

Public Copy

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, September 26, 2017

6:00 P.M.

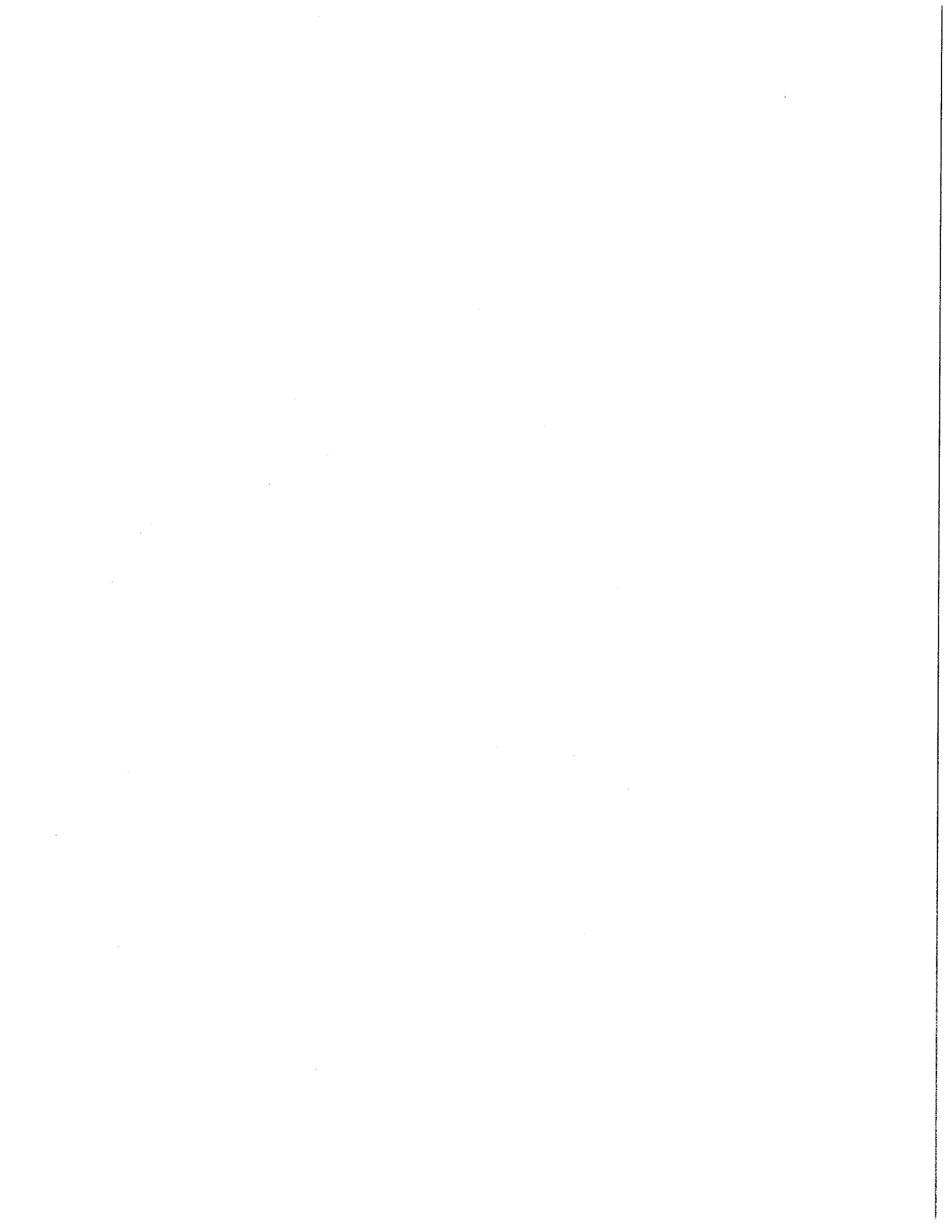
Woodbury Leadership Academy School

600 Weir 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, September 26, 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 utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

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

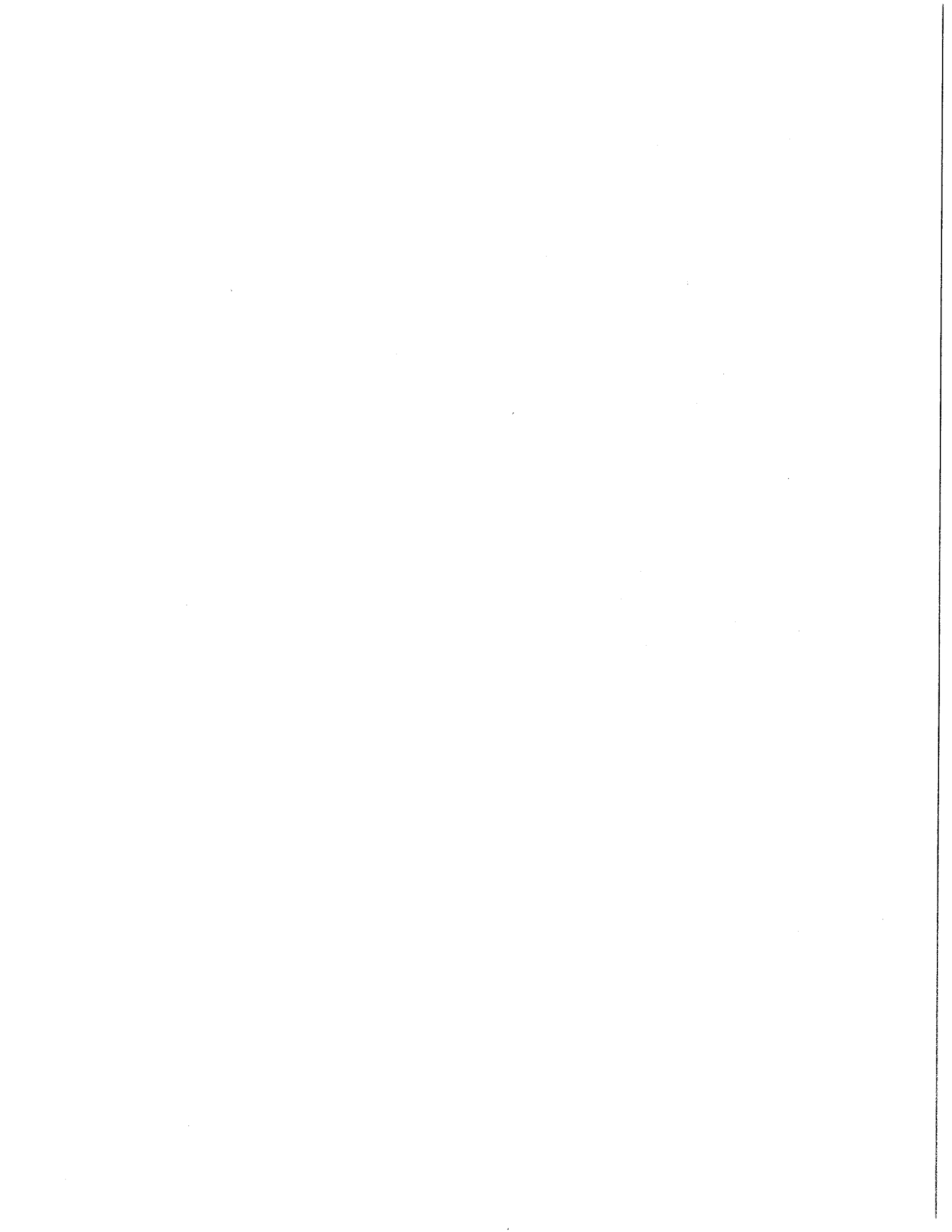
Agenda Item	Purpose	Presenter	Materials	Time
1. Meeting Call to Order				
	Info	Barbara Young, Board Chair		1 minute
2. Roll Call				
	Info	Kylie Griffith, Board Secretary	Attendance Sheet	1 minute
3. Mission and Vision				
	Info	Ed Rimkus, Board Member		1 minute
4. Approval of Agenda				
	Action	Barbara 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 and Presentation	Kathy Mortensen, Executive Director		20 minutes
8. Committee Report and Action				
8.1. Finance Report	Info	Mandi Folks, Board Member and Judith Darling, BKDA	Meeting Minutes, Financial Statement and Transaction Sheets	5 minutes
8.2. Governance Report	Info	Ro Krejci, Governance Committee	Meeting Minutes, Policy 537, Policy 538,	5 minutes

		Chair	Policy 511 and WLA Bylaws	
8.2.1. Approve the 3 rd Reading (Final) of WLA Bylaws	Action	Barbara Young, Board Chair	WLA Bylaws	1 minute
8.2.2. Notice of 1 st Reading (Review) of Policy 511, Policy 537 and Policy 538	Info	Barbara Young, Board Chair	Policy 511, Policy 537 and Policy 538	1 minute
9. Consent Agenda – Action and No Discussion				
9.1. Approve the Meeting Minutes from August 22, 2017	Action	Barbara Young, Board Chair	Meeting Minutes from August 22, 2017	1 minute
9.2. Approve the Financial Statement and Transaction for August 1 – August 31, 2017 as presented	Action	Barbara Young, Board Chair	Financial Statement and Transaction Sheets	1 minute
10. Board Discussion and Action				
10.1. Add member to Secretary and Treasurer Position	Discussion	Barbara Young, Board Chair	Job Descriptions in WLA Bylaws	5 minutes
10.1.1. Add member to secretary position	Action	Barbara Young, Board Chair		1 minute
10.1.2. Add member to treasurer position	Action	Barbara Young, Board Chair		1 minute
11. Board Communication and Future Items				
11.1. Board Communication	Discussion	Barbara Young, Board Chair		1 minute
11.1.1. Board Member Resignation	Info	Barbara Young, Board Chair		1 minute
11.2. Future Items	Discussion	Barbara Young, Board Chair		1 minute
12. Housekeeping				
12.1. Next regular scheduled meeting is: Date: 10.24.2017 Time: 6:00 P.M. Location: WLA – 600 Weir Drive, Woodbury, MN 55125 in the 1 st Grade Pod Area (Room 1500)	Info	Barbara Young, Board Chair		1 minute
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
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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.

