

Public Copy

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, August 22, 2017

6:00 P.M.

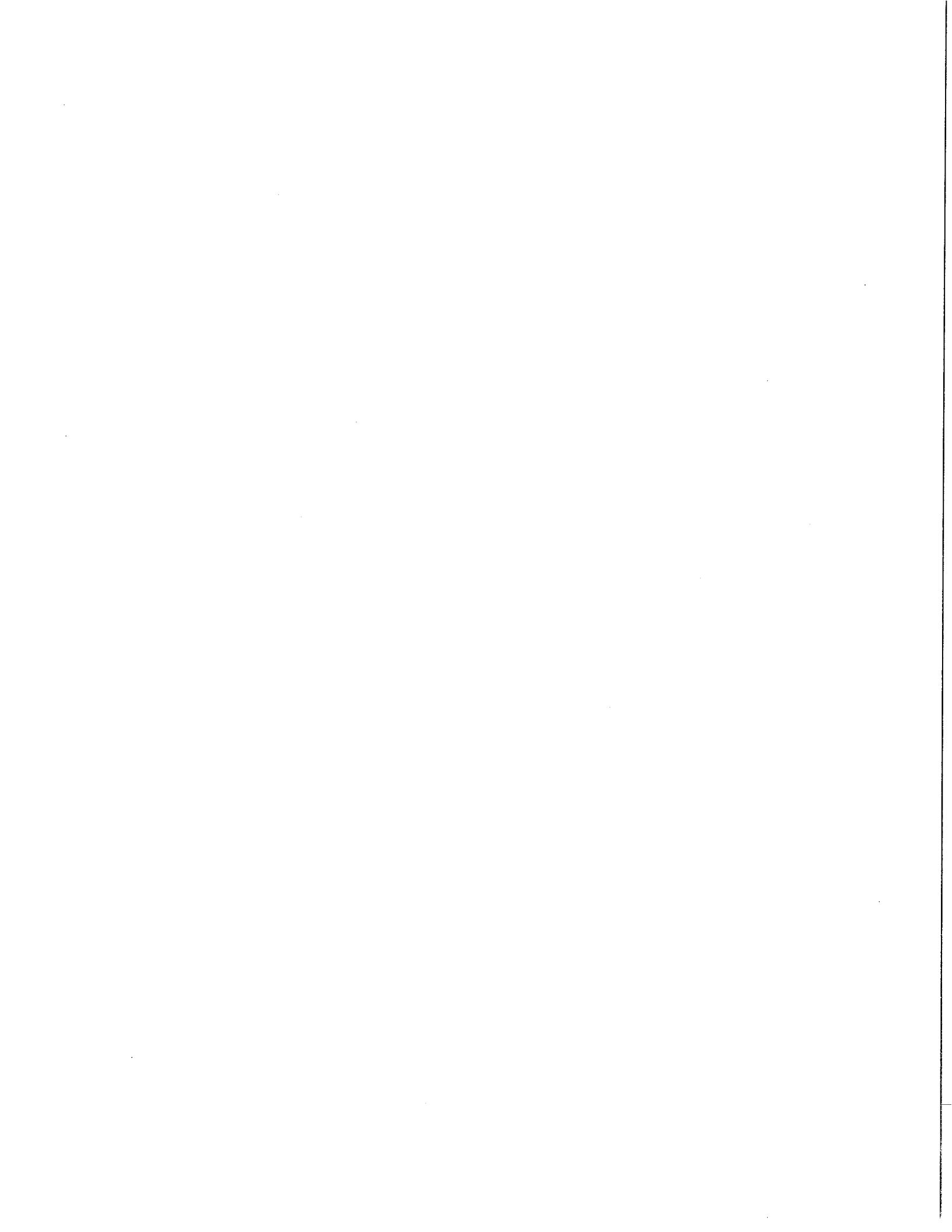
Woodbury Leadership Academy School

600 Weird Drive, Woodbury, MN – Room 1500 (1st Grade Pod Area)

**PLEASE LEAVE THIS BINDER ON THE BACK SIGN-IN TABLE AND DO NOT
REMOVE ANY DOCUMENTS.**

THANKK YOU.

Property of: Woodbury Leadership Academy Board of Directors





BOARD OF DIRECTORS – AGENDA

Tuesday, August 22, 2017 at 6:00 P.M.

1st Grade Pod Area (Room 1500) – 600 Weir Drive, Woodbury, MN 55125

WLA Mission: The mission of WLA is to empower dedicated staff to deliver academically rigorous curriculum to students and prepare them with exceptional leadership skills.

WLA Vision: The vision of WLA is to be a sustainable K-8 public school where learning empowers students to be future leaders and global citizens.

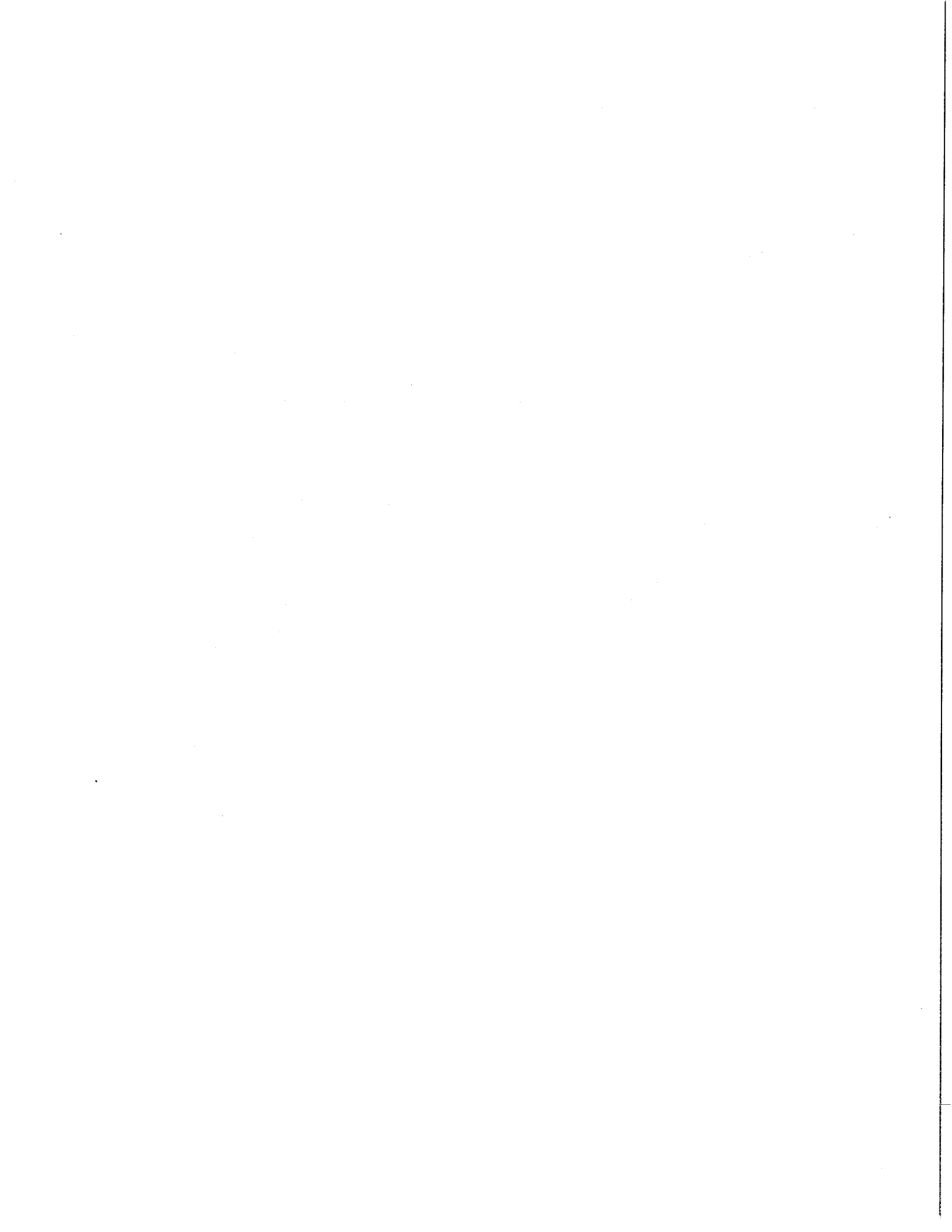
| Agenda Item | Purpose | Presenter | Materials | Time |
|---|---------|--|---|-----------|
| 1. Meeting Call to Order | | | | |
| | Info | Barbara Young, Board Chair | | 1 minute |
| 2. Roll Call | | | | |
| | Info | Kylie Griffith Board Secretary | Attendance Sheet | 1 minute |
| 3. Mission and Vision | | | | |
| | Info | Mandi Folks, Board Member | | 1 minute |
| 4. Approval of Agenda | | | | |
| | Action | Barbara Young, Board Chair | Agenda | 1 minute |
| 5. Conflict of Interest | | | | |
| | Info | Barbara Young, Board Chair | | 1 minute |
| 6. Public Comment | | | | |
| | Info | Barbara Young, Board Chair | Public Comment Sheet | 1 minute |
| 7. Board and Administration Report | | | | |
| 7.1. Board Report | Info | Barbara Young, Board Chair | | 5 minutes |
| 7.2. Executive Director Report | Info | Kathy Mortensen, Executive Director | | 5 minutes |
| 8. Committee Report and Action | | | | |
| 8.1. Finance Report | Info | Jessica Erickson, Board Member | Financial Statement and Transaction Sheets | 5 minutes |
| 8.1.1. Approve Nancy Baumann to join Finance Committee | Action | Barbara Young, Board Chair | | 1 minute |
| 8.2. Governance Report | Info | Ro Krejci, Governance | Policy 610, Policy 201.1 and WLA Bylaws | 5 minutes |

