is in the CSP sub-grantee's interest to do so;
- iii. The CSP subgrantee ensures that the award is only made to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- iv. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources; and
- v. The school will check references, contact current and prior clients, check resource organization web sites, etc.
- vi. The school ensures that there are protest procedures in place to handle and resolve disputes relating to procurement and in all instances report such disputes to the State (34 CFR 80.36(b)(12)).

3. CONTRACT ADMINISTRATION PROCEDURES

- a. If a charter school has contract administration procedures it will:
 - i. Insure all purchase orders (and contracts) are signed by the authorized official(s) of the CSP sub-grantee;
 - ii. Determine the adequacy of contractor performance (34 CFR 80.36(b)(2)); and
 - iii. Establish reasonable payment schedules defining amount and timing of funds to be paid (we recommend payment *after* services rendered).
 - iv. Insure items delivered and paid for are consistent with the purchase order and/or contract for the goods or services;
 - v. Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.

4. WRITTEN CONTRACTS WITH VENDORS WILL INCLUDE THE FOLLOWING:

- i. Provisions or conditions that allow for administrative, contractual or legal remedies in instances in which a contractor violates or breaches the contract term, and provisions which provides for such remedial actions as may be appropriate;
- ii. Provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement; and
- iii. Conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

5. RECORDS TO BE MAINTAINED

- a. According to 34 CFR 80.36(b) (9), as a CSP subgrantee the school will maintain records to detail the significant history of a procurement. These records include, but are not limited to documentation on:
 - i. The rationale for selecting the method of procurement used;

- ii. The rationale for selecting/rejecting the contractor;
- iii. The rationale for selecting the type of contract;
- iv. The basis for the cost or price of a contract;
- v. The receipt of an adequate number of price or rate quotations from qualified sources; and
- vi. Justification for lack of competition when competitive bids or offers are not obtained.

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: March 28, 2017
AGENDA: Business/Board Action
RE: Resolution to Amend the WLA Bylaws

RECOMMENDATION: Approve the resolution to amend the Woodbury Leadership Academy by-laws.