DRAFT



WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, SEPTEMBER 26, 2017

Dr. Kathleen Mortensen

I. Organizational Leadership

Exercise strong leadership skills in promoting the mission and vision of the school

- Open Houses held with an estimated 80% of our families in attendance

- Chamber of Commerce meeting attended 9/7 to promote WLA

- Ongoing discussions with the state, regarding surplus state furniture, hazardous waste, fire marshal visit, building cleanliness, and air conditioning issues)

Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Woodbury Leadership Academy. (WLA)

- Ongoing curriculum alignment as specified in strategic plan

- Meeting with Ku Vang, Barbara Young, and Mary Apoli on August 29th regarding building options verses ongoing leasing

- Facilities Committee is being established

Provide leadership and monitor continuous school improvement

- Professional Development conducted August 30-31st

- Ongoing collaboration with Mary Kelly (Special Education Director) in regard to schedules, Student Assistance Team, TESA manual, Response to Intervention Manual, and Personal Activity Reports training

Oversee development of internal processes for effective management and control of the school's resources

- Finance committee has met at length

- Table the issue of Nancy Baumann serving on the Finance Committee until further notice

Direct and supervise the development, maintenance, updating and distribution of WLA Board of Directors (BOD) policies and procedures

- Board governance committee has been meeting regularly

- Table the issue of Nancy Baumann serving on the Governance Committee until further notice

II. Instructional Leadership

Monitor the development, implementation and evaluation of curricular programs and ensure that all initiatives are student focused and aligned with the school's mission and vision

- Ongoing Curriculum Team meetings (9/7, 9/21)

- Ongoing Professional Learning Committees (PLCs)

- Launch of Young Rembrandts, and Sewing Classes (after school)

- P.E. will be launching a "NFL Play 60" series

- Band instruments were introduced to students on 9/7, Parent Band Night was held on 9/11, and the Hill Murray Pep Band conducted an assembly on 9/15

Provide leadership in the articulation among all instructional levels as well as special services within the school

- Programming for English Language Learners is starting up with the introductory meeting on 9/7, and logistics being addressed on 9/21

Provide leadership in the development of technology plan and purchasing of equipment

- The Technology Team has met twice and is moving agenda items forward

Continue to develop a strong understanding of Core Knowledge Language Arts (CKLA), Saxon Math, Singapore Math, Core Knowledge and Responsive Classroom materials

Staff meeting presentation include Lesson Planning, and the Responsive Classroom

Oversee the design and implementation of a collaborative evaluation process that will provide ongoing information about academic program effectiveness

Currently pulling MN Comprehensive Assessment data

All reading assessments completed

English Learning assessments upcoming

III. Financial Management

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

Finance committee is active

Table retirement planning decision until the vendors that met with Nancy Baumann and myself, have time to crunch the necessary data

Oversee the development and implementation of yearly student recruitment plan

Beginning marketing plan now

IV. Human Resource Management

Recruit, interview, hire and develop strategies to retain highly qualified staff

Special education para-professional is being added to staff complement

Ensure all staff understand and execute the mission and vision of WLA effectively

Regularly reviewing this on a weekly basis at PLCs

Provide staff supervision and conduct/oversee annual performance appraisals, which includes three formal observations, one per trimester, for each instructional staff member, including special education and educational assistants

Formal classroom observations (8 completed, 6 more scheduled for September 27-28th)

Informal classroom observations are also being conducted

Oversee conflict resolution and all other personnel matters

Currently managing this area

V. Provision for a Safe and Effective Learning Environment

Guide the process of effective dissemination of information between teachers and parents

Thursday folders are going out regularly

Monitor reporting systems involving health and safety of students

First fire drill was conducted on September 12th

MN Visiting Nurse Association (MVNA) was on-site on 9/13 to review procedures, consider individual student health plans, and look at immunization forms

Lunchroom procedures are established

Oversee development and implementation of student/parent activities

Volunteers are being organized

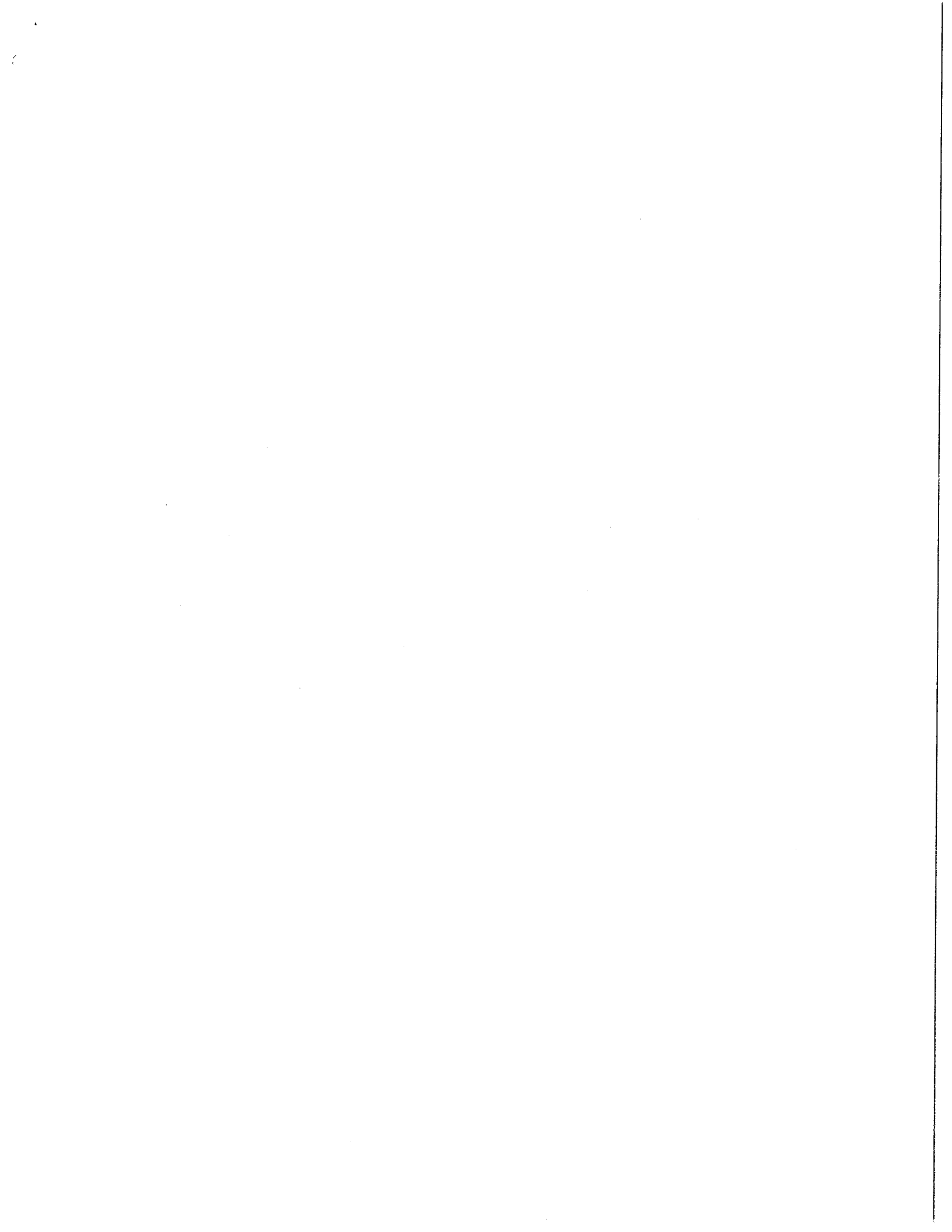
The Events Calendar has been largely organized by a team of staff members and parent volunteers

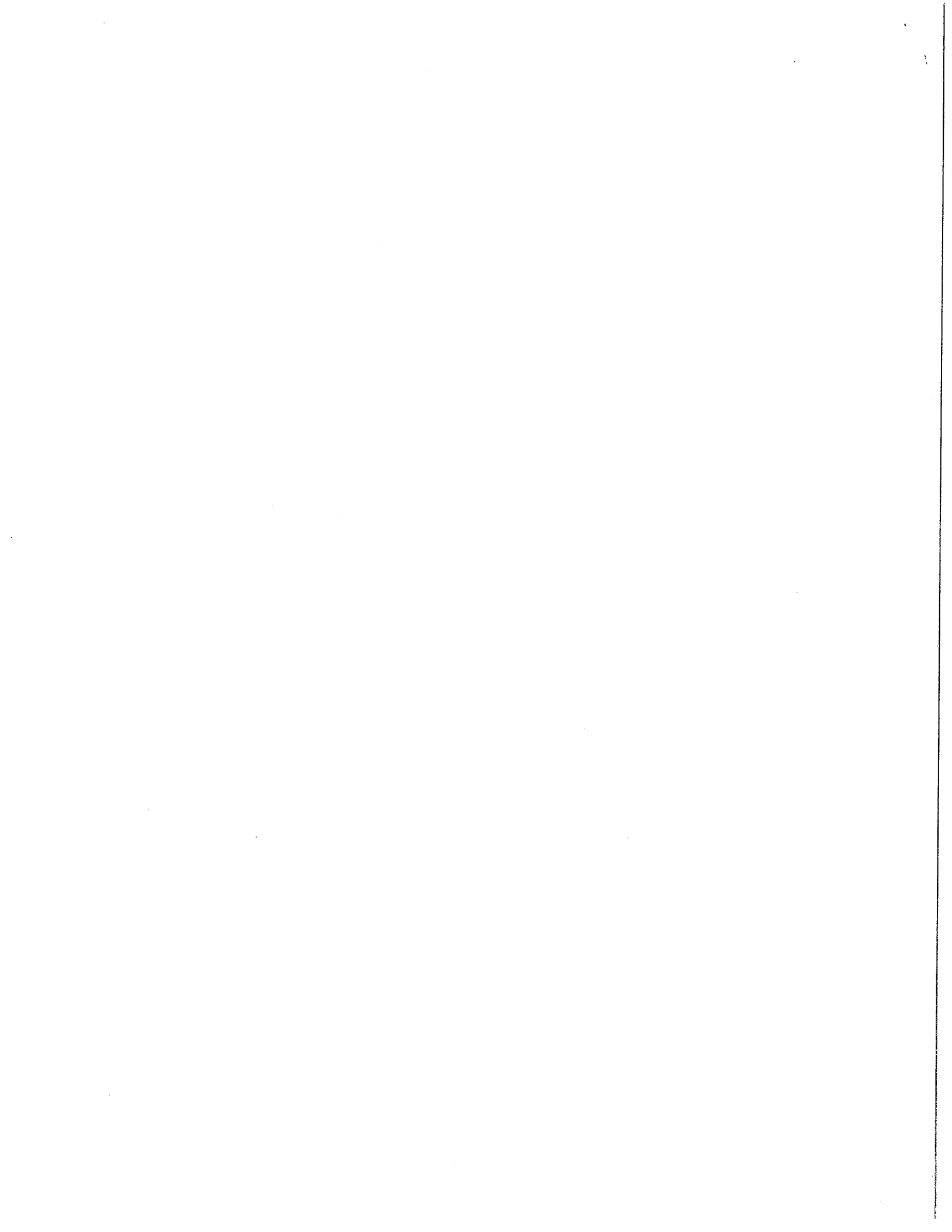
VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month

Newsletters are going out weekly from teachers

Newsletters from the Director are going out bi-weekly







Meeting: Finance Committee

Date: September 14, 2017

Time: 4:30pm

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044/Main Office

MINUTES

The meeting was called to order by Mandi Folks at 4:30pm.

Attendees: Mandi Folks, Judith Darling, Kathy Mortensen, Jessica Erickson

Mandi Folks read the WLA Mission & Vision.

Development & Discussion

- Read and discussed the Finance Committee Charge in order to be reminded of the role of the committee.
- Reviewed the August Financial Statements prepared by Judith Darling. Discussed at length the 2017-18 working budget, which will continue to be a work in progress as several expenses and enrollment are finalized.
- Decided to table a discussion of creating a Fundraising Policy for WLA until the next Finance Committee meeting.