| | | | | |
|---|---------------|--|---|-----------|
| | | Committee Chair | | |
| 8.2.1. Approve 2 nd (Final) Reading of Policy 610 | Action | Barbara Young, Board Chair | Policy 610 | 1 minute |
| 8.2.2. Approve 2 nd (Final) Reading of Policy 201.1 | Action | Barbara Young, Board Chair | Policy 201.1 | 1 minute |
| 8.2.3. Approve the 2 nd (Semifinal) Reading of WLA Bylaws | Action | Barbara Young, Board Chair | WLA Bylaws | 1 minute |
| 8.3. Website Policy Update | Action | Kylie Griffith, Board Secretary | Software-as-a-Service Subscription Agreement | 1 minute |
| 9. Consent Agenda – Action and No Discussion | | | | |
| 9.1. Approve the Meeting Minutes from June 27, 2017, July 11, 2017, July 26, 2017, August 8, 2017 | Action | Barbara Young, Board Chair | Meeting Minutes from June 27, 2017, July 11, 2017, July 26, 2017, August 8, 2017 | 1 minute |
| 9.2. Approve the Financial Statement and Transaction for July 1 – July 31, 2017 as presented | Action | Barbara Young, Board Chair | Financial Statement and Transaction Sheets | 1 minute |
| 10. Board Discussion and Action | | | | |
| 10.1. Board Calendar for 2017-18 SY | Discussion | Barbara Young, Board Chair | Calendar | 5 minutes |
| 10.1.1 Approve Board Calendar for 2017-18 SY | Action | Barbara Young, Board Chair | Calendar | 1 minute |
| 10.2. Employee Agreements for 2017-18 SY | Discussion | Kathy Mortensen, Executive Director | Employee Agreements for 2017-18 SY Overview | 5 minutes |
| 10.2.1. Approve Employee Agreements for 2017-18 SY as presented | Action | Barbara Young, Board Chair | Employee Agreement for 2017-18 SY Overview | 1 minute |
| 10.3. Approve Michelle Johnson, Investment Advisor at Edward Jones Financial Co., for financial/retirement planning for individual employees | Action | Barbara Young, Board Chair | | 1 minute |
| 11. Board Communication and Future Items | | | | |
| 11.1 Board Communication | Discussion | Barbara Young, Board Chair | | 1 minute |
| 11.2 Future Items | Discussion | Barbara Young, Board Chair | | 1 minute |
| 12. Housekeeping | | | | |
| 12.1. Next regular scheduled | Info | Barbara Young, | | 1 minute |



| | | | | |
|---|---------------|----------------------------|--|----------|
| meeting is: Date: _____ Time: _____ Location: WLA – 600 Weir Drive, Woodbury, MN 55125 in the 1 st Grade Pod Area (Room 1500) | | Board Chair | | |
| 12.2. Delegation of Public Comment Items, if necessary | Info | Barbara Young, Board Chair | | 1 minute |
| 13. Adjournment | | | | |
| | Action | Barbara Young, Board Chair | | 1 minute |

Information Regarding Public Comment: 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.



Finance Committee Special Meeting Minutes

Date: Friday, August 11, 2017

Time: 1:30 P.M.

Location: Woodbury Leadership Academy School - 600 Weir Drive, Woodbury, MN 55125
Rm 1500 / Food Lab

Committee Members in Attendance

Anna Yang, Judith Darling, Jessica Erickson, and Kathy Mortensen

Others in Attendance

Nancy Baumann

Meeting called in session

1:35 p.m.

WLA Mission & Vision Statement – Read by Anna Yang

Development, Discussion, and Action

3.1 Facility Update

Discussed there was no copy of the lease to see. Need to reach out to Board Chair to get a copy in order to revise budget, if needed. In addition, the State of Minnesota will be moving their items out by August 18th.

3.2 Enrollment and Marketing Efforts

Reviewed the current enrollment numbers. Judith and Kathy will meet about marketing efforts. For now WLA has been running an ad, for four weeks, in the Woodbury Bulletin.

3.3 Review July Financial Statements and Annual Delegations

Reviewed the July Financial Statement. The report and the recommendations of approval of the annual delegations will be presented to the WLA BOD.

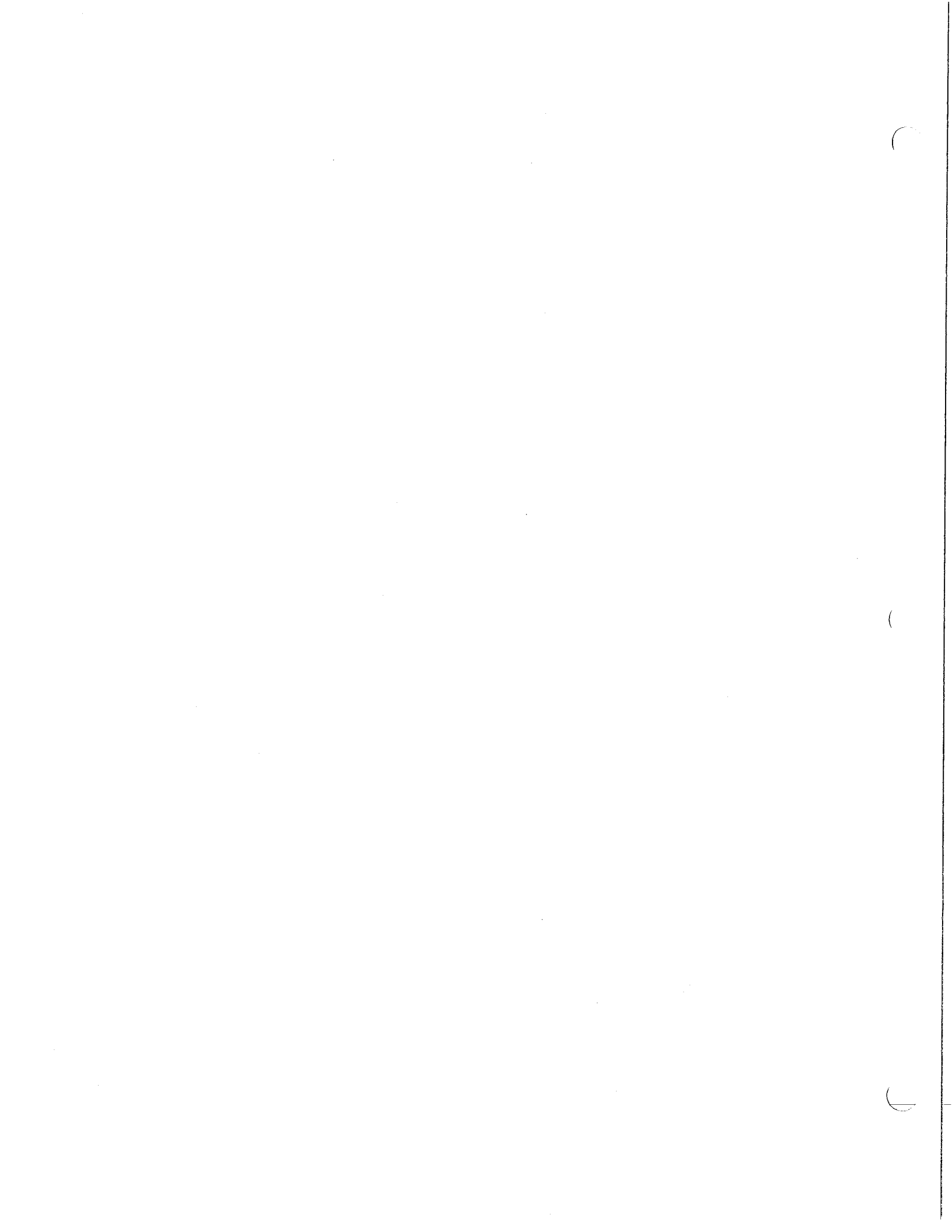
Housekeeping

4.1 Next regularly scheduled WLA Board of Directors Finance Committee Meeting

- Date: Thursday, September 14, 2017
- Time: 4:30 p.m.
- Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – Rm 2063 Media Center

Adjournment

2:29 p.m.



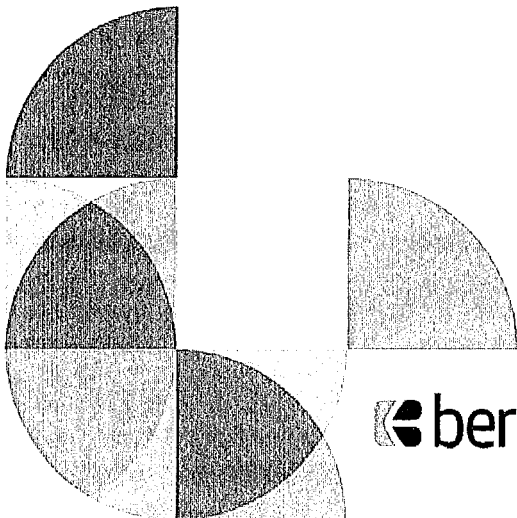


WOODBURY LEADERSHIP *Academy*

**Woodbury Leadership Academy
Woodbury, MN
District 4228**

Financial Statements

July 2017



Prepared by:
Judith Darling, CPA
Finance Manager

 **bergankDV**
CPAS | ADVISORS

**Woodbury Leadership Academy
Woodbury, Minnesota**

July 2017 Financial Statements

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| Statement of Revenues and Expenditures | Page 6 |
| Supplemental Information – See Separate Document | |
| Checks and Wires | |
| Cash Receipts | |
| Journal Entries | |

Woodbury Leadership Academy
Woodbury, Minnesota

July 2017 Financial Statements

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the preliminary actual ending information as of June 30, 2017 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 2017.

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

Our adopted budget for 2017-2018 is based on 318 ADM and a surplus of \$262,410. This budget was also adopted based on the assumption we would be occupying the same space we had in 2016-2017. Many of these assumptions are outdated at this time and therefore this budget will need to be updated.

The finance committee is currently reviewing the budget taking a number of current factors into consideration. These include, but are not limited to, updated enrollment projections, current staff contracts and our new space. We will keep the board posted as we update our working budget.

Supplemental Information for July 2017

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

Please feel free to contact Judith Darling at judith.darling@BerganKDV.com or 651-463-2233 ext. 202 should you have questions related to the financial statements.

**Woodbury Leadership Academy
Woodbury, Minnesota**

**Balance Sheet
July 31, 2017**

| | Balance July 1, 2017 | Balance July 31, 2017 |
|--|---------------------------------|----------------------------------|
| <u>Assets</u> | | |
| Current Assets | | |
| Cash and Investments | 525,296 | 589,823 |
| Accounts Receivable | 0 | 0 |
| PY State Aid Receivable | 172,936 | 172,936 |
| CY State Aid Receivable/(Deferred Rev) | 0 | 0 |
| Federal Aids Receivable | 4,059 | 4,059 |
| Prepaid Expenses and Deposits | 42,381 | 16,905 |
| Total Current Assets | 744,672 | 783,723 |
| Total All Assets | 744,672 | 783,723 |
| <u>Liabilities and Fund Balance</u> | | |
| Current Liabilities | | |
| Salaries and Wages Payable | 68,946 | 21,958 |
| Line of Credit Payable /Loan Payable | 0 | 0 |
| Accounts Payable | 22,825 | 0 |
| Payroll Deductions and Contributions | 44,661 | 13,035 |
| Deferred Revenue | 0 | 0 |
| Total Current Liabilities | 136,431 | 34,992 |
| Fund Balance | | |
| Fund Balance 7-1-2016 | 608,241 | 608,241 |
| Net Income To Date | 0 | 140,490 |
| Total Fund Balance | 608,241 | 748,731 |
| Total Liabilities and Fund Balance | 744,672 | 783,723 |

**Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
July 31, 2017**

8%

| | FY 2018 Original Budget 318 ADM | July 2017 YTD Activity | Percent of Original Budget |
|--|---------------------------------------|---------------------------|-------------------------------|
| General Fund - 01 | | | |
| Revenues | | | |
| State Revenues | | | |
| General Education Aid | 2,070,734 | 177,733 | 8.6% |
| Literacy Aid | 36,233 | 0 | 0.0% |
| Charter School Lease Aid | 0 | 0 | 0.0% |
| Long-Term Facilities Maintenance Revenue | 27,030 | 0 | 0.0% |
| Special Education Aid | 312,439 | 0 | 0.0% |
| PY Over/Under Accrual | 0 | 0 | 0.0% |
| Endowment Aid | 9,003 | 0 | 0.0% |
| CY Estimated State Aid Receivable/(Deferred Rev) | 0 | 0 | 0.0% |
| Total State Revenues | 2,455,438 | 177,733 | 7.2% |
| | 2,455,438 | | |
| Federal Revenues | | | |
| Federal CSP Grant \$225K (Imp 003, 9-30-16) | 0 | 0 | 0.0% |
| Federal Special Education Aid | 33,203 | 0 | 0.0% |
| PBIS Individuals with Disabilities Grant | | | |
| Title II | 4,000 | 0 | 0.0% |
| Total Federal Revenues | 37,203 | 0 | 0.0% |
| | 37,203 | | |
| Local Revenues | | | |
| Interest Earnings | 125 | 13 | 10.5% |
| Donations and Grants | 0 | 0 | 0.0% |
| Give to the Max (course 200) | 0 | 0 | 0.0% |
| Fees from Students (Field Trip, Other) | 8,000 | 0 | 0.0% |
| Miscellaneous Revenues | 0 | 0 | 0.0% |
| Sale of Merchandise/Fundraising - Net | 0 | 0 | 0.0% |
| 071 Third Party Billing | | | |
| Total Local Revenues | 8,125 | 13 | 0.2% |
| | 8,125 | | |
| Total Revenues | 2,500,767 | 177,746 | 7.1% |
| Expenditures | | | |
| 100's Salaries | 948,157 | 4,505 | 0.5% |
| 200's Benefits | 252,201 | 739 | 0.3% |
| 305 Contracted Services | 300,696 | 5,669 | 1.9% |
| 315 Technology Services | 13,200 | 750 | 5.7% |
| 320 Communications Services | 600 | 0 | 0.0% |
| 329 Postage | 2,500 | 63 | 2.5% |
| 330 Utilities | 48,573 | 3,930 | 8.1% |
| 340 Property and Liability Insurance | 9,000 | 0 | 0.0% |
| 350 Repairs and Maintenance | 60,950 | 16,093 | 26.4% |
| 360 Transportation for Field Trips | 4,000 | 0 | 0.0% |
| 366 Travel, Conferences, and Staff Training | 7,000 | 0 | 0.0% |
| 369 Field Trips / Registration Fees | 4,000 | 0 | 0.0% |

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
July 31, 2017

| | FY 2018 Original Budget 318 ADM | July 2017 YTD Activity | 8% Percent of Original Budget |
|--|---------------------------------------|---------------------------|-------------------------------------|
| 370 Building Lease | 30,377 | 2,458 | 8.1% |
| 370 Other Rentals and Operating Leases | 300 | 0 | 0.0% |
| 401 Supplies - Non Instructional | 32,800 | 383 | 1.2% |
| 401 Maintenance Supplies | 2,100 | 0 | 0.0% |
| 405 Non-Instructional Software and Licensing | 11,194 | 1,411 | 12.6% |
| 406 Instructional Software | 1,600 | 0 | 0.0% |
| 430 Instructional Supplies | 24,500 | 111 | 0.5% |
| 455 Non-Instructional Tech Supplies | 1,200 | 0 | 0.0% |
| 456 Instructional Tech Supplies | 3,000 | 0 | 0.0% |
| 460 Textbooks and Workbooks | 20,000 | 0 | 0.0% |
| 461 Standardized Tests | 5,000 | 0 | 0.0% |
| 470 Media/Library Resources | 2,500 | 0 | 0.0% |
| 490 Food Purchased | 400 | 0 | 0.0% |
| 530 Furniture and Other Equipment | 3,500 | 0 | 0.0% |
| 555 Technology Equipment | 10,000 | 0 | 0.0% |
| 556 Instructional Technology Equipment | 3,000 | 0 | 0.0% |
| 580 Capital Leases (copier) | 10,275 | 773 | 7.5% |
| 740 Interest Expense | 3,000 | 0 | 0.0% |
| 820 Dues and Memberships, Fees | 32,724 | 367 | 1.1% |
| State Special Ed Expenditures | 332,382 | 0 | 0.0% |
| Federal CSP Grant (003) | 0 | 0 | 0.0% |
| Federal Special Education Program | 33,203 | 0 | 0.0% |
| PBIS Individuals with Disabilities Grant | 0 | 6 | 0.0% |
| Title II | 4,000 | 0 | 0.0% |
| Extended Time Expenses | 5,425 | 0 | 0.0% |
| Give to the Max CRS 200 | | | |
| Directors Discretionary Fund | 15,000 | 0 | 0.0% |
| Subtotal Expenditures | 2,238,357 | 37,256 | 1.7% |
| | 2,238,357 | | |
| Transfers to Other Funds | 0 | 0 | |
| Total Expenditures | 2,238,357 | 37,256 | 1.7% |
| General Fund Net Income | 262,410 | 140,490 | |

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
July 31, 2017

8%

| | FY 2018 Original Budget 318 ADM | July 2017 YTD Activity | Percent of Original Budget |
|---|---------------------------------------|---------------------------|-------------------------------|
| Fund 04 Program | | | |
| Revenues | | | |
| 040 Tuition Revenue | 5,200 | 0 | 0.0% |
| Total Revenues | 5,200 | 0 | 0.0% |
| Expenditures | | | |
| Salaries and Wages | 0 | 0 | |
| Employee Benefits | 0 | 0 | |
| Purchased Services | 5,200 | 0 | 0.0% |
| Supplies and Materials, Snacks | 0 | 0 | |
| Equipment | 0 | 0 | |
| Dues and Memberships | 0 | 0 | |
| Total Expenditures | 5,200 | 0 | 0.0% |
| Community Services Fund Net Income | 0 | 0 | |
| <hr/> | | | |
| Total All Funds | | | |
| Revenues | | | |
| State Revenues | 2,455,438 | 177,733 | 7.2% |
| Federal Revenues | 37,203 | 0 | 0.0% |
| Local Revenues | 13,325 | 13 | 0.1% |
| Total Revenues | 2,505,967 | 177,746 | 7.1% |
| | <small>2,505,967</small> | <small>177,746</small> | |
| Expenditures | | | |
| Salaries and Wages | 948,157 | 4,505 | 0.5% |
| Employee Benefits | 252,201 | 739 | 0.3% |
| Purchased Services | 486,396 | 28,962 | 6.0% |
| Supplies and Materials | 104,294 | 1,905 | 1.8% |
| Equipment | 26,775 | 773 | 2.9% |
| Short Term Financing Costs | 0 | 0 | 0.0% |
| Other (Fundraising, Special Ed, Dues, etc.) | 425,734 | 373 | 0.1% |
| Total Expenditures | 2,243,557 | 37,256 | 1.7% |
| | <small>2,243,557</small> | <small>37,256</small> | |
| Total Revenues All Funds | 2,505,967 | 177,746 | 7.1% |
| Total Expenditures All Funds | 2,243,557 | 37,256 | 1.7% |
| Net Income - All Funds | 262,410 | 140,490 | |
| | <small>262,410</small> | <small>140,490</small> | |
| Beginning Fund Balance, All Funds, July 1 | 608,241 | 608,241 | |
| Projected Fund Balance, All Funds, June 30 | 870,651 | 748,731 | |