Housekeeping

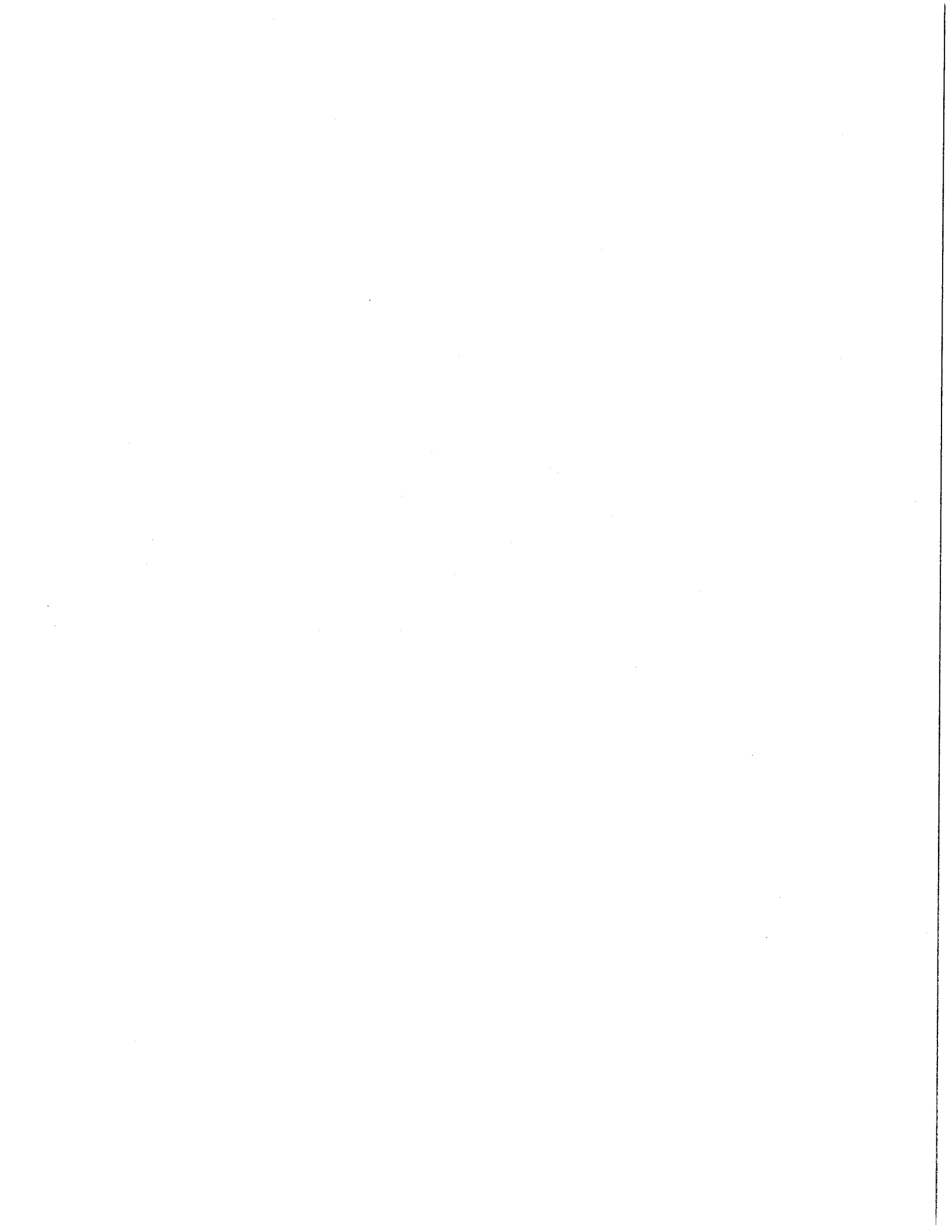
Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: October 12, 2017

Time: 4:30pm

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044 in the Main Office.

Mandi Folks adjourned the meeting at 6:45pm.



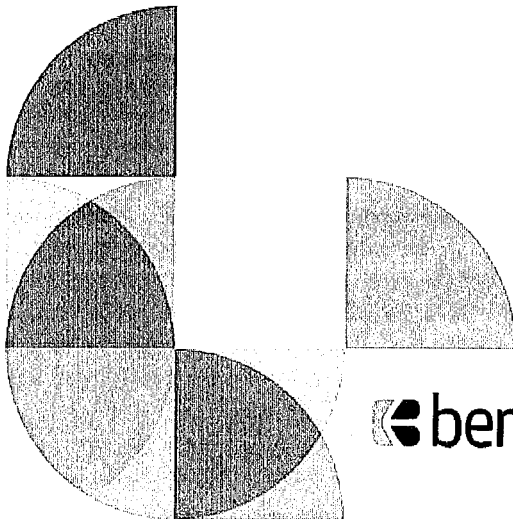


WOODBURY LEADERSHIP *Academy*

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

Financial Statements

August 2017



Prepared by:
Judith Darling, CPA
Finance Manager

 **berganKDV**
CPAS | ADVISORS

**Woodbury Leadership Academy
Woodbury, Minnesota**

August 2017 Financial Statements

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Supplemental Information – See Separate Document	
Checks and Wires	
Cash Receipts	
Journal Entries	

Woodbury Leadership Academy
Woodbury, Minnesota

August 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.

The finance committee has begun to work on a budget revision but there is still work to do. The August financials include a working budget that address many of our updated assumptions such as our current enrollment, current staff contracts and the cost of our new lease. We have based our working budget on 250 ADM which is slightly conservative.

Given these factors, we are projecting a General Fund deficit of \$205K. This will change as we continue to refine our figures. However, unless substantial changes are made, we should plan to run a deficit for the year. This deficit will decrease our fund balance percentage from 22.7% to 12.6%. I have added a cash flow statement to show that despite spending down a portion of our fund balance, we will still have the cash flow needed to continue operations without any difficulties.

Supplemental Information for August 2017

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during August 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
August 31, 2017**

	Balance July 1, 2017	Balance August 31, 2017
<u>Assets</u>		
Current Assets		
Cash and Investments	525,296	714,974
Accounts Receivable	0	0
PY State Aid Receivable	176,995	53,340
CY State Aid Receivable/(Deferred Rev)	0	0
Federal Aids Receivable	1,380	160
Prepaid Expenses and Deposits	42,381	0
Total Current Assets	746,052	768,474
Total All Assets	746,052	768,474
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	68,946	0
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	8,946
Payroll Deductions and Contributions	47,071	(8,736)
Deferred Revenue	0	0
Total Current Liabilities	143,763	210
Fund Balance		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	165,975
Total Fund Balance	602,289	768,264
Total Liabilities and Fund Balance	746,052	768,474

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

	FY 2017 Preliminary Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Working Budget 250 ADM	Aug 2017 YTD Activity	17% Percent of Working Budget
General Fund - 01					
Revenues					
State Revenues					
General Education Aid	1,682,101	2,070,734	1,628,143	330,543	20.3%
Literacy Aid	0	36,233	0	0	
Charter School Lease Aid	0	0	14,429	0	0.0%
Long-Term Facilities Maintenance Revenue	8,591	27,030	21,250	0	0.0%
Special Education Aid	241,346	312,439	233,896	0	0.0%
PY Over/Under Accrual	(1,253)	0	0	0	0.0%
Endowment Aid	10,171	9,003	7,078	0	0.0%
CY Estimated State Aid Receivable/(Deferred Rev)	0	0	0	0	0.0%
Total State Revenues	1,940,956	2,455,438	1,904,795	330,543	17.4%
	1,940,956	2,455,438	1,904,795	330,543	
Federal Revenues					
Federal CSP Grant \$225K (Imp 003, 9-30-16)	165,298	0	0	0	0.0%
Federal Special Education Aid	23,351	33,203	33,203	0	0.0%
PBIS Individuals with Disabilities Grant	14,994	0	6	6	100.0%
Title II	185	4,000	4,443	0	0.0%
Total Federal Revenues	203,828	37,203	37,652	6	0.0%
	203,828	37,203	37,652	6	
Local Revenues					
Interest Earnings	157	125	125	29	23.1%
Donations and Grants	88	0	0	32	0.0%
Give to the Max (course 200)	3,026	0	0	0	0.0%
Fees from Students (Field Trip, Other)	8,305	8,000	8,750	0	0.0%
Miscellaneous Revenues	947	0	1,000	0	0.0%
Sale of Merchandise/Fundraising - Net	2,517	0	1,000	0	0.0%
071 Third Party Billing	134	0	150	0	0.0%
Total Local Revenues	15,174	8,125	11,025	60	0.5%
	15,174	8,125	11,025	60	
Total Revenues	2,159,958	2,500,767	1,953,473	330,609	16.9%
Expenditures					
100's Salaries	880,072	948,157	832,648	44,521	5.3%
200's Benefits	195,927	252,201	213,890	16,185	7.6%
305 Contracted Services	323,915	300,696	417,057	53,196	12.8%
315 Technology Services	9,157	13,200	9,300	1,500	16.1%
320 Communications Services	550	600	0	0	
329 Postage	752	2,500	2,500	633	25.3%
330 Utilities	47,158	48,573	120,347	14,513	12.1%
340 Property and Liability Insurance	8,774	9,000	12,000	4,568	38.1%
350 Repairs and Maintenance	53,579	60,950	50,780	8,113	16.0%
360 Transportation for Field Trips	1,998	4,000	4,375	0	0.0%
366 Travel, Conferences, and Staff Training	1,395	7,000	5,000	1,059	21.2%
369 Field Trips / Registration Fees	3,894	4,000	4,375	0	0.0%
370 Building Lease	29,492	30,377	16,033	1,458	9.1%
370 Other Rentals and Operating Leases	0	300	42,358	6,058	14.3%
401 Supplies - Non Instructional	11,848	32,800	12,000	3,332	27.8%
401 Maintenance Supplies	35	2,100	2,100	13	0.6%
405 Non-Instructional Software and Licensing	8,262	11,194	9,715	1,411	14.5%
406 Instructional Software	1,198	1,600	2,500	2,106	84.2%
430 Instructional Supplies	12,153	24,500	17,500	1,962	11.2%
455 Non-Instructional Tech Supplies	407	1,200	1,200	0	0.0%
456 Instructional Tech Supplies	639	3,000	500	0	0.0%
460 Textbooks and Workbooks	1,657	20,000	15,000	1,321	8.8%
461 Standardized Tests	0	5,000	5,000	0	0.0%
470 Media/Library Resources	0	2,500	500	0	0.0%
490 Food Purchased	771	400	800	54	6.7%
530 Furniture and Other Equipment	0	3,500	3,500	0	0.0%
555 Technology Equipment	513	10,000	10,000	0	0.0%
556 Instructional Technology Equipment	2,485	3,000	3,000	0	0.0%
580 Capital Leases (copier)	8,309	10,275	10,275	1,545	15.0%

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

	FY 2017 Preliminary Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Working Budget 250 ADM	Aug 2017 YTD Activity	17% Percent of Working Budget
740 Interest Expense	0	3,000	0	0	
820 Dues and Memberships, Fees	28,543	32,724	29,435	783	2.7%
State Special Ed Expenditures	259,512	332,382	251,501	0	0.0%
Federal CSP Grant (003)	166,547	0	0	0	0.0%
Federal Special Education Program	23,351	33,203	33,203	240	0.7%
PBIS Individuals with Disabilities Grant	14,994	0	6	6	100.0%
Title II	185	4,000	4,443	0	0.0%
Extended Time Expenses	0	5,425	0	0	
Give to the Max CRS 200	(2,934)		0	0	
Directors Discretionary Fund	0	15,000	15,000	0	0.0%
Subtotal Expenditures	<u>2,095,138</u>	<u>2,238,357</u>	<u>2,157,838</u>	<u>164,575</u>	<u>7.6%</u>
	2,095,138	2,238,357	2,157,838	164,575	
Transfers to Other Funds	0	0	0	0	
Total Expenditures	<u>2,095,138</u>	<u>2,238,357</u>	<u>2,157,838</u>	<u>164,575</u>	<u>7.6%</u>
General Fund Net Income	<u>64,820</u>	<u>262,410</u>	<u>(204,366)</u>	<u>166,033</u>	
	22.7%	33.0%	12.6%		