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 7/1/2017 - 7/31/2017

| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|------|----------|----|----------|--|---------------|------------|-----------|--------------------------|---|
| ANCH | | WX | 1 1001 | Public Employee Retirement Association | 07/07/2017 | \$962.19 | 3633 | B 01 215 017 | Payroll Deductions PERA |
| ANCH | | WX | 1 1002 | Teachers Retirement Association | 07/07/2017 | \$6,229.84 | 3634 | B 01 215 018 | Payroll Deductions TRA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | 07/07/2017 | \$8,022.80 | 3635 | B 01 215 010 | Payroll Deductions FICA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | 07/07/2017 | \$4,457.66 | 3635 | B 01 215 011 | Payroll Deductions Fed Tax |
| ANCH | | WX | 1 1004 | MN Department of Revenue Service | 07/07/2017 | \$1,902.40 | 3636 | B 01 215 013 | Payroll Deductions MN Tax |
| ANCH | | WX | 1 1128 | AssociatedBank | 07/07/2017 | \$270.83 | 3637 | B 01 215 022 | Payroll Deductions - HSA |
| ANCH | | WX | 1 1014 | Trusted Employees | 07/18/2017 | \$18.50 | 3667 | E 01 005 110 000 000 305 | 6/1-6/30/2017 Background checks |
| ANCH | | WX | 1 1019 | USPS | 07/18/2017 | \$62.91 | 3668 | E 01 005 110 000 000 329 | Postage |
| ANCH | | WX | 1 1058 | Responsive Classroom | 07/18/2017 | \$552.40 | 3666 | E 01 005 640 806 316 366 | Responsive Classroom teacher manuals |
| ANCH | | WX | 1 1058 | Responsive Classroom | 07/18/2017 | (\$546.75) | 3666 | E 01 005 640 806 316 366 | Responsive Classroom Refund |
| ANCH | | WX | 1 1058 | Responsive Classroom | 07/18/2017 | (\$552.40) | 3666 | E 01 005 640 806 316 366 | Responsive Classroom teacher manuals |
| ANCH | | WX | 1 1058 | Responsive Classroom | 07/18/2017 | \$552.40 | 3666 | E 01 010 203 806 000 430 | Rcls to correct coding per budget |
| ANCH | | WX | 1 1058 | Responsive Classroom | 07/18/2017 | \$546.75 | 3666 | E 01 005 640 806 316 366 | Responsive Classroom Refund |
| ANCH | | WX | 1 1058 | Responsive Classroom | 07/18/2017 | (\$546.75) | 3666 | E 01 010 640 806 316 366 | Rcls to correct coding per budget |
| ANCH | | WX | 1 1058 | Responsive Classroom | 07/18/2017 | \$155.57 | 3660 | E 01 005 110 000 000 305 | Account Service Charge |
| ANCH | | WX | 1 1337 | Anchor Bank | 07/18/2017 | \$19.98 | 3672 | E 01 005 110 000 000 401 | Bankers Boxes |
| ANCH | | WX | 1 1031 | Sam's Club | 07/27/2017 | \$366.92 | 3671 | E 01 005 110 000 000 820 | July monthly association fee |
| ANCH | | WX | 1 1047 | MN Association of Charter Schools | 07/27/2017 | \$19.26 | 3670 | E 01 005 110 000 000 305 | Dry Cleaning of WLA Logo tablecloth |
| ANCH | | WX | 1 1370 | Woodbury Cleaners | 07/27/2017 | \$17.92 | 3661 | B 01 215 017 | Payroll Deductions PERA |
| ANCH | | WX | 1 1001 | Public Employee Retirement Association | 07/14/2017 | \$309.16 | 3643 | B 01 215 017 | Payroll Deductions PERA |
| ANCH | | WX | 1 1001 | Public Employee Retirement Association | 07/14/2017 | \$525.00 | 3662 | B 01 215 018 | Payroll Deductions TRA |
| ANCH | | WX | 1 1002 | Teachers Retirement Association | 07/14/2017 | \$4,578.20 | 3650 | B 01 215 018 | Payroll Deductions TRA |
| ANCH | | WX | 1 1002 | Teachers Retirement Association | 07/14/2017 | \$4,564.54 | 3651 | B 01 215 010 | Payroll Deductions FICA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | 07/14/2017 | \$2,285.04 | 3651 | B 01 215 011 | Payroll Deductions Fed Tax |
| ANCH | | WX | 1 1003 | Internal Revenue Service | 07/14/2017 | \$555.10 | 3663 | B 01 215 010 | Payroll Deductions FICA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | 07/14/2017 | \$3.96 | 3663 | B 01 215 011 | Payroll Deductions Fed Tax |
| ANCH | | WX | 1 1003 | Internal Revenue Service | 07/14/2017 | \$331.70 | 3644 | B 01 215 010 | Payroll Deductions FICA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | 07/14/2017 | \$109.52 | 3644 | B 01 215 011 | Payroll Deductions Fed Tax |
| ANCH | | WX | 1 1004 | MN Department of Revenue Service | 07/14/2017 | \$52.92 | 3645 | B 01 215 013 | Payroll Deductions MN Tax |
| ANCH | | WX | 1 1004 | MN Department of Revenue Service | 07/14/2017 | \$2.12 | 3664 | B 01 215 013 | Payroll Deductions MN Tax |
| ANCH | | WX | 1 1004 | MN Department of Revenue Service | 07/14/2017 | \$1,019.23 | 3652 | B 01 215 013 | Payroll Deductions MN Tax |
| ANCH | | WX | 1 1128 | AssociatedBank | 07/14/2017 | \$125.00 | 3653 | B 01 215 022 | Payroll Deductions - HSA |
| ANCH | | WX | 1 1027 | Amazon.com | 07/31/2017 | \$12.51 | 3680 | E 01 005 110 000 000 401 | Office Supplies - white out, and pens |
| ANCH | | WX | 1 1027 | Amazon.com | 07/31/2017 | \$25.28 | 3681 | E 01 005 110 000 000 401 | Office Supplies - Cardstock - yellow and orar |
| ANCH | | WX | 1 1027 | Amazon.com | 07/31/2017 | \$33.49 | 3690 | E 01 005 110 000 000 401 | Office Supplies - paper clips, tape |

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 7/1/2017 - 7/31/2017

| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void | Date | Amount | Voucher # | Account Code | Description |
|------|----------|----|----------|--|-------------------------|------------|------------|--------------------|--------------------------|--|
| ANCH | | WX | 1 1001 | Public Employee Retirement Association | | 07/31/2017 | \$321.53 | 3683 | B 01 215 017 | Payroll Deductions PERA |
| ANCH | | WX | 1 1002 | Teachers Retirement Association | | 07/31/2017 | \$4,578.20 | 3686 | B 01 215 018 | Payroll Deductions TRA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | | 07/31/2017 | \$4,564.44 | 3687 | B 01 215 010 | Payroll Deductions FICA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | | 07/31/2017 | \$2,285.04 | 3687 | B 01 215 011 | Payroll Deductions Fed Tax |
| ANCH | | WX | 1 1003 | Internal Revenue Service | | 07/31/2017 | \$345.24 | 3684 | B 01 215 010 | Payroll Deductions FICA |
| ANCH | | WX | 1 1003 | Internal Revenue Service | | 07/31/2017 | \$121.91 | 3684 | B 01 215 011 | Payroll Deductions Fed Tax |
| ANCH | | WX | 1 1004 | MN Department of Revenue Service | | 07/31/2017 | \$57.34 | 3685 | B 01 215 013 | Payroll Deductions MN Tax |
| ANCH | | WX | 1 1004 | MN Department of Revenue Service | | 07/31/2017 | \$1,019.23 | 3688 | B 01 215 013 | Payroll Deductions MN Tax |
| ANCH | | WX | 1 1128 | AssociatedBank | | 07/31/2017 | \$125.00 | 3689 | B 01 215 022 | Payroll Deductions - HSA |
| | | | | | Check Total: | | | \$50,463.13 | | |
| ANCH | 5141 | CH | 1 1369 | BerganKDV Outsourced Services LLC | | 07/20/2017 | \$5,494.00 | 3669 | E 01 005 110 000 000 305 | July Financial Management and Accounting |
| | | | | | Check Total: | | | \$5,494.00 | | |
| ANCH | 5142 | CH | 1 1064 | HealthPartners - Group | | 07/20/2017 | \$4,722.98 | 3655 | B 01 215 008 | August medical premiums |
| | | | | | Check Total: | | | \$4,722.98 | | |
| ANCH | 5143 | CH | 1 1150 | JR Computer Associates | | 07/20/2017 | \$750.00 | 3656 | E 01 005 605 000 000 315 | July Tech retainer |
| | | | | | Check Total: | | | \$750.00 | | |
| ANCH | 5144 | CH | 1 1013 | Region V Computer Services | | 07/20/2017 | \$1,411.00 | 3657 | E 01 005 108 000 000 405 | FY18 Quarterly Fee |
| | | | | | Check Total: | | | \$1,411.00 | | |
| ANCH | 5145 | CH | 1 1233 | Reno Mothes | | 07/20/2017 | \$125.00 | 3654 | E 01 010 420 000 740 394 | DAPE: 6/1-6/2/2017 2.5hrs@\$50 |
| | | | | | Check Total: | | | \$125.00 | | |
| ANCH | 5146 | CH | 1 1070 | South Washington County Schools | | 07/20/2017 | \$185.50 | 3658 | E 01 005 760 000 733 360 | 6/6/2017 FT to Pinz Bowling |
| ANCH | 5146 | CH | 1 1070 | South Washington County Schools | | 07/20/2017 | \$358.75 | 3659 | E 01 005 760 000 733 360 | 6/6/2017 FT to Mall of America |
| | | | | | Check Total: | | | \$544.25 | | |
| ANCH | 5147 | CH | 1 1082 | Delta Dental of MN | | 07/27/2017 | \$797.50 | 3674 | B 01 215 009 | August dental premiums |
| | | | | | Check Total: | | | \$797.50 | | |
| ANCH | 5148 | CH | 1 1237 | JW Pepper | | 07/27/2017 | \$110.83 | 3673 | E 01 010 203 102 000 430 | Sheet music - vocal and recorder |
| | | | | | Check Total: | | | \$110.83 | | |
| ANCH | 5149 | CH | 1 1302 | Toshiba Financial Services | | 07/27/2017 | \$772.73 | 3675 | E 01 010 605 000 000 380 | August copier lease |
| ANCH | 5149 | CH | 1 1302 | Toshiba Financial Services | | 07/27/2017 | \$291.80 | 3675 | E 01 010 203 000 000 401 | Overages 6/13-7/13/2017 |
| ANCH | 5149 | CH | 1 1302 | Toshiba Financial Services | | 07/27/2017 | \$291.80 | 3676 | E 01 010 203 000 000 401 | Copier overages 6/13-7/13/2017 |
| | | | | | Check Total: | | | \$1,356.33 | | |
| | | | | | Bank ANCH Total: | | | \$65,775.02 | | |
| | | | | | Report Total: | | | \$65,775.02 | | |