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

	FY 2017 Preliminary Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Working Budget 250 ADM	Aug 2017 YTD Activity	17% Percent of Working Budget
Fund 04 Program					
Revenues					
040 Tuition Revenue	240	5,200	0	0	
Total Revenues	240	5,200	0	0	
Expenditures					
Salaries and Wages	0	0	0	0	
Employee Benefits	0	0	0	0	
Purchased Services	500	5,200	0	0	
Supplies and Materials, Snacks	30	0	0	59	
Equipment	0	0	0	0	
Dues and Memberships	150	0	0	0	
Total Expenditures	680	5,200	0	59	
Community Services Fund Net Income	(440)	0	0	(59)	
<hr/>					
Total All Funds					
Revenues					
State Revenues	1,940,956	2,455,438	1,904,795	330,543	17.4%
Federal Revenues	203,828	37,203	37,652	6	0.0%
Local Revenues	15,414	13,325	11,025	60	0.5%
Total Revenues	2,160,198	2,505,967	1,953,473	330,609	16.9%
	2,160,198	2,505,967	1,953,473	330,609	
Expenditures					
Salaries and Wages	880,072	948,157	832,648	44,521	5.3%
Employee Benefits	195,927	252,201	213,890	16,185	7.6%
Purchased Services	481,164	486,396	684,123	91,097	13.3%
Supplies and Materials	37,001	104,294	66,815	10,257	15.4%
Equipment	11,307	26,775	26,775	1,545	5.8%
Short Term Financing Costs	150	0	0	0	0.0%
Other (Fundraising, Special Ed, Dues, etc.)	490,198	425,734	333,588	1,028	0.3%
Total Expenditures	2,095,819	2,243,557	2,157,838	164,634	7.6%
	2,095,819	2,243,557	2,157,838	164,634	
Total Revenues All Funds	2,160,198	2,505,967	1,953,473	330,609	16.9%
Total Expenditures All Funds	2,095,819	2,243,557	2,157,838	164,634	7.6%
Net Income - All Funds	64,379	262,410	(204,366)	165,975	
	64,379	262,410	(204,366)	165,975	
Beginning Fund Balance, All Funds, July 1	537,910	602,289	602,289	602,289	
Projected Fund Balance, All Funds, June 30	602,289	864,699	397,924	768,264	

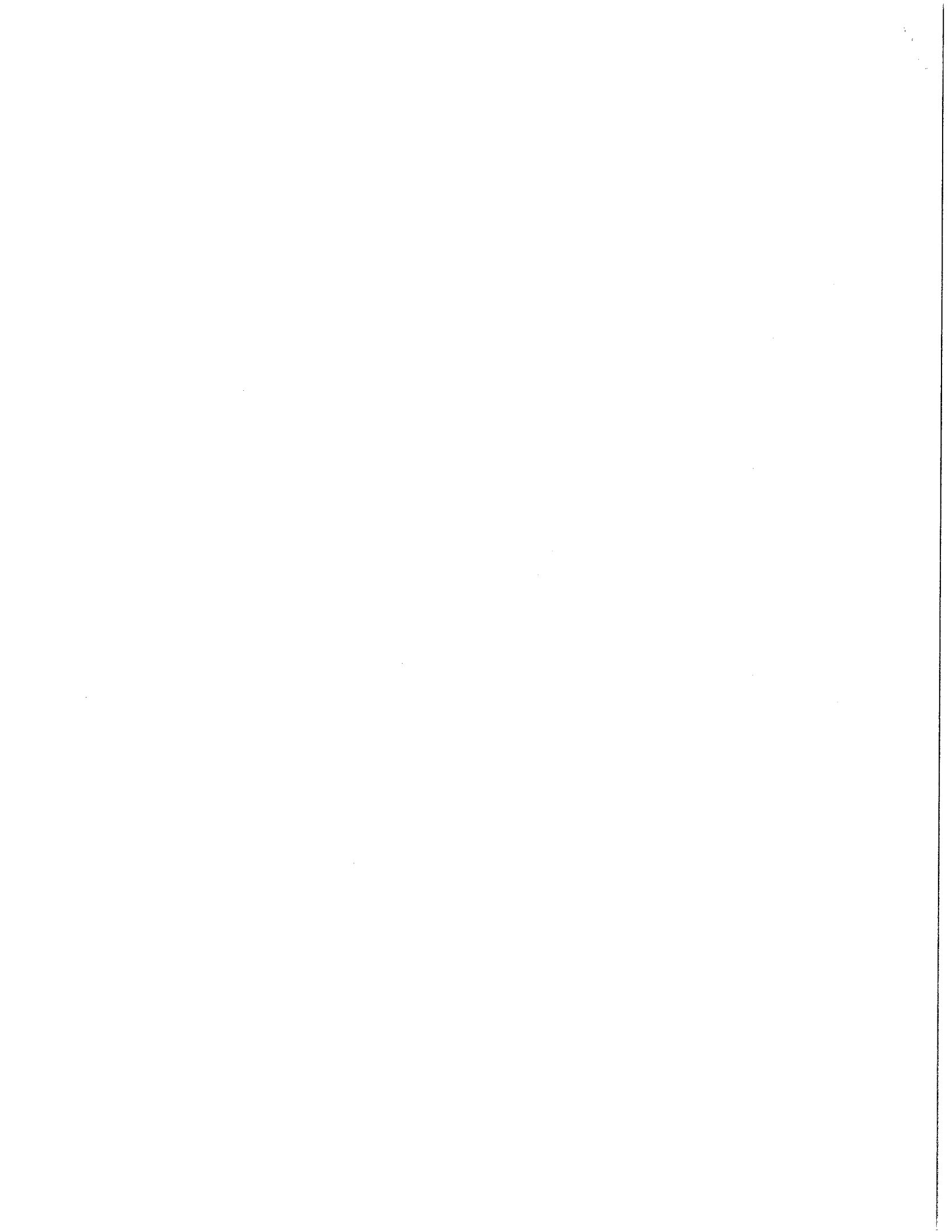
Woodbury Leadership Academy
Cash Flow Projection Summary
2017-2018 School Year

Period Ending	Cash Inflows (Revenues)			Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-100
	State Aid Payments	Federal Aid Payments	Other Receipts*	Salaries and Benefits** (Cash flow budgeted at Gross but updated at Net)	Other Expenses*** Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Total Expenses		
Jul 31	177,733		13	50,440	65,775	Beginning Balance	525,296	
Aug 31	152,810		116	51,982	100,972	116,215	589,823	589,823
Sept 30	138,377	3,765	0	106,828	82,069	152,654	714,974	714,974
Oct 31	138,377	3,765	0	106,828	82,069	188,897	717,339	
Nov 30	138,377	3,765	0	106,828	82,069	188,897	670,585	
Dec 31	138,377	3,765	0	106,828	82,069	188,897	623,830	
Jan 31	138,377	3,765	0	106,828	82,069	188,897	577,076	
Feb 28	138,377	3,765	0	106,828	82,069	188,897	530,322	
Mar 31	138,377	3,765	0	106,828	82,069	188,897	483,567	
Apr 30	138,377	3,765	0	106,828	82,069	188,897	436,813	
May 31	138,377	3,765	0	106,828	82,069	188,897	390,059	
June 30	138,377	3,765	0	106,828	82,069	188,897	343,304	
Projected	1,714,316	37,652	129	1,170,403	987,435	2,157,838		
	1,714,316	37,652	60	1,170,403	987,435	2,157,838		
Totals	1,714,316	37,652	129	1,170,403	987,435	2,157,838	296,550	

Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our working budget for the year that we will not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

Prepared by: Mandy Gallahue, BerganKDV
September 14, 2017



WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 08/01/2017 - 8/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1001	Public Employee Retirement Association		08/15/2017	\$315.35	3691	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association		08/15/2017	\$562.50	3692	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1002	Teachers Retirement Association		08/15/2017	\$4,578.20	3695	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service		08/15/2017	\$912.24	3693	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service		08/15/2017	\$517.80	3693	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1003	Internal Revenue Service		08/15/2017	\$4,564.40	3696	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service		08/15/2017	\$2,285.10	3696	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service		08/15/2017	\$236.08	3694	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1004	MN Department of Revenue Service		08/15/2017	\$1,019.25	3697	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank		08/15/2017	\$125.00	3698	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$30.63	3714	E 01 010 203 000 000 430	Instructional supplies/textbooks
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$31.40	3714	E 01 010 203 000 000 430	Instructional supplies/textbooks
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$11.98	3715	E 01 010 203 000 000 460	Textbooks
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$19.48	3716	E 01 010 203 000 000 430	Instructional supplies - Boomwhackers set
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$8.75	3717	E 01 010 203 000 000 430	Textbooks - Sesame Street Musical Adventur
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$264.49	3721	E 01 010 203 000 000 430	Basic Beat Rolling Offr Cart
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$20.51	3722	E 01 010 203 000 000 430	Wall Easal mounts
ANCH		WX	1 1027	Amazon.com		08/22/2017	\$217.94	3723	E 01 010 203 000 000 430	Classroom supplies
ANCH		WX	1 1030	Target		08/22/2017	\$17.98	3718	E 01 010 203 000 000 430	Laminated World Maps
ANCH		WX	1 1032	Walmart		08/22/2017	\$3.97	3719	E 01 005 110 000 000 401	Caution Tape
ANCH		WX	1 1032	Walmart		08/22/2017	\$2.24	3720	E 01 005 110 000 000 401	Colored Dots
ANCH		WX	1 1099	MN UI Fund		08/23/2017	\$1,758.00	3725	E 01 010 203 000 000 280	MN Unemployment
ANCH		WX	1 1337	Anchor Bank		08/23/2017	\$149.76	3724	E 01 005 110 000 000 305	Account Service Charge
ANCH		WX	1 1001	Public Employee Retirement Association		08/31/2017	\$315.35	3728	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association		08/31/2017	\$4,962.58	3729	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service		08/31/2017	\$5,349.14	3730	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service		08/31/2017	\$2,945.67	3730	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service		08/31/2017	\$1,314.70	3731	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank		08/31/2017	\$75.00	3732	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1 1019	USPS		08/31/2017	\$328.00	3743	E 01 005 110 000 000 329	Postage
ANCH		WX	1 1019	USPS		08/31/2017	\$241.75	3747	E 01 005 110 000 000 329	Postage
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$39.50	3734	E 01 010 203 000 000 430	Instructional Supplies
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$84.11	3736	E 01 005 110 000 000 401	Office supplies
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$12.07	3737	E 01 005 110 000 000 401	Cardstock
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$115.40	3738	E 01 010 203 000 000 430	Instructional Supplies

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 08/01/2017 - 8/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$31.83	3739	E 01 005 110 000 000 401	Painters Tape
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$4.54	3740	E 01 005 110 000 000 401	Masking Tape
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$147.30	3741	E 01 010 640 000 316 366	Professional Development supplies
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$103.90	3742	E 01 010 203 000 000 401	Students desks - 2 pack
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$1,141.79	3748	E 01 010 640 000 316 366	Professional Development supplies
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$62.68	3751	E 01 005 110 000 000 401	card stock and office supplies
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$95.93	3752	E 01 010 640 000 316 366	Professional Development
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$101.78	3753	E 01 010 203 000 000 430	Instructional Supplies
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$8.83	3754	E 01 010 203 000 000 430	Instructional supplies
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$19.48	3756	E 01 010 203 000 000 430	Music Boomwackers chromatic set
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$24.99	3757	E 01 005 110 000 000 401	Label Maker Tape
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$44.72	3759	E 01 010 203 000 000 401	Classroom 30 slot mailbox
ANCH		WX	1 1027	Amazon.com		08/31/2017	\$78.55	3761	E 01 010 640 000 316 366	Professional Development
ANCH		WX	1 1028	IKEA		08/31/2017	\$238.26	3744	E 01 005 110 000 000 401	Office and Break room supplies
ANCH		WX	1 1031	Sam's Club		08/31/2017	\$57.96	3735	E 01 005 110 000 000 401	Copier Paper
ANCH		WX	1 1031	Sam's Club		08/31/2017	\$47.27	3746	E 04 005 570 000 000 401	Ice Cream Social supplies
ANCH		WX	1 1031	Sam's Club		08/31/2017	\$26.88	3758	E 01 005 110 000 000 490	Inservice breakfast and snacks
ANCH		WX	1 1032	Walmart		08/31/2017	\$11.50	3745	E 04 005 570 000 000 401	Ice Cream Social supplies
ANCH		WX	1 1032	Walmart		08/31/2017	\$47.60	3750	E 01 005 110 000 000 401	Office and Breakroom Supplies
ANCH		WX	1 1142	Pioneer Press		08/31/2017	\$26.74	3755	E 01 005 110 000 000 490	inservice training breakfast
ANCH		WX	1 1371	Northern Tool and Equipment		08/31/2017	\$12.99	3749	E 01 005 810 000 000 401	Moving Dolly
							Check Total:	\$35,771.84		
ANCH	5150	CH	1 1369	BerganKDV Outsourced Services LLC		08/23/2017	\$5,494.00	3699	E 01 005 110 000 000 305	August Financial Mgmt & Acct Services
							Check Total:	\$5,494.00		
ANCH	5151	CH	1 1291	Booth Law Group, LLC		08/23/2017	\$4,300.00	3700	E 01 005 111 000 000 305	June Legal Services
ANCH	5151	CH	1 1291	Booth Law Group, LLC		08/23/2017	\$390.00	3701	E 01 005 111 000 000 305	July Legal Services
ANCH	5151	CH	1 1291	Booth Law Group, LLC		08/23/2017	\$315.00	3702	E 01 005 111 000 000 305	June Legal Services
ANCH	5151	CH	1 1291	Booth Law Group, LLC		08/23/2017	\$799.00	3703	E 01 005 111 000 000 305	July Legal Services
							Check Total:	\$5,804.00		
ANCH	5152	CH	1 1082	Delta Dental of MN		08/23/2017	\$411.40	3704	B 01 215 009	September dental premiums
							Check Total:	\$411.40		
ANCH	5153	CH	1 1064	HealthPartners - Group		08/23/2017	\$4,654.19	3705	B 01 215 008	August medical premiums
							Check Total:	\$4,654.19		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 08/01/2017 - 8/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5154	CH	1 1150	JR Computer Associates		08/23/2017	\$750.00	3706	E 01 005 605 000 000 315	August Tech Retainer
					Check Total:		\$750.00			
ANCH	5155	CH	1 1295	Mary Apuli		08/23/2017	\$5,300.00	3707	E 01 005 020 000 000 305	July consulting services
					Check Total:		\$5,300.00			
ANCH	5156	CH	1 1334	Mary Kelly		08/23/2017	\$240.00	3708	E 01 010 420 000 419 303	SPED services - July
ANCH	5156	CH	1 1334	Mary Kelly		08/23/2017	\$160.00	3709	E 01 010 420 000 419 303	SPED services - June
					Check Total:		\$400.00			
ANCH	5157	CH	1 1139	Perpich Center for Arts Education		08/23/2017	\$41,057.50	3710	E 01 005 850 000 348 370	August Lease
					Check Total:		\$41,057.50			
ANCH	5158	CH	1 1113	Rivertown Multimedia		08/23/2017	\$265.00	3711	E 01 005 107 000 000 305	July marketing
					Check Total:		\$265.00			
ANCH	5159	CH	1 1302	Toshiba Financial Services		08/23/2017	\$772.73	3712	E 01 010 605 000 000 380	Copier Lease
ANCH	5159	CH	1 1302	Toshiba Financial Services		08/23/2017	\$145.90	3712	E 01 010 203 000 000 401	Overages
ANCH	5159	CH	1 1302	Toshiba Financial Services		08/23/2017	\$145.90	3713	E 01 010 203 000 000 401	June Overages
					Check Total:		\$1,064.53			

Bank ANCH Total: \$100,972.46

Report Total: \$100,972.46

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1275	4228	ANCH	CR0817	1274	Credit	A	08/08/17	Check	1	1001					4,065.00	0.00
							4228 B 01 122 000			FY17 PBIS Grant Reimburser					\$4,065.00	\$0.00
															\$4,065.00	\$0.00
1276	4228	ANCH	CR0817	1275	Credit	A	08/15/17	Check	1	1001					70,124.30	0.00
							4228 R 01 005 000 000 211			FY18 General Education Aid					\$70,124.30	\$0.00
															\$70,124.30	\$0.00
1277	4228	ANCH	CR0817	1276	Credit	A	08/07/17	Check	1	M					24.44	0.00
							4228 E 01 005 110 000 401			Miscellaneous Customer					\$24.44	\$0.00
															\$24.44	\$0.00
1278	4228	ANCH	CR0817	1277	Credit	A	08/07/17	Check	1	M					2.57	0.00
							4228 E 01 005 110 000 401			Miscellaneous Customer					\$2.57	\$0.00
															\$2.57	\$0.00
1279	4228	ANCH	CR0817	1278	Credit	A	08/07/17	Check	1	M					25.28	0.00
							4228 E 01 005 110 000 401			Miscellaneous Customer					\$25.28	\$0.00
															\$25.28	\$0.00
1280	4228	ANCH	CR0817	1279	Credit	A	08/08/17	Check	1	M					15.99	0.00
							4228 E 01 010 203 000 430			Miscellaneous Customer					\$15.99	\$0.00
															\$15.99	\$0.00

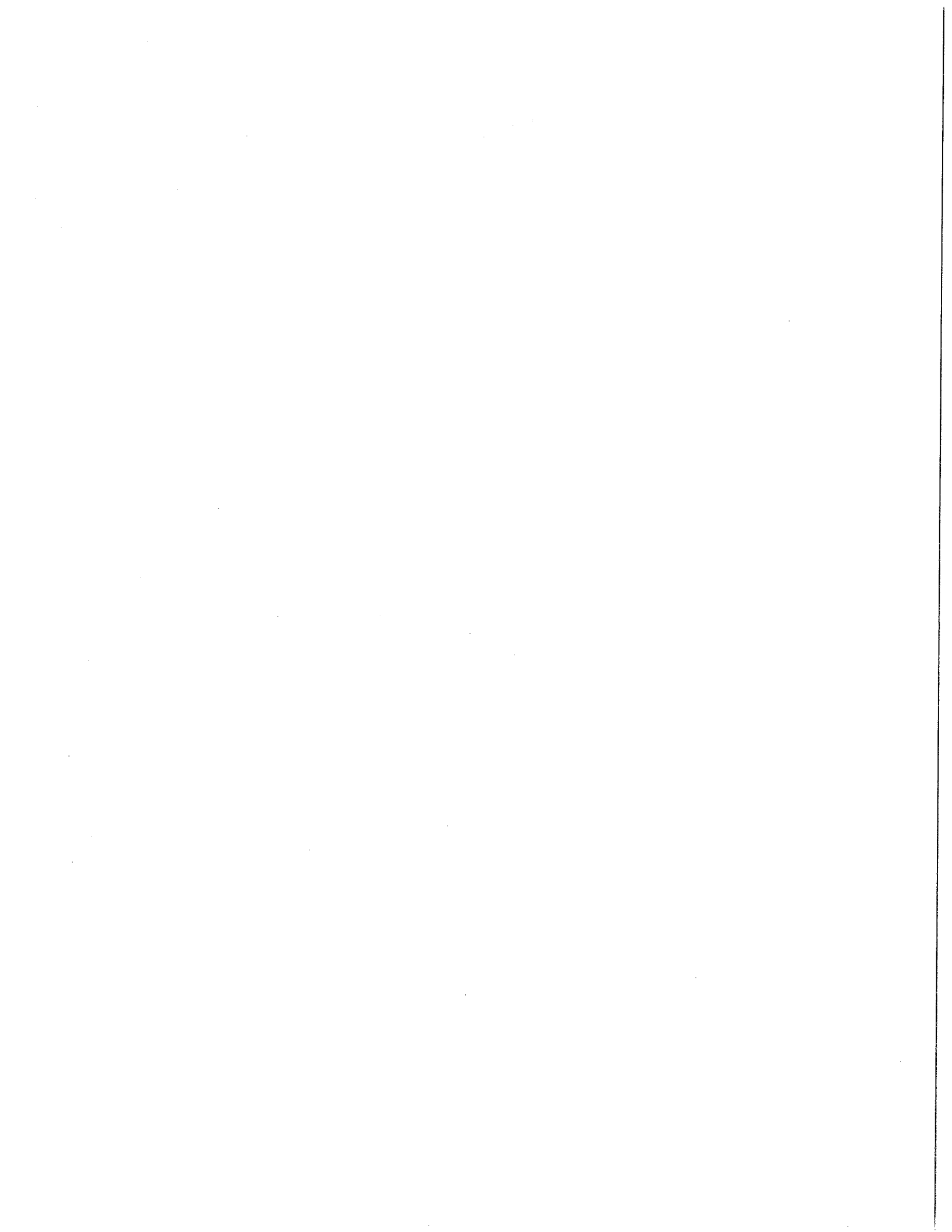
WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1281	4228	ANCH	CR0817	1280	Credit	A	08/30/17	Check	1	1001							
										MN DEPT OF EDUCATION							
										FY17 General Education					119,595.94	0.00	
										FY18 General Education Aid					82,685.27	0.00	
														Receipt Total:	\$202,281.21	\$0.00	
														Deposit Total:	\$202,281.21	\$0.00	
1282	4228	ANCH	CR0817	1281	Credit	A	08/17/17	Check	1	M							
										Miscellaneous Customer							
										FY18 Amazon Smile					31.59	0.00	
														Receipt Total:	\$31.59	\$0.00	
														Deposit Total:	\$31.59	\$0.00	
1283	4228	ANCH	CR0817	1282	Credit	A	08/24/17	Check	1	1001							
										MN DEPT OF EDUCATION							
										FY17 Special Education					1,220.00	0.00	
														Receipt Total:	\$1,220.00	\$0.00	
														Deposit Total:	\$1,220.00	\$0.00	
1284	4228	ANCH	CR0817	1283	Credit	A	08/31/17	Check	1	1005							
										Anchor Bank							
										FY18 Interest Earnings					15.73	0.00	
														Receipt Total:	\$15.73	\$0.00	
														Deposit Total:	\$15.73	\$0.00	
														Report Total:	\$277,806.11	\$0.00	

**Woodbury Leadership Academy
Contracted Services
2017-2018**

Detail of Object 305 Contracted Services	Final 2016-2017	Original Budget 2017-2018	Working Budget 2017-2018	August YTD	Comments
	251	318	250		
Total Board Related Expenses	0	2,000	2,000		
Office of the Superintendent	8,950		15,000	5,300	Mary Apuli invoice in PRG 020
Teacher Recruitment	6,500	0	0	0	
Human Resources Services	1,560	1,500	1,500	0	
Office Temp	19,827	5,000	5,000	0	
Total General Administrative Support	27,887	6,500	6,500	0	
Student Recruiting	3,297	10,000	10,000	1,698	
Total Community Relations/Other Admin.	3,297	10,000	10,000	1,698	
Audit	8,513	8,780	8,780	0	
990	1,225	1,265	1,265	0	
Financial Services/BKDV	55,800	62,500	56,915	10,988	Proposed Reduction in Contract due to enrollment
Start-Up Accounting Support	0	0	0	0	
Legal	37,000	10,000	10,000	1,189	GoDaddy, Bank Fees, Background Checks
Miscellaneous Fees	4,529	5,000	5,000	625	
Total Business Support Services	107,067	87,545	81,960	12,802	
Miscellaneous Student Services/TBD	1,721	1,200	1,200	0	
Subs	31,663	30,000	30,000	0	Includes 20K from PTO budget.
Total Student	33,384	31,200	31,200	0	
ESL Support	0	7,500	7,500	0	
Nursing	3,573	12,000	12,000	0	
	3,573	12,000	12,000	0	
Janitorial	139,758	143,951	250,897	33,397	from lease
Total Contracted Services	323,916	300,696	417,057	53,196	
	323,915	300,696	417,057	53,196	



Meeting: Governance Committee

Date: Friday, September 22, 2017

Time: 4:10 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044/Main Office



MEETING MINUTES

Meeting Call to Order and Roll Call

Meeting Call to Order (Ro Krejci, Committee Chair)

Roll Call (Ro Krejci, Committee Chair) – Nancy Baumann, Kylie Griffith, Ro Krejci and Kathy Mortensen Present. Ed Rimkus was absent.