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

| Deposit Co | Bank | Batch | Rct No | Receipt Type | Receipt St | Receipt Date | Check No | Check Date | Pmt Type | Grp Code | Customer | Inv No | Inv Date | Inv Type | Invoice Amount | Applied Amount | Unapplied Amount |
|----------------|------|-------|--------|--------------|------------|--------------|----------|------------|----------|------------------------|--|--------|----------|----------|----------------|----------------|------------------|
| 1271 | 4228 | ANCH | CR0717 | 1270 | Credit | A | 07/14/17 | 4228 | R | 01 005 000 000 000 211 | MN DEPT OF EDUCATION FY18 General Education Aid | | | | 91,924.52 | 91,924.52 | 0.00 |
| Receipt Total: | | | | | | | | | | | | | | | | \$91,924.52 | \$0.00 |
| Deposit Total: | | | | | | | | | | | | | | | | \$91,924.52 | \$0.00 |
| 1272 | 4228 | ANCH | CR0717 | 1271 | Credit | A | 07/31/17 | 4228 | B | 01 115 000 | Miscellaneous Customer FY17 CPI Refund | | | | 2,995.00 | 2,995.00 | 0.00 |
| Receipt Total: | | | | | | | | | | | | | | | | \$2,995.00 | \$0.00 |
| Deposit Total: | | | | | | | | | | | | | | | | \$2,995.00 | \$0.00 |
| 1273 | 4228 | ANCH | CR0717 | 1272 | Credit | A | 07/31/17 | 4228 | R | 01 005 000 000 000 092 | Anchor Bank FY18 Interest Earnings | | | | 13.12 | 13.12 | 0.00 |
| Receipt Total: | | | | | | | | | | | | | | | | \$13.12 | \$0.00 |
| Deposit Total: | | | | | | | | | | | | | | | | \$13.12 | \$0.00 |
| 1274 | 4228 | ANCH | CR0717 | 1273 | Credit | A | 07/28/17 | 4228 | R | 01 005 000 000 000 211 | MN DEPT OF EDUCATION FY18 General Education Aid | | | | 85,808.72 | 85,808.72 | 0.00 |
| Receipt Total: | | | | | | | | | | | | | | | | \$85,808.72 | \$0.00 |
| Deposit Total: | | | | | | | | | | | | | | | | \$85,808.72 | \$0.00 |
| Report Total: | | | | | | | | | | | | | | | | \$180,741.36 | \$0.00 |

WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

| JE Cd | Period | Date | St | Src | Ref | Description | Detail Desc | L | Fd | Org | Pro | Crs | Fin | O/S | Account Description | Debit Amount | Credit Amount |
|-------|--------|------------|----|-----|-----|------------------------------|------------------------------|---|----|-----|-----|-----|-----|-----|----------------------|--------------|---------------|
| 2543 | 201801 | 07/01/2017 | P | JE | | To correct CPI Refund Coding | To correct CPI Refund Coding | B | 01 | 115 | 000 | | | | Accounts Receivable | 2,995.00 | 0.00 |
| | | | | | | To correct CPI Refund Coding | To correct CPI Refund Coding | B | 01 | 131 | 000 | | | | Prepaid Expenditures | 0.00 | 2,995.00 |
| | | | | | | | | | | | | | | | | \$2,995.00 | \$2,995.00 |

WOODBURY LEADERSHIP ACADEMY

Adopted: August 26, 2014

Amended: _____

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student field trips and to identify the general process to be followed for review and approval of field trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the Board of Directors is that all student field trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student field trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These field trips shall be subject to review and approval of the Director, and shall be financed by school district funds within the constraints of the school budget. Fees may not be assessed against students to defray direct costs of instructional field trips.

B. Supplementary Trips

This category pertains to those field trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of field trips in this category involve student activities, clubs, and other special interest groups. These field trips are subject to review and approval of the Director. Financial contributions by students may be requested.

C. Extended Trips

Trips that involve one or more overnight stops fall into this category. Extended field trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: Director and Board of Directors. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament

competition). These field trips shall be financed by school district funds within the constraint of the school budget.

III. REGULATIONS

A. Rules of conduct and discipline, as outlined in handbook, for students and employees shall apply to all student trip activity.

B. The teachers shall be responsible for providing more detailed procedures, including parental involvement/permission, supervision, and such other factors deemed important and in the best interest of students.

C. Transportation shall be furnished through a commercial carrier.

D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from director.

E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by Director.

WOODBURY LEADERSHIP ACADEMY

Adopted: October 25, 2016

Amended: _____

201.1 BOARD OF DIRECTORS ELECTION

I. PURPOSE

The Board of Directors (“Board”) shall be composed of up to nine (9) members. Each member shall serve for a three (3) year term or until the member dies, resigns, is removed or the term otherwise expires as provided by law or by WLA Bylaws. The composition of the Board of Directors shall be in compliance with Minnesota Charter School Law.

II. GENERAL ELECTION PROCESS

- A. Elections shall be held annually the week prior to the regular June Board meeting.
- B. The Board shall appoint three (3) election officials at the February 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 member or the ex officio to oversee the election procedure.
- 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 no fewer than ninety (90) days in advance of WLA’s June regular Board meeting, the Board of Directors will solicit nominations for all of the Board member positions that will be filled. 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 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.
- C. 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. 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. Items in Candidate Statement and Biography should include:

- A. Biography highlights which may include educational experience, CM experience, committee appointments, volunteer work awards, and/or honors received.
- B. Prohibited:
 - 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 posited 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 campaigning guidelines are violated, the WLA Director will contact the candidate.

Meeting Minutes: June 27th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on June 27th, 2017 at 6:00 P.M. at the 1st Grade Pod Area.

Directors Present: Jessica Erickson, Kylie Griffith, Ro Krejci, Anna Yang, Barbara Young

Directors Absent: Mandi Folks

Administration/Advisors Present: Judith Darling (BKDA), Stephanie Olsen (VOA)

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:00 P.M. Ms. Griffith took roll call of members.

2. WLA Mission and Vision

Ms. Krejci read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Krejci moved "to amend the agenda to remove the Executive Director's Report under item 9" since Mr. Strassburg was not in attendance. Ms. Griffith seconded. Motion passed unanimously.

Ms. Krejci moved "to approve the amended agenda of the WLA Board of Directors regular meeting for Tuesday, June 27th, 2017 at 6:00 P.M. as presented." Ms. Griffith seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

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

5. Approval of Previous Minutes

Ms. Erickson moved "to approve the previous minutes from the WLA Board of Directors regular meeting held on Thursday, June 8th, 2017 at 4:30 P.M. as presented." Ms. Griffith seconded. There was discussion. Motion passed unanimously.

6. Summary of Previous Closed Sessions

On May 23, 2017 and June 8, 2017 the board of Woodbury Leadership Academy met in closed session to evaluate Executive Director Bert Strassburg. A portion of the evaluation on June 8, 2017 was opened at Mr. Strassburg's request where he addressed the board and provided information regarding his performance.

The Minnesota Open Meeting Law governs the closing of a meeting by a public board to evaluate an employee. The specific provision of the Open Meeting Law regarding employee

evaluations is set forth at Minn. Stat. § 13D.05, Subd. 3 (a). That provision states, in pertinent part: "A public body may close a meeting to evaluate the performance of an individual who is subject to its authority... At its next open meeting, the public body shall summarize its conclusions regarding the evaluation."

With the review of the Open Meeting Law as background, the board submits the following summary of Mr. Strassburg's performance.

During the course of the WLA Board's evaluation of Mr. Strassburg, it was determined that initially there were areas where he was proficient or performed well.

During the course of the evaluation, there were a number of areas where the WLA Board found Mr. Strassburg's performance to be deficient in regard to specific areas of his job as Executive Director including some areas where Mr. Strassburg himself admitted performance deficiencies during an open to the public portion of evaluation per Mr. Strassburg's request.

Upon completion of its evaluation of Mr. Strassburg the WLA Board determined that even though there are some areas in which Mr. Strassburg was proficient, the proficient performance was outweighed by deficiencies in Mr. Strassburg's performance and as a result, the WLA Board decided that it will not offer Mr. Strassburg an employment contract for 2017-18.

7. Public Comment

A parent and a faculty member provided public comment on recent actions of the Board of Directors.

8. Committee Reports

Governance Committee: Ms. Krejci reported that the Governance Committee continues to work on policy review and has added several meetings to its schedule. All are encouraged to attend, or to provide comment on policies under review. Comments should be e-mailed directly to Ms. Krejci.

9. Board and Administration Reports

Finance Report: Ms. Darling reported on the May 2017 financials, indicating that enrollment ended strong and expenses were well controlled which will likely result with the year ending with a small surplus. Cash flow continues to be strong.

Board Report: Ms. Young reported that two proposals were accepted by the Minnesota Department of Administration regarding the future of the 600 Weir Drive facility: 1) WLA would lease the entire building for the 2017-2018 school year, and 2) St Paul Public Schools would continue the operation of Crosswinds for next year and lease space to WLA. Either way, WLA would remain in the current location for the upcoming school year. Ms. Young reported that enrollment ended at 258 this school year, but WLA will need to increase marketing efforts this summer to meet the enrollment numbers needed to make next year's budget which is based on enrollment of 318 students.

10. Development & Discussion

1st Reading of Policy of a Website Accessibility Policy: Ms. Krejci reported that this is a required policy and will need to be numbered. She asked Board members to review and send comments/questions to her.

MN School Board Association Membership: Ms. Krejci discussed the benefits of MN School Board Association (MSBA) membership and that the MSBA had recently added a Charter School Division. The Governance Committee recommends membership as their resources will be helpful in policy development. MSBA also provides legislative updates, trainings, and legal services. The annual membership fee is \$1,500, plus there is a \$1,850 fee for initial access to their policy services. The membership year runs July to June and the annual cost will be less for renewal years.