WLA Mission & Vision

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

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

Development, Discussion, and Action

- 1) WLA Bylaws: Review, Update on VOA Review & Comment
 - Per your charter contract, Dr. Speiker reviewed the WLA bylaw revisions on behalf of authorizer VOA-MN. The review did not identify any inconsistencies with state law.
- 2) Policy Review:
 - 303 Background Check - discussed highlighted areas. Will revise at the next governance meeting.
 - 302 Early Admission - No Discussion
 - 537 Kindergarten Lottery, 538 Enrollment - will work on merging these policies. Will place in 1st reading at the next BOD mtg.
 - New policy Fundraising - 511 was reviewed and will be placed in 1st reading at the next BOD mtg.
- 3) Employee Handbook - No Discussion
- 4) Student/Family Handbook Review - Will continue to revise. Deadline to be ready at the October BOD meeting
- 5) Committee Calendar SY 2017-18 - change for the October meeting Monday Oct. 16 at 9:45 a.m. room 1044
- 6) Committee Member Resignations - Nancy and Kylie have both officially resigned from the Governance Committee. We are looking to replace those members with a teacher and parent. Announcement will be made at the next BOD mtg.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Monday October 16, 2017

Time: 9:45 A.M.

Location: Woodbury Leadership Academy – 600 Weir Drive, Woodbury, MN 55125 – RM 1044

Adjournment

Adjournment (Ro Krejci, Committee Chair)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

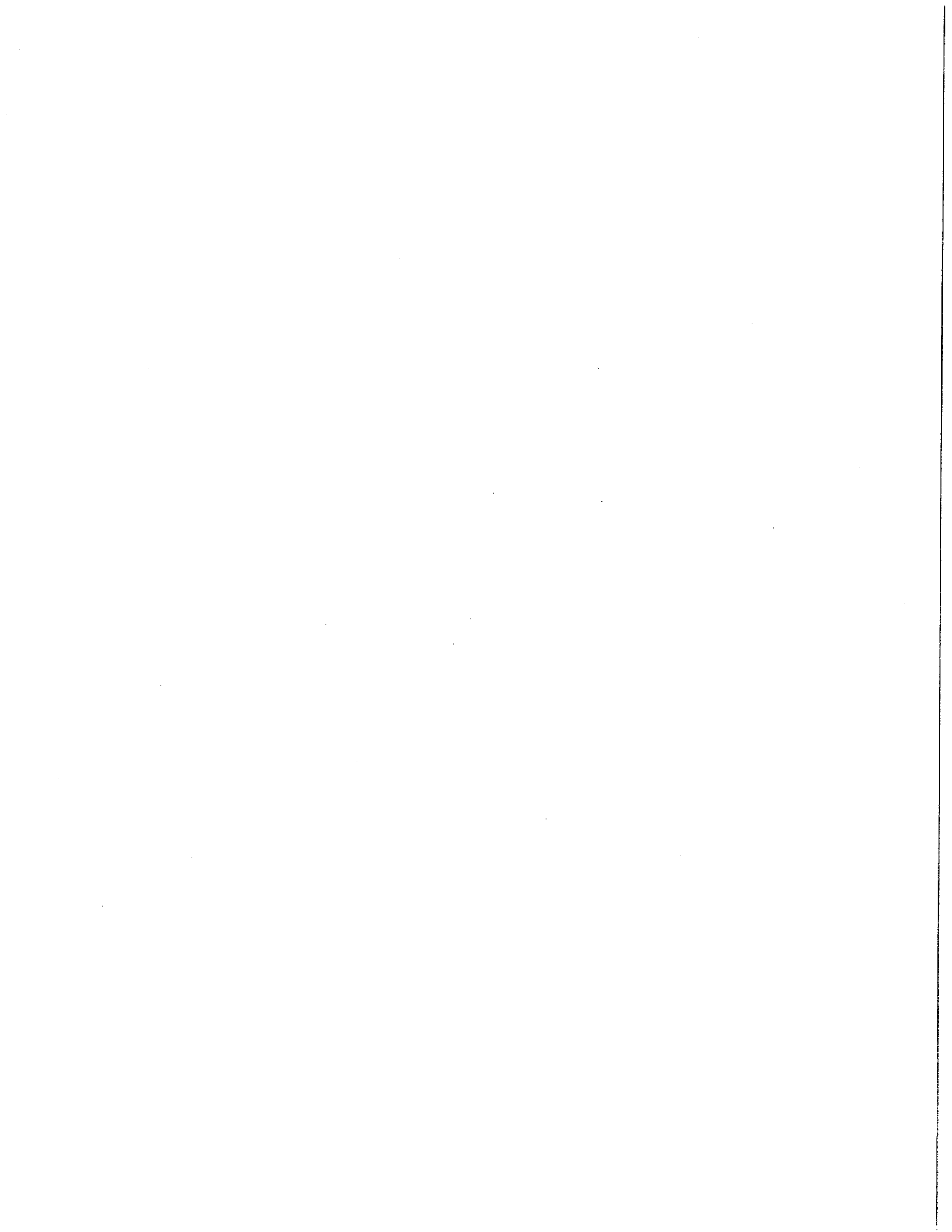
The Board of Directors (BOD) recognizes a desire and a need by some student activities for fundraising. The BOD also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, families and the general public.

III. RESPONSIBILITY

- A. It shall be the responsibility of the building administrator to develop recommendations to the Executive Director that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school policy.
- C. It shall be the responsibility of the Executive Director to provide coordination of student fundraising throughout the school as deemed appropriate.
- D. The school expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student activity, and the community in a responsible manner.

IV. ANNUAL REPORT

The Executive Director shall report to the BOD, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.





Policy 538: Enrollment

Adopted: July 12th, 2016

I. PURPOSE

The purpose of this policy is to establish a clear understanding of the Woodbury Leadership Academy enrollment process.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy practices an enrollment process that is fair and balanced. Woodbury Leadership Academy will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124D.10 subdivision 9.

III. DEFINITIONS

“Enrolled” means when the application is received and a student is placed in an open position within a grade level and enrollment materials have been received by the school.

IV. PROCEDURES

- A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.woodburyleadershipacademy.com
- B. All applications must be received by the school by the last business day in January. All applications will be stamped according to date received.
- C. Lottery will take place on the first business day in February.
- D. Kindergarten: Refer to the Kindergarten Enrollment Policy #537.
- E. Grades 1-6:
 - i. A completed application is required for any student wishing to be considered for enrollment. Applications do not carryover from year to year and must be resubmitted. Current students of Woodbury Leadership Academy need to return Letter of Intent to return for the following school year.
 - ii. Openings will be filled per Minnesota State Statute as follows:
 - a. A sibling of an enrolled student and/or a foster child of that student's parents/guardians.
 - b. When one twin/multiple is drawn to fill an open position, the other twin/multiples are automatically considered a sibling of an enrolled student and receive sibling preference.
 - c. If the student has siblings in other grades, they will now be woodburyleadershipacademy.com

- considered a sibling of an enrolled student and receive sibling preference.
- d. Child/children of Woodbury Leadership Academy staff
 1. A person is considered a staff member after completing their first day of work as outlined in their contract.
 - e. General Lottery Waiting lists, if needed, should be re-established after the lottery that follows each enrollment deadline. Families may not retain a waiting number from a previous year. Waiting lists should not be established before enrollment deadline in lieu of lotteries; open enrollment is **NOT** first-come, first-served prior to the enrollment deadline.
 1. New applications will be drawn randomly by two Enrollment Committee members OR one Enrollment Committee member and the Director. The applications will be pulled starting with the highest grade.
 2. New applicants are added to the existing waiting list in the order drawn.
 - iii. Annual lottery results will be mailed (electronically or otherwise) within 10 days after the lottery.
 - iv. As students from the list are offered positions and/or become enrolled, positions on the lists will be adjusted accordingly.
 - v. The waiting list is intended for the sole purpose of enrollment and distribution of information deemed appropriate by Woodbury Leadership Academy. Woodbury Leadership Academy will not sell, distribute or otherwise disseminate waiting list information. Woodbury Leadership Academy will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at Woodbury Leadership Academy.

F. It is the policy of Woodbury Leadership Academy to comply with Federal and State laws prohibiting discrimination. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

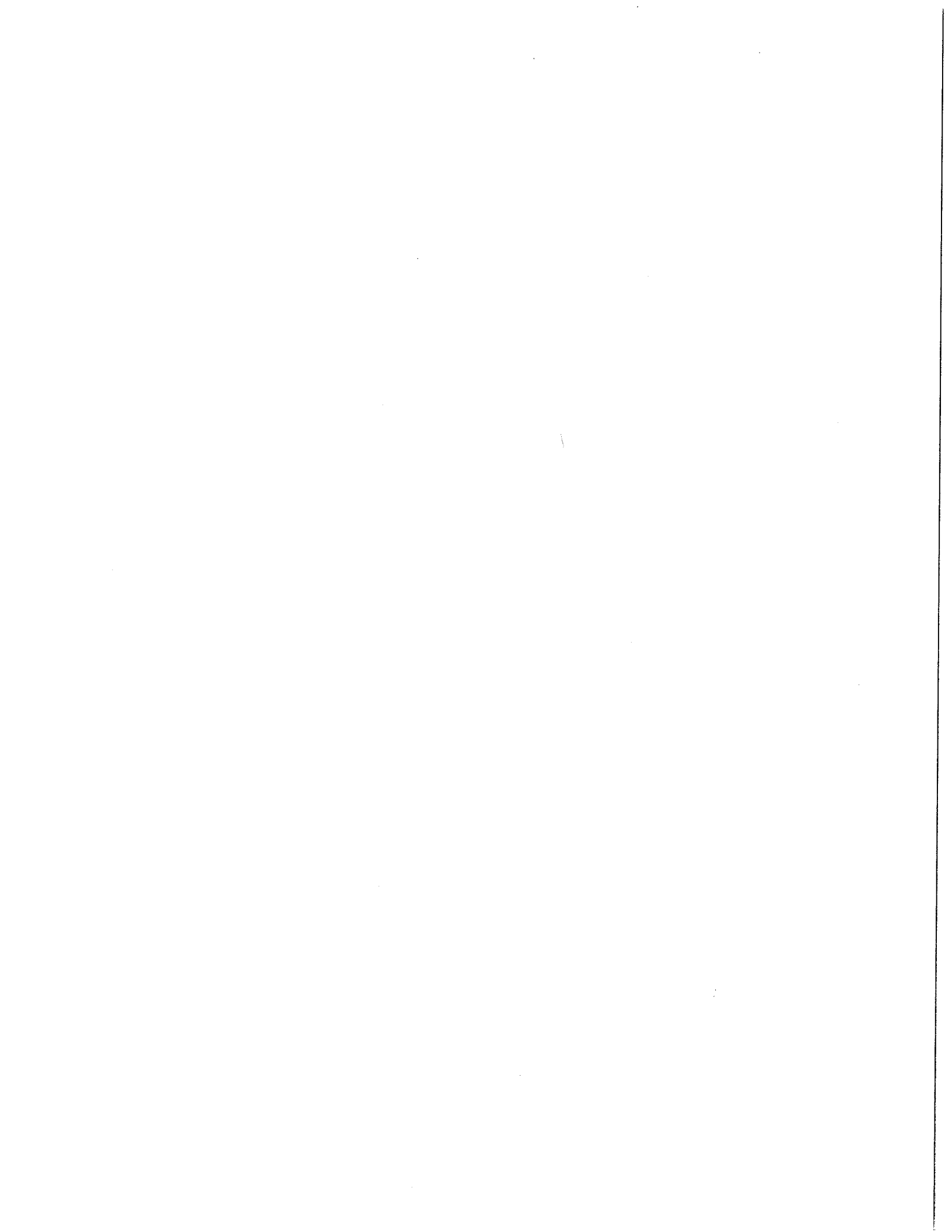
V. STUDENT WITHDRAWAL

When a student withdraws from Woodbury Leadership Academy, a Student Withdrawal Form must be completed and returned by a parent/guardian to the Woodbury Leadership Academy's business office. To obtain the Student Withdrawal Form, please contact the business office.