Facilities Update/Discussion: Ms. Young reiterated her previous report that WLA will remain in its current location for the 2017-2018 school year.

Article: "Innovation: Unleashing Education from Convention": Ms. Krejci stated that leadership is part of the foundation of WLA and is in the school's mission and vision. She reviewed highlights of a presentation on innovation in charter schools. Board members recalled ways leadership is currently developed in students and things done in the past that they would like to see continued. Ms. Krejci challenged board members to come up with ideas to encourage leadership development at WLA and hold teachers accountable for incorporating leadership in their classrooms. She suggested this discussion continue at future meetings.

Grade 6 Enrollment: Ms. Young led a discussion on the status of enrollment in Grade 6, noting that at the present time, it appears there will be six students for the 2017-2018 year. Board members questioned at what point the student count could drop to and still make sense to offer Grade 6. Ms. Erickson stated that she believed WLA should honor the families who have been loyal to the school by offering Grade 6, and this would also continue WLA on the path to becoming a K-8 school, as was the plan when chartered. Ms. Erickson was asked to provide a presentation at a future meeting of options to teach a small class size.

WLA Board of Directors Meeting Schedule for June-August 2017: Ms. Young led a discussion about adding additional meeting dates to the calendar for this summer. Three additional dates will be added to the two scheduled meetings in July and August, for a total of five regular meetings scheduled for July and August.

11. Consent Agenda

Motion by Ms. Krejci "to approve the Consent Agenda as presented:

1. Recommended Financial Statements and Transactions

- a. Approve the WLA Financial Statements and Transactions for May 1-May 31, 2017, as presented.

Seconded by Ms. Yang. Motion passed unanimously.

12. Business/Board Action

1. Approve WLA membership with the MN School Board Association

Ms. Griffith moved to "approve a 1 year subscription to the MN School Boards Association from July 1, 2017 – June 30, 2018 as presented." Ms. Krejci seconded. Motion passed unanimously.

2. Approve the WLA Board of Directors Meeting Schedule for June-August 2017

Ms. Griffith moved to "add the following regular meetings to the WLA Board of Directors Meeting Schedule for June - August 2017:

- Wednesday, July 5, 2017 at 6:00 P.M.
- Tuesday, July 11, 2017 at 6:00 P.M.
- Tuesday, August 8, 2017 at 6:00 P.M.”

Motion was seconded by Ms. Erickson. Motion passed unanimously.

13. Board Communication and Future Items

Ms. Young opened up the opportunity for Board members to discuss any other items not on the agenda and to request items to be added to future board agendas.

Ms. Young stated that at future meetings, the Board would have to firm up its plan that it is proceeding with for the future

Ms. Krejci formally acknowledged complains were received by the BOD and will be discussed at a future WLA Board meeting.

14. Housekeeping Items

The next Board meeting is scheduled for Wednesday, July 5th, 2017 at 6:00 P.M. in the 1st Grade pod area.

Delegation of Public Comment items: There was no follow-up needed for the Public Comment.

15. Adjournment

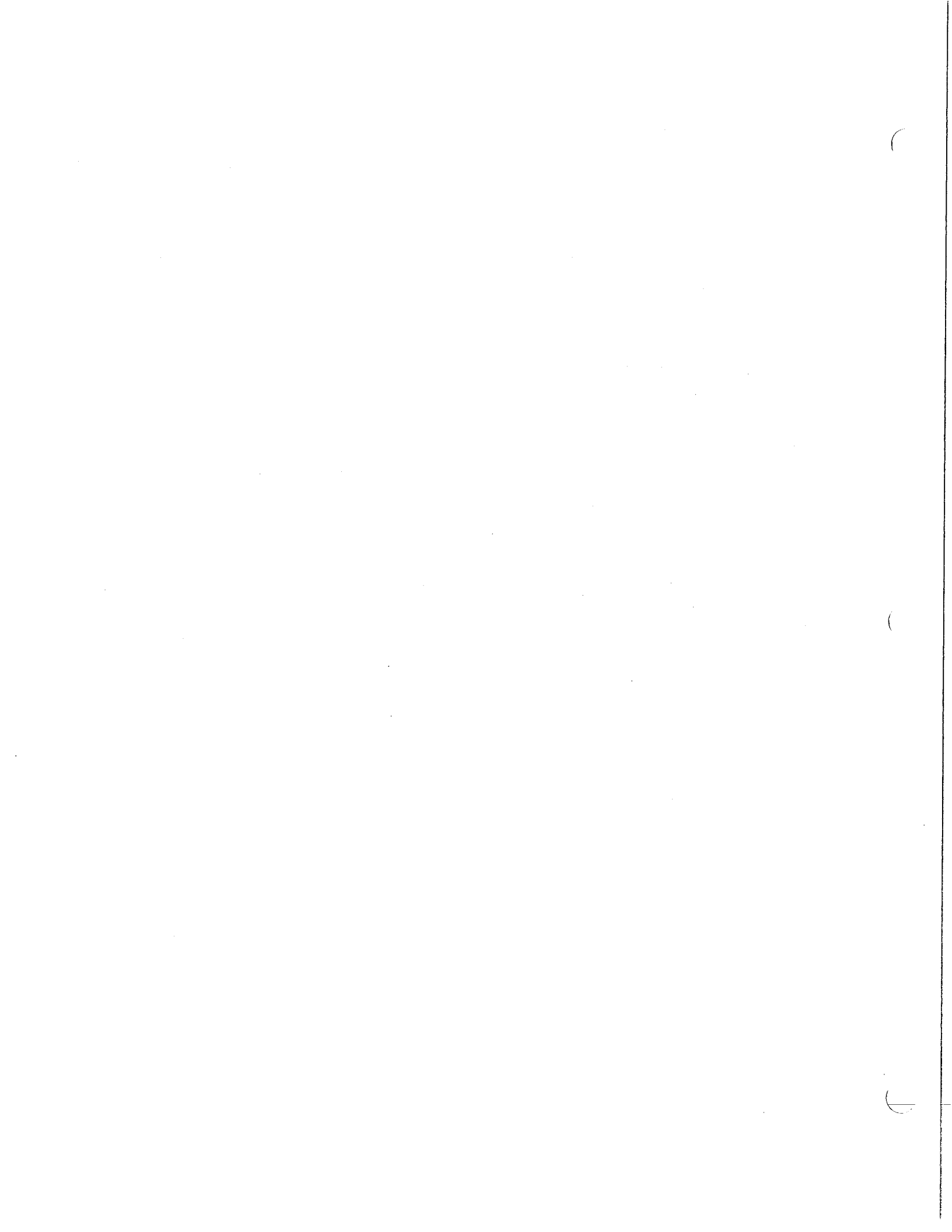
Ms. Krejci moved to adjourn the meeting. Ms. Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:58 P.M.

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 | 8 June | 27 June | 11 July | 25 July | 8 August |
|----------------|-----------|-----------|---------|--------|--------|--------|--------|--------|---------|----------|----------|--------|--------|---------|---------|---------|----------|
| B. Young | • | • | • | • | • | • | • | • | • | • | • | • | • | • | | | |
| K. Griffith | • | N | • | • | • | • | • | • | • | • | • | • | • | • | | | |
| C. MacDonald | • | • | N | • | N | • | N | • | | | | | | | | | |
| E. Jungmann | • | • | • | • | • | • | • | N | | | | | | | | | |
| R. Krejci | • | • | • | • | • | • | • | • | • | • | • | • | • | • | | | |
| A. Yang | | | | A | • | • | • | • | • | • | • | • | • | • | | | |
| J. Goveronski | | | | A | • | • | • | • | | | | | | | | | |
| M. Folks | | | | | | | | A | • | • | • | • | • | N | | | |
| K. Swainey | | | | | | | | A | • | N | • | N | N | | | | |
| J. Erickson | | | | | | | | A | • | • | • | • | • | • | | | |
| Staff | | | | | | | | | | | | | | | | | |
| B. Strassburg | | • | • | • | N | • | • | • | • | • | • | • | • | N | | | |

| Key | |
|------------|-----------------------------|
| • | Present |
| N | Notified Absence |
| U | Un-Notified Absence |
| A | Administered Oath of Office |
| | Not Applicable |

Minutes submitted by Kylie Griffith, Board Secretary.



Meeting Minutes: July 11th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on July 11th, 2017 at 6:00 P.M. at the 1st Grade Pod Area.

Directors Present: Jessica Erickson, Mandi Folks, Kylie Griffith, Ro Krejci, Anna Yang, Barbara Young

Directors Absent: None

Administration/Advisors Present: Mary Apuli (Interim Executive Director)

Others in Attendance: WLA staff and parents

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:00 P.M. Ms. Griffith took roll call of members.

2. WLA Mission and Vision

Ms. Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda

Ms. Griffith moved "to approve the agenda of the WLA Board of Directors regular meeting for Tuesday, July 11, 2017 at 6:00 PM as presented." Ms. Erickson 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. Public Comment

There was no public comment.

6. Discussion & Board Action

6.1 Consultant Agreement and Interim Director

Discussion: Ms. Young introduced Mary Apuli, a retired charter school director. Ms. Apuli is an independent consultant that WLA has an ongoing agreement with from Summer 2016. Ms. Young requested the Board extend the agreement to have Ms. Apuli fill the role of Interim Director for two months to assist with the search of a permanent director, manage staff hiring, renew consulting and other service contracts, and fulfill other functions necessary to continue school operations over the summer. After that time, her role would return to a consultant with the purpose of mentoring the new director.

6.1.1 Action: Ms. Griffith moved "to approve the standing consultant agreement." Ms. Folks seconded. Motion passed unanimously.

6.1.2 Action: Ms. Griffith moved “to approve contracting with Ms. Apuli as Interim Director for a maximum of two months.” Ms. Erickson seconded. Motion passed unanimously.

6.2 Hiring Process of Director

Discussion: Ms. Apuli distributed a process and timeline that will be used for the search of a “Managing Director” with the intent of bringing a recommendation to the Board at the next regular Board meeting. The position has been posted on MACS and EdPost and approximately 15 applications have been received. A committee will be needed to select and interview candidates and make a recommendation to the Board. Ms. Young and Ms. Erickson volunteered for the committee. An additional teacher and parent will be asked to join the committee. Compensation and benefits were discussed. Ms. Apuli led a discussion with Board members on important characteristics/qualities to look for in a director.

6.3 IOWA Contact

Discussion: Ms. Apuli explained that MDE requires all schools have a designated IOWA, an “Identified Official with Authority” that oversees all MDE reporting and is the only person allowed to authorize access to MDE secure reporting sites. Ms. Young stated that the previous director had been the IOWA for WLA and recommended that it be changed to Ms. Apuli, Interim Director.

6.3.1 Action: Ms. Krejci “Resolved, that the Board appoint Ms. Apuli, Interim Director, as the Identified Official with Authority (IOWA) for Woodbury Leadership Academy.” Ms. Folks seconded. Motion passed unanimously.

6.4 Enrollment and Staff Update

Discussion: Ms. Apuli reported that she is reviewing staffing needs based on current enrollment numbers for 2017-18 SY. There is a possibility that WLA will need to offer one or more combined grade level classes based on enrollment numbers. WLA currently has a maximum class size of 20 for K and 22 for other grades, but no minimum class size. Board members discussed setting a minimum class size of 18, but requested to readdress this at a future meeting as enrollment numbers continue to change over the summer.

6.5 Policy Update 908

Discussion: Ms. Krejci reported this policy is needed for compliance.

6.5.1 Action: Ms. Krejci moved “to approve the first reading of Board Policy 908 Website Accessibility.” Ms. Yang seconded. Motion passed unanimously.

6.6 Recognition of Former Board Member

Discussion: Ms. Young reported that Ms. Swainey had resigned from her Community Member Board seat in June. She thanked her for her service to the school.

7. Board and Administration Reports

Board Report: Ms. Young reported that there will be changes to the format of the agenda to make meetings more efficient. Two applications have been received for the three vacant Community Member Board seats and will be reviewed prior to the next meeting.

8. Committee Reports

Governance: Ms. Krejci reported that the committee continues to work on reviewing policies. A large number of policies will be sent out prior to the next Board meeting. She requested Board members review the policies and e-mail all questions/comments directly to her.

9. 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.

Board members requested the following items be discussed at future meetings:

- Process to establish expectations for the new director and monitor accountability throughout the year
- Updated on 2017-18 SY lease
- Revised Finance Committee charge

10. Housekeeping Items

Ms. Krejci moved to “change the date of the next regular Board of Directors meeting from Tuesday, July 25th, 2017 to Wednesday, July 26th, 2017.” Ms. Erickson seconded. Motion passed unanimously.

The next Board meeting is scheduled for Wednesday, July 26th, 2017 at 6:00 P.M. in the 1st Grade pod area.

11. Adjournment

Ms. Krejci moved to adjourn. Ms. Griffith seconded. Motion passed unanimously.

The meeting adjourned at 7:55 P.M.

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 | 8 June | 27 June | 11 July | 26 July | 8 August |
|----------------|-----------|-----------|---------|--------|--------|--------|--------|--------|---------|----------|----------|--------|--------|---------|---------|---------|----------|
| B. Young | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | | |
| K. Griffith | • | N | • | • | • | • | • | • | • | • | • | • | • | • | • | | |
| C. MacDonald | • | • | N | • | N | • | N | • | | | | | | | | | |
| E. Jungmann | • | • | • | • | • | • | • | N | | | | | | | | | |
| R. Krejci | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | | |
| A. Yang | | | | A | • | • | • | • | • | • | • | • | • | • | • | | |
| J. Goveronski | | | | A | • | • | • | • | | | | | | | | | |
| M. Folks | | | | | | | | A | • | • | • | • | • | N | • | | |
| K. Swainey | | | | | | | | A | • | N | • | N | N | | | | |
| J. Erickson | | | | | | | | | A | • | • | • | • | • | • | | |
| Staff | | | | | | | | | | | | | | | | | |
| B. Strassburg | | • | • | • | N | • | • | • | • | • | • | • | • | N | | | |
| M. Apuli | | | | | | | | | | | | | | | • | | |

| Key | |
|------------|-----------------------------|
| • | Present |
| N | Notified Absence |
| U | Un-Notified Absence |
| A | Administered Oath of Office |
| | Not Applicable |

Minutes submitted by Kylie Griffith, Board Secretary.

Meeting Minutes: July 26th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on July 26th, 2017 at 6:00 P.M. at the 1st Grade Pod Area.

Directors Present: Jessica Erickson, Mandi Folks, Ro Krejci, Anna Yang, Barbara Young

Directors Absent: Kylie Griffith

Administration/Advisors Present: Mary Apuli (Interim Executive Director), Rochelle Manders (VOA)

Others in Attendance: WLA staff and parents, community member

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 6:00 P.M. Ms Yang took roll call of members.

2. WLA Mission and Vision

Ms. Krejci read the WLA Mission and Vision Statements.

3. Conflict of Interest Declaration

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

4. Consent Agenda

Ms. Apuli reported that the headings for items 4.1 and 4.2 were reversed. Ms. Krejci moved to remove the renumbered item 4.2.2 from the consent agenda." Ms. Yang seconded. Motion passed unanimously.

Ms. Folks moved "to approve the consent agenda as amended." Ms. Krejci seconded. Motion passed unanimously.

5. Public Comment

There was public comment from a community member thanking the Board for the opportunity to interview for a vacant board seat.

6. Financial Report

Recommended Financial Statements and Transactions

Ms. Yang reported that the budget will be revised in September based on more accurate enrollment numbers. Ms. Yang moved "to approve the June 2017 financial statements and transactions as presented." Ms. Folks seconded. Motion passed unanimously.

Finance Committee Meeting Minutes

Ms. Yang presented reported that the Board Finance Committee had its initial meeting, minutes of which are included in the Board packet. The committee would like to add an additional board member to represent the parent sector of the Board.

Committee Charge

Ms. Yang presented the Finance Committee charge developed by the committee. Board members made suggestions to add the initial adoption date and add the updated date. Ms Yang moved to “approve the amended Finance Committee Charge.” Ms. Erickson seconded. Motion passed unanimously.

Committee Recommendations

Title Grant Representative: Ms. Yang moved “that the Board of Directors designate the School Director as the Title Grant Authorized Representative for Woodbury Leadership Academy.” Ms. Krejci seconded. Motion passed unanimously.

Ms. Yang moved “that the Board approves the following Finance Committee Recommendations for Annual Delegations:

Designation of Depositories: that the Board designates Anchor Bank as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S.118A.03 and:

- a) The Board Chair or School Director are authorized to accept and release collateral as required
- b) The School Director and the Office Manager are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and
- c) This resolution shall be valid until superseded.”

Delegation of Authority to Make Electronic Funds Transfers: that the Board delegates the authority to make electronic funds transfers to:

- Board Chair or School Director
- Manager at BerganKDV or his or her designee

Electronic Funds Transfers can be made for:

- Transfer of funds between school’s accounts
- Payment of employee payroll direct deposits
- Payment of federal, state, and unemployment taxes (deductions and/or benefits)
- Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
- Payment of other payroll related deductions and benefits (when appropriate)
- Vendor payments (when appropriate)

Debit Card Authorization: that the Board authorizes the following employees to have Woodbury Leadership Academy issued debit cards with a daily transaction limit of \$3,000:

- School Director
- Nancy Baumann, Office Manager

Designation of Official Newspaper: that the Board designate the Woodbury Bulletin as the official newspaper of Woodbury Leadership Academy for the posting of public notices.”

Ms. Krejci seconded. Motion passed unanimously.

Contracts

Ms. Yang presented a listing of contracts for services up for renewal for the 2017-18 SY and “moved to approve the contracts as presented.” Ms. Krejci seconded. Motion passed unanimously.

7. Committee Reports

Governance Committee Report: Ms. Krejci introduced Board Policy 304 Director Evaluation for a first reading.

Community member self-nomination forms were received. Interested parties followed the process entitled, "Board Procedures for the Filling of Board Vacancies." A recommendation was made to the Board. Ms. Krejci moved "to approve the appointment of Mr. Ed Rimkus to a three year term Community Member Board seat." Ms. Erickson seconded. Motion passed unanimously.

8. Board and Administration Reports

Board Report: Ms. Young acknowledged the important work of the Director Search Committee. She reported that she continues to work with the State on finalizing the lease for the entire Crosswinds building for the 2017-2018 school year.

Executive Director Report: Ms. Apuli presented current enrollment numbers and requested direction from the Board on a minimum class size for planning and staffing purposes. Board members agreed that a minimum of 17-18 students should be used as a guideline.

9. Board and Development & Discussion

Ms. Apuli led a discussion on the importance of confidentiality in the role of the Board of Directors.

10. Personnel

Ms. Apuli reported that the jobs have been posted for open teaching positions. School Secretary, Ms. David, has submitted her resignation and that position will be posted.

Ms. Apuli reported that the Director search committee was comprised of 2 parents, 2 teachers, the Board Chair and the Interim Director. Fifteen (15) applications were received, of which 5 candidates were offered interviews and 3 were interviewed. The committee recommends WLA offer the position to Dr Kathleen Mortensen.

Ms. Folks moved "to offer the Managing Director position to Dr. Kathleen Mortensen and for the Board Chair to negotiate the terms of the agreement." Seconded by Ms. Krejci. Motion passed unanimously.

A benefits overview for the 2017-2018 will be presented at the next Board meeting.

Ms. Baumann, Office Manager, presented results from the 2016-2017 Employee Satisfaction Survey. Overall employees are passionate about their work and happy in their jobs. The greatest level of dissatisfaction was in the areas of compensation and benefits.

11. 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.

Board members requested the following items be discussed at future meetings:

- School Calendar for 2017-2018
- Benefit offerings for 2017-2018
- Discussion on innovation in charter schools

12. Housekeeping Items

The next Board meeting is scheduled for Tuesday, August 8th, 2017 at 6:00 PM in the 1st Grade pod area.