Woodbury Leadership Academy will recognize a request of records from another school district as an official notification of that student's withdrawal.

Note: The applicability and enforceability of this Policy 538 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.



Adopted: August 12, 2014

537 KINDERGARTEN LOTTERY POLICY

I. PURPOSE

The purpose of this policy is to establish a clear understanding of the Woodbury Leadership Academy Kindergarten lottery process.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy practices a Kindergarten enrollment process that is fair and balanced. Woodbury Leadership Academy will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124D.10 subdivision 9.

III. DEFINITION

“Enrolled” means when the application is received and a student is placed in an open position within a grade level.

IV. PROCEDURE

- A. The Kindergarten lottery for children eligible to enter Kindergarten in September will be held each year on the first business day in February.
- B. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.woodburyleadershipacademy.com
- C. A completed application is required for anyone wishing to be considered for enrollment. It is the responsibility of the applicant to retain confirmation from Woodbury Leadership Academy of the receipt of application. If confirmation of receipt is not received, it is upon the applicant to follow up with Woodbury Leadership Academy to request the confirmation.
- D. All applications must be received by the school by 3:30 pm the last business day in January. All applications received after the deadline will be stamped according to date received.
- E. Openings will be filled per Minnesota State Statute as follows:
 - i. A sibling of an enrolled student and/or a foster child of that

student's parents/guardians.

- a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a sibling who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
 1. When one twin/multiple is drawn to fill an open position, the other twin/multiples are automatically considered a sibling of an enrolled student and receive sibling preference.
 2. If the Kindergartner has siblings in other grades, they will now be considered a sibling of an enrolled student and receive sibling preference.
 - ii. Child/children of Woodbury Leadership Academy staff.
 - a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a child of a teacher who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
 - b. A person is considered a staff member after completing their first day of work as outlined in their contract.
 - iii. General Lottery
 - a. General lottery applications will be pulled randomly by two Enrollment Committee members or one Enrollment Committee member and the Director. The names are added, in the order drawn, to fill all openings. The applications will be pulled in accordance with enrollment policy 538.
 - b. Parents/guardians will be notified in writing (electronic or otherwise) within 10 business days of the lottery results.
- F. Waiting list placement will begin with the first student in sequence after all the existing openings are filled. After the February lottery has taken place, all new registrations will be placed in sequence on the waiting list.

V. REVIEW

The Board of Directors will review this policy annually after the yearly lottery process.

Note: The applicability and enforceability of this policy 537 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.



Amended: _____



ByLaws



I PURPOSE

II. DEFINITIONS

III. MINNESOTA LAW COMPLIANCE

IV. OFFICES

V. BOARD OF DIRECTORS

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- Section 2. Number, Tenure and Qualifications
- Section 3. Resignation and Removal
- Section 4. Filling Vacancies Special and Emergency Meetings
- Section 5. Training
- Section 6. Regular Meetings Quorum and Adjourned Meeting
- Section 7. Special and Emergency Meetings
- Section 8. Quorum
- Section 9. Voting
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VI. OFFICERS

- Section 1. Number; Election
- Section 2. Vacancies
- Section 3. Board Chair
- Section 4. Secretary
- Section 5. Treasurer
- Section 6. Removal of Officer
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VII. EMPLOYEES

- Section 7. Management and Administrative Employees
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- Section 9. Bond

VIII. DISTRIBUTION OF ASSETS

- Section 1. Right to Cease Operations and Distribute Assets
- Section 2. Cessation and Distribution

IX. INDEMNIFICATION

- Section 1. Indemnification
- Section 2. Insurance

X. AMENDMENTS

XI. FINANCIAL MATTERS

- Section 1. Contracts
 - Section 2. Loans and Pledges
-



Section 3. Authorized Signatures

Section 4. Deposits

Section 5. Corporate Seal

Section 6. Documents Kept at Registered Office

Section 7. Accounting System and Audit



OFFICIAL BYLAWS of WOODBURY LEADERSHIP ACADEMY

I. PURPOSE

The objects and purposes of the Woodbury Leadership Academy ("WLA" or "School") are as stated in its Articles of Incorporation. Further, The Board's purpose is to promote effective education for students with attention in the areas of curriculum, staffing, policy formulation, community involvement, home-to-school communication, budget, and other appropriate matters affecting the wellbeing of the school. The Board's decisions govern the school and the actions of its employees.

II. DEFINITIONS

A. Article of Incorporation

Also referred to as the certificate of incorporation or the corporate charter, act as a charter to establish the existence of a corporation in the United States, and are filed with the Secretary of State

B. Principal Office

Refers to the school's address

III. MINNESOTA LAW COMPLIANCE

The governance of WLA will at all times be in accord with the provisions of the Minnesota Charter School Law, all other statutory requirements and in compliance with the Minnesota Open Meeting Law, and Minnesota Government Data Practices Act. The aforementioned statutes and any others that apply to Minnesota Charter Schools shall be available at every Board meeting either in hard copy or electronically. In the event that there are conflicts between the provisions of the Minnesota Charter School Law and the Non-Profit Corporation Act the provisions of the Minnesota Charter School Law shall govern.

IV. OFFICES

The principal office of WLA in the State of Minnesota shall be as set forth in the Articles of Incorporation or in the most recent amendment of the Articles of Incorporation or the statement of the Board of Directors filed with the Minnesota Secretary of State changing the registered office in the manner prescribed by law. WLA may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of WLA may require from time to time.

WLA shall have and continuously maintain a registered office in the State of Minnesota. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

V. BOARD OF DIRECTORS

Section 1. General Duties

The affairs of WLA shall be managed by its Board of Directors ("Board"), except as limited by the Articles of Incorporation, these Bylaws, Minnesota Charter School Law or other applicable law. The Board shall have the power and authority to do all acts and perform all functions WLA may do or perform.

- A. The Board shall decide and be responsible for policy matters related to the operation of the School, including budgeting, curriculum programming, personnel, and operating procedures. The Board shall adopt a policy on nepotism in employment. The Board shall adopt personnel evaluation policies and practices that, at a minimum:
1. carry out the school's mission and goals;
 2. evaluate the execution of charter contract goals and commitments;
 3. establish a teacher evaluation process; and
 4. provide professional development related to the individual's job responsibilities.

Section 2. Number, Tenure and Qualifications

The Board shall be composed of at least five non-related members and include:

1. at least one licensed teacher employed as a teacher by WLA or providing instruction under contract between WLA and a cooperative;
 2. at least one parent or legal guardian of a student enrolled in WLA who is not an employee of WLA; and
 3. at least one interested community member who resides in Minnesota and is not employed by WLA and does not have a child enrolled in WLA.
- A. A school teacher who is a Board member and who resigns their position at WLA or whose employment is terminated by WLA is ineligible to be a Board member and is removed from the Board as of the date of employment resignation or termination. A teacher employed by WLA who is also a parent of a child enrolled at the school is eligible for a teacher Board member position and is ineligible for a parent Board member position.
- B. A community Board member who, during their Board term, becomes employed by WLA or becomes a parent of a child enrolled at WLA is ineligible to be a community Board member and is removed from the Board as of the date of such employment or enrollment.
- C. A parent Board member who has unenrolled all of their children from WLA during such Board member's term is ineligible to be a parent Board member and is removed from the Board as of the date of such withdrawal.

The chief financial officer and the executive director of WLA may only serve as ex-officio nonvoting members of the Board. No employees of WLA are allowed to serve on the Board other than teachers under Section 2 (A). Contractors providing facilities, goods, or services to WLA shall not serve on the Board of Directors of WLA. No Board member may vote on any matter that could result in personal financial gain or loss. The Board additionally incorporates the content of statute pertaining to conflict of interest set forth in Minnesota Charter School Law.

WLA will have a governing board that is composed of three (3) community members, three (3) parents, and three (3) teachers, all of whom meet the qualifications in Section 2, items (A), (B) and (C).

Terms of Board members shall be three (3) years, running from July thru June, or until a successor has been elected or appointed, or until a Board member dies, resigns, is removed or the term otherwise expires as provided by the WLA By Laws. Each seat expiring seat will be up for election. New members to the Board shall take their office upon being seated at the first meeting in July, whereupon the member(s) whose term is expiring shall step down.

Section 3. Resignation and Removal

Board members may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chair or the Board Secretary. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make the resignation effective. Resignation received verbally during a regular or special Board meeting shall constitute a binding resignation. A Board member may be removed at any time, with cause, by a majority vote.

Section 4. Filling Vacancies

Vacancies on the Board caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new Board member by the affirmative vote of a majority of the remaining Board members, even if less than a quorum. An appointed Board member filling a vacancy shall hold that seat until the original term of the vacant Board member's expiration date. Upon taking the oath of membership, members will receive a copy of the Board of Directors performance expectations, job description, code of ethics and an agreement letter.

Section 5. Training

Every charter school board member shall attend annual training throughout the member's term on the board. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months of being seated on the board is automatically ineligible to continue to serve as a board member. The school shall include in its annual report the training attended by each board member during the previous year.

Section 6. Regular Meetings

Regular meetings of the Board shall be held in compliance with Minnesota Open Meeting Law.

Section 7. Special and Emergency Meetings

The Board Chair or upon the written request of three (3) members of the Board, may call special meetings of the Board at any time, for any purpose with a three (3) day notice. Emergency meetings do not require the three (3) day notice. Notice of every special and emergency meeting of the Board shall be held in compliance with Minnesota Open Meeting Law.

Section 8. Quorum

A Board meeting at which at least a majority of the members of the Board present shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 9. Voting

Each member of the Board shall have the power to exercise one (1) vote unless a member has declared a conflict of interest. The affirmative vote of a majority of a quorum of Board members shall constitute a duly authorized action of the Board.

Section 10. Compensation

The Board members of WLA may be reimbursed for reasonable out-of-pocket expenses incurred by them in the execution of the Board member's role as the Board from time to time determines such reimbursements to be directly in furtherance of the purposes and in the best interest of WLA.

Section 11. Presence at Meetings

Board members shall be personally present at any meeting or use alternatives that are permitted by Minnesota Open Meeting Law.

Section 12. Committees of the Board

The Board may, by resolution passed by a majority of the Board, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members may include non-members of the Board. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

A. Authority of Committees:

Committees shall have authority to consider assigned topics and to make recommendations to the Board. No actions of a committee shall be binding on WLA absent Board ratification of any such recommendations.

B. Procedures for Conducting Meetings:

All committees of WLA shall be conducted in the best interest of WLA. Each committee shall have a charge that identifies purpose, membership, deliverable, accountability and duration, which shall be consistent with the Articles of Incorporation, WLA Bylaws, WLA policies and adhering to the Minnesota Open Meeting Law. Board members may participate in any such meeting but may not vote unless such Board member is a member of the committee.

C. Limitation on authority of committees:

Each committee shall be under the direction and control of the Board and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board and shall be subject to revision and alteration by the Board. Each committee shall meet as provided by committee charge or by resolution of the Board. Notice of all meetings of any committee shall be given to all members of that committee as determined by the committee, or pursuant to Minnesota Open Meeting Law.

VI. OFFICERS

Section 1. Election

The officers of WLA shall be elected for one (1) year terms by an affirmative vote of a majority of the WLA Board, and shall consist of a Board Chair, Treasurer, Secretary, and such other officers as the Board shall determine from time to time.

Section 2. Vacancies

A vacancy in any officer (e.g. Board Chair, Treasurer and Secretary) of the Board occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board.