Public comment did not require follow-up.

13. Adjournment

Ms. Krejci moved to adjourn. Ms. Folks seconded. Motion passed unanimously. The meeting adjourned at 7:05 P.M.

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 | 8 June | 27 June | 11 July | 26 July | 8 August |
|---------------|-----------|-----------|---------|--------|--------|--------|--------|--------|---------|----------|----------|--------|--------|---------|---------|---------|----------|
| B. Young | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | |
| K. Griffith | • | N | • | • | • | • | • | • | • | • | • | • | • | • | • | N | |
| C. MacDonald | • | • | N | • | N | • | N | • | | | | | | | | | |
| E. Jungmann | • | • | • | • | • | • | • | N | | | | | | | | | |
| R. Krejci | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | |
| A. Yang | | | | A | • | • | • | • | • | • | • | • | • | • | • | • | |
| J. Goveronski | | | | A | • | • | • | • | | | | | | | | | |
| M. Folks | | | | | | | | A | • | • | • | • | • | N | • | • | |
| K. Swainey | | | | | | | | A | • | N | • | N | N | | | | |
| J. Erickson | | | | | | | | | A | • | • | • | • | • | • | • | |
| Staff | | | | | | | | | | | | | | | | | |
| B. Strassburg | | • | • | • | N | • | • | • | • | • | • | • | • | N | | | |
| M. Apuli | | | | | | | | | | | | | | | • | • | |

| Key | |
|-----|-----------------------------|
| • | Present |
| N | Notified Absence |
| U | Un-Notified Absence |
| A | Administered Oath of Office |
| | Not Applicable |

Meeting Minutes: August 8th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on August 8th, 2017 at 6:00 P.M. at the 1st Grade Pod Area.

Directors Present: Jessica Erickson, Kylie Griffith, Ro Krejci, Ed Rimkus, Barbara Young

Directors Absent: Mandi Folks, Anna Yang

Administration/Advisors Present: Dr. Kathleen Mortensen (Executive Director), Mary Apuli (Board Consultant), Mr. Greg Sailer (Benefits Broker)

Others in Attendance: WLA staff and parents, community member

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. Administration of Oath to New Board Member

Ms. Young administered the oath of office to Mr. Edward G Rimkus. Mr. Rimkus was appointed to fill the vacant three-year term community member seat.

3. WLA Mission and Vision

Ms. Erickson read the WLA Mission and Vision Statements.

4. Approval of Agenda

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

5. Consent Agenda

Ms. Krejci moved to table the consent agenda to the next meeting. Ms. Griffith seconded. Motion passed unanimously.

6. Conflict of Interest Declaration

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

7. Public Comment

There was no public comment.

8. Board and Administration Reports

Board Report: Ms. Young introduced the new Executive Director, Dr Kathleen Mortensen to the Board and others in attendance.

Executive Director Report: Ms. Mortensen gave an update to the Board on her activities during her first week at WLA. She spoke of staffing plans, a service learning plan, establishing a

curriculum team, meeting contractor service providers, holding a staff meeting, working on a floor plan with room assignments and the possibility of a Grade 5/6 overnight fieldtrip.

9. Committee Report and Presentation

Facility Committee Presentation: Deferred to next meeting as Mr. Vang was unable to attend.

Health Insurance Presentation: Mr. Greg Sailer of Sailer Benefit Services presented proposed changes to benefit offerings for 2017-2018 benefit year. Changes that would impact cost to WLA include increasing the health insurance plan options from one to three and adding long-term disability insurance coverage. Additional life insurance coverage and a 403b plan could be added at no cost to WLA.

Governance Committee Report: Ms. Krejci reported that the committee has been working on the following Board policies:

- Policy 304 Charter School Director Agreement, Duties and Evaluation
 - Ms. Krejci moved “to approve the final reading of Board Policy 304.” Mr. Rimkus seconded. Motion passed unanimously.
- Policy 610 – Fieldtrips
 - Ms. Krejci gave notice that Policy 610 is in first reading status and any comments or concerns should be emailed to her.
- WLA Bylaws
 - Ms. Krejci gave notice that the Woodbury Leadership Academy Bylaws are in first reading status and any comments or concerns should be emailed to her. The WLA Bylaws will also be forwarded to our authorizer, VOA-MN, for review and comment. The WLA Bylaws will need to be approved twice by the Board.

10. Development & Discussion

Lease Agreement for 2017-18 School Year: Ms. Apuli reported that a lease has been negotiated. Ms. Apuli provided an overview of the lease, and answered all questions posed by the Board. She requested the Board grant her authority to sign the lease.

Calendar Revision: Ms. Young presented a revised calendar. The number of school days for students remains the same and the calendar aligns with South Washington County Schools busing service.

11. Business/Board Action

Lease Agreement for 2017-18 School Year: Ms. Erickson moved “to grant authority to Mary Apuli to sign the lease retroactively to the date signed on August 3, 2017 and to ratify the lease as signed.” Ms. Griffith seconded. Roll call vote was taken. All five (5) present members voted, “yeas.”

IoWA Designation: Ms. Young stated that Ms. Apuli had been designated as the IoWA for WLA, but with the hiring of an Executive Director, the designation should be changed to Dr. Mortensen.

Ms. Griffith moved “the Minnesota Department of Education (MDE) requires that school districts annually designate and Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local

education agency (LEA). The Director recommends the Board authorize Kathleen Mortensen to act as the primary Identified Official with Authority (IoWA) and Nancy Baumann as the IoWA to preapprove names only for Woodbury Leadership Academy 4228-07." Mr. Rimkus seconded. Motion passed unanimously.

Calendar Revision: Mr. Rimkus moved "to approve the calendar revisions as reported." Ms. Krejci seconded. Motion passed unanimously.

Insurance Changes: Ms. Erickson moved "to approve the addition of the recommended health insurance options and long term disability coverage to WLA's benefit offerings." Ms. Krejci seconded. Motion passed unanimously.

12. 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.

Board members requested that Board Committee Assignments be discussed. Ms. Young had requested Board members let her know their preferences for assignments.

Governance Committee: Mr. Rimkus requested to be on the governance committee. Ms. Krejci moved "to assign Mr. Rimkus to the Governance Committee." Ms. Griffith seconded. Motion passed unanimously.

Finance Committee: Ms. Young stated that Ms. Erickson and Ms. Folks expressed interest in joining the Finance Committee. Ms. Krejci moved "to assign Ms. Erickson and Ms. Folks to the Finance Committee." Mr. Rimkus seconded. Motion passed unanimously.

13. Housekeeping Items

The next Board meeting is scheduled for Tuesday, August 22nd, 2017 at 6:00 P.M. in the 1st Grade pod area.

There was no public comment requiring follow up.

13. Adjournment

Ms. Krejci moved "to adjourn." Ms. Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:17 P.M.

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 | 8 June | 27 June | 11 July | 26 July | 8 August |
|----------------|-----------|-----------|---------|--------|--------|--------|--------|--------|---------|----------|----------|--------|--------|---------|---------|---------|----------|
| B. Young | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • |
| K. Griffith | • | N | • | • | • | • | • | • | • | • | • | • | • | • | • | N | • |
| C. MacDonald | • | • | N | • | N | • | N | • | | | | | | | | | |
| E. Jungmann | • | • | • | • | • | • | • | N | | | | | | | | | |
| R. Krejci | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • | • |
| A. Yang | | | | A | • | • | • | • | • | • | • | • | • | • | • | • | N |
| J. Goveronski | | | | A | • | • | • | • | | | | | | | | | |
| M. Folks | | | | | | | | A | • | • | • | • | • | N | • | • | N |
| K. Swainey | | | | | | | | A | • | N | • | N | N | | | | |
| J. Erickson | | | | | | | | | A | • | • | • | • | • | • | • | • |
| E. Rimkus | | | | | | | | | | | | | | | | | A |
| Staff | | | | | | | | | | | | | | | | | |
| B. Strassburg | | • | • | • | N | • | • | • | • | • | • | • | • | N | | | |
| M. Apuli | | | | | | | | | | | | | | | • | • | • |
| K. Mortensen | | | | | | | | | | | | | | | | | • |

| Key | |
|------------|-----------------------------|
| • | Present |
| N | Notified Absence |
| U | Un-Notified Absence |
| A | Administered Oath of Office |
| | Not Applicable |

Minutes submitted by Kylie Griffith, Board Secretary.



Woodbury Leadership Academy

2017-2018 School Year

| July 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 | | | | | |

| 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

- 22 New Teacher Training (No School)
- 23-24 Teacher Workshop (No School)
- 28-30 Teacher Workshop (No School)
- 30 Open House 5:00-8:00 PM
- 31 Open House 8:00 AM-12:00 PM

| September 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 |

| 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
- 11-22 WIDA testing
- 29 Free Dress Friday

October 2017

- 19 MEA / Teacher Workshop (No School)
- 20 MEA (No School)
- 23 NWEA (MAP) testing begins
- 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 5:00-8:00 PM
- 22 Student-led conferences 8:15 AM-12:15 PM (No school)
- 23-24 Thanksgiving (No School)
- 30 NWEA (MAP) testing ends
- 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 (No School)

| 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)
- 22 ACCESS testing begins
- 26 Free Dress Friday

February 2018

- 8 ACCESS testing ends
- 9 Teacher Workshop (No School)
- 19 Presidents' Day (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

- 1-23 NWEA (MAP) testing
- 1 Student-led conferences 5-8 PM
- 2 Student-led conferences 8:15 AM-12:15 PM (No school)
- 9 End of Trimester 2
- 12 Teacher Workshop (No School)
- 13 Start of Trimester 3
- 23 Free Dress Friday
- 26-30 Spring Break (No School)

April 2018

- 9 MCA testing begins
- 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

- 4 MCA testing ends
- 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

- 1st Trimester = 58
- 2nd Trimester = 57
- 3rd Trimester = 56

Teacher Contact Days:

- New = 185
- Returning = 184

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

Approved: March 28, 2017 Board meeting
 Revised : _____, 2017 Board meeting