Section 3. Board Chair

The Board Chair shall:

- A. act as the chairperson of the Board and exercise the functions of the office of Board Chair;
- B. preside at all meetings of the Board; in case Board Chair is absent, the Secretary will conduct the meeting;
- C. perform such duties that are necessary or incident to the supervision and management of the business and affairs of WLA; which includes working with the Executive Director to complete the Board agenda and the Board packet;
- D. sign and deliver, in the name of WLA, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
- E. have the general duties usually vested in the office of the Board Chair; and
- F. will conduct orientation with incoming members upon being elected or appointed.

Section 4. Secretary

The Secretary responsibilities are as follows:

- ~~A.~~ in the absence of the Board Chair, the Secretary shall preside all meetings and act as the chairperson of the Board and exercise the functions of the office of the Board Chair.
 - B. record all proceedings of the Board meetings in a book or electronic device to be kept for that purpose;
 - C. preserve all documents and records belonging to WLA;
 - D. maintain a list of all Board members of WLA in good standing; with updated documents in the Board binder;
-

- E. provide notice of all Board meetings; and
- F. perform such other duties as may be prescribed by the Board or the Board Chair from time to time.

Section 5. Treasurer

The Treasurer shall:

- A. act as the chairperson of the WLA Finance Committee;
- B. make recommendations to the Board; and
- C. keep accurate accounts, in collaboration with business management firm, of all monies of WLA received or distributed.

Section 10. Removal of Officer

Any officer of the Board may be removed at any time, with or without cause, by the vote of a majority of a quorum of the Board at any regular meeting or at a special meeting called for that purpose.

Section 11. Resignation of Officer

Any Board officer may resign their officer position at any time without resigning as a Board member. Such resignation shall be made in writing to the Board Chair or the Secretary of the Board and shall take effect at the time specified therein or, if no time be specified, at the time of its receipt by the Board Chair or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

VI. EMPLOYEES

Section 1. Management and Administrative Employees

WLA may employ such management and administrative employees as from time to time are determined necessary by the Board. Such employees shall be appointed in a manner, have the duties and responsibilities and hold their positions for the time prescribed by the Board.

Section 2. Compensation

Administrative and other employees of WLA may be paid such reasonable compensation, if any, for their services rendered to WLA in such capacity, and may be reimbursed for reasonable out of pocket expenses, as the Board from time to time determines to be directly in furtherance of the purposes and in the best interests of WLA.

Section 3. Bond

The Board of WLA shall from time to time determine which, if any, of the officers, agents or employees of WLA shall be bonded and the amount of each bond.

VII. DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets





By a majority vote of all Board members, the Board may resolve that WLA cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of WLA to perform all acts necessary to effect dissolution. Written notice as required by these Bylaws shall be given to all eligible voters as defined by Minnesota Charter School Law stating that the purpose of the Board meeting shall be to vote upon the dissolution of WLA. A resolution to dissolve WLA shall be approved only upon the affirmative vote of a majority of a quorum of Board members of WLA taken at a meeting during which the resolution is considered. If such cessation and distribution is called for, the Board shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution

When cessation of operations and distribution of assets has been called for, the Board and the designated officers shall cause WLA to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all of WLA's assets to other entities in accordance with Minnesota Non-Profit Corporation Act and in accordance with the Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State and/or the Minnesota Department of Education as required by law.

VIII. INDEMNIFICATION

Section 1. Indemnification

Each director, officer and employee of WLA, past or present, and each person who serves or may have served at the request of WLA as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by WLA in accordance with, and to the fullest extent permitted by, Minnesota Indemnification Statute.. WLA shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board. Under Section 1 is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under VIII, Section 1 by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance

WLA may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of WLA, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not WLA would have the power to indemnify such person against liability under Minnesota Indemnification Statute the Articles of Incorporation or the WLA Bylaws.

IX. AMENDMENTS

In accordance with the Minnesota Non-Profit Corporation Act the Board members has the power to adopt, amend or repeal the Bylaws is vested in the Board.

However, the Board may amend its governance model, set forth in under V, only in accordance with Minnesota Charter School Law and with a majority vote amongst WLA teachers.

X. FINANCIAL MATTERS



Section 1. Contracts

The Board may authorize any officer or officers, agent or agents of WLA to enter into any contract or execute and deliver any instrument in the name and on behalf of WLA, and any such authority may be general or confined to specific instances. Unless so authorized by the Board or these Bylaws, no officer, agent or employee shall have any power or authority to bind WLA by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any purpose or to any amount.

Section 2. Loans and Pledges

No loans shall be contracted nor pledges or guarantees given on behalf of WLA unless specifically authorized by the Board.

Section 3. Authorized Signatures

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of WLA shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board or these Bylaws.

Section 4. Deposits

All funds of WLA shall be deposited to the credit of WLA in such banks, trust companies or other depositories as the Board may designate and shall be disbursed under such general rules and regulations as the Board may from time to time determine.

Section 5. Corporate Seal

WLA shall not have a corporate seal.

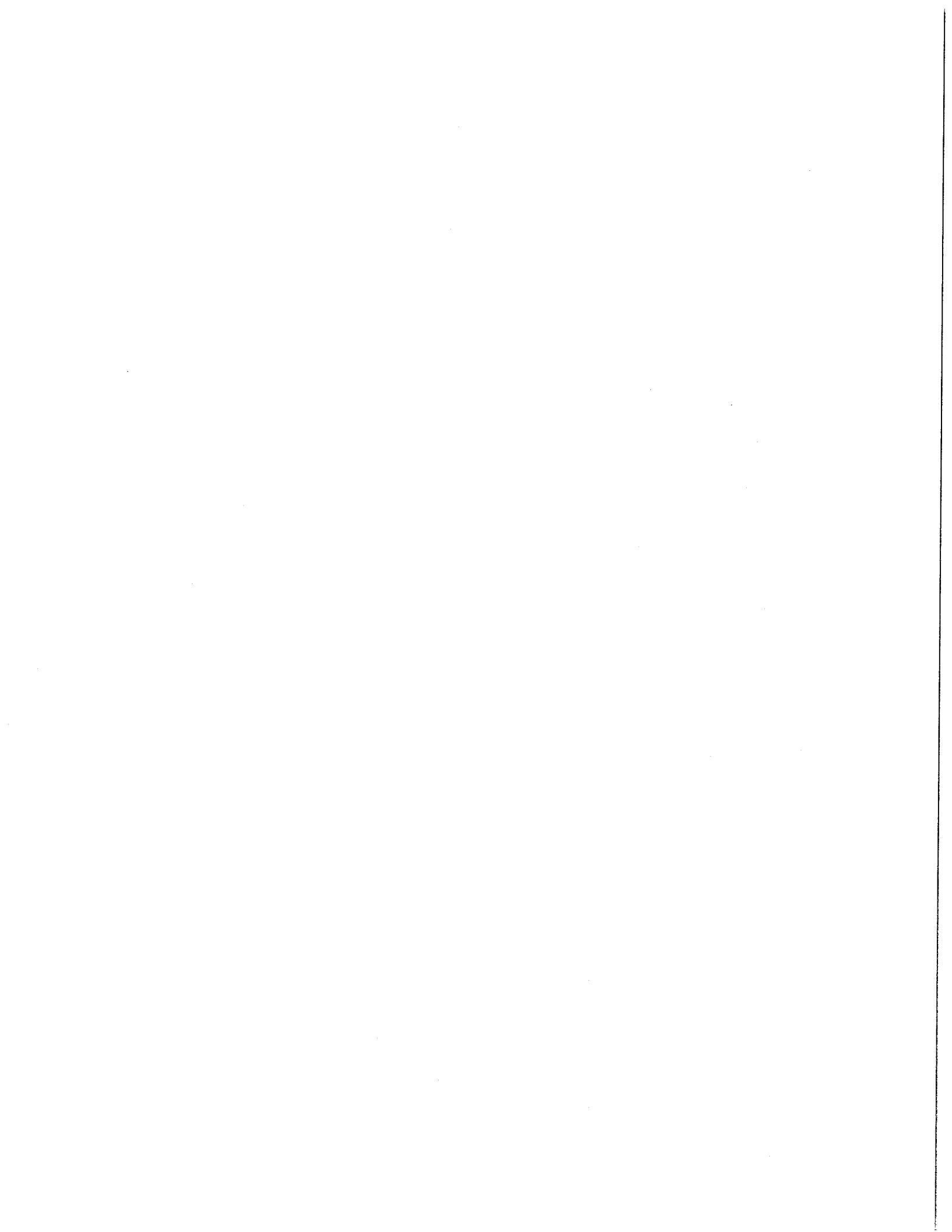
Section 6. Documents Kept at Registered Office

The Board shall cause to be kept at the registered office of WLA originals or copies of:

- A. records of all proceedings of the Board and all committees;
- B. records of all votes and actions of the Board members;
- C. all financial statements of WLA; and
- D. Articles of Incorporation and Bylaws of WLA and all amendments and restatements thereof.

Section 7. Accounting System and Audit

The Board shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for WLA. The Board shall cause the records and books of account of WLA to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate, to the extent consistent with Minnesota Charter School Law and its Uniform Financial and Accounting Standards (UFARS) and audit references.



Meeting Minutes: August 22, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on August 22nd, 2017 at 6:01 P.M. at the 1st Grade Pod Area.

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

Directors Absent: None

Administration/Advisors Present: Dr. Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV)

Others in Attendance: WLA staff and parents

1. Call to Order

Ms. Young called the meeting to order at 6:01 P.M.

2. Roll Call

Ms. Griffith took roll call of members.

3. Mission and Vision

Ms. Folks read the WLA Mission and Vision Statements.

4. Approval of Agenda

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

5. Conflict of Interest

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

6. Public Comment

A parent commented on the importance of volunteering and the desire for WLA parents to volunteer. She also spoke about Board communication.

7. Board and Administration Reports

Board Report: Ms. Young spoke about the importance of a strong fund balance and said she would like to see a GenEd fund (Fund I) balance of 25% by year-end. She continues to work with Kou Vang independently on facility options, but with director turnover and a drop in MCA scores, the options under review include both building and leasing. Ms. Young reported on Board training. Ms. Young noted that Board complaints in June were given to Ms. Erickson to follow-up on and report back to the Board.

Executive Director Report: Dr. Mortensen reported on organizational leadership, instructional leadership, financial management, human resources management, provision for a safe and effective learning environment and communication management. Dr. Mortensen has been busy hiring staff, curriculum planning, preparing for teacher workshops and working with a parent on marketing efforts for the school. She suggested that the Board undergo a strategic planning process during the year, focusing on a two-year plan. Student enrollment is currently estimated at 278, but will fluctuate during the first weeks of school.

8. Committee Report and Action

Finance Report: Ms. Erickson presented the July 2017 financial statement and transactions. Ms. Darling reported that the budget will be revised based on actual enrollment numbers, which are less than the original budget assumption of 318.

Approve Nancy Baumann to join Finance Committee: Mr. Rimkus moved "to approve Ms Baumann joining the Finance Committee." Ms. Griffith seconded. There was discussion. Mr. Rimkus withdrew his motion. Ms. Folks moved "to table the motion." Ms. Erickson seconded. Motion passed unanimously.

Governance Report: Ms. Krejci reported that the committee has been working on several Board policies, WLA Bylaws, and the WLA Student/Family Handbook. There was no comment received from the Board on policies up for second (final) reading. WLA Bylaws have been sent to our authorizer VOA for review and comment.

Approve 2nd (Final) Reading of Policy 610: Ms. Krejci moved "to approve the 2nd (Final) reading of Policy 610 Field Trips." Ms. Griffith seconded. Motion passed unanimously.

Mr. Rimkus suggested combining the motion for approval for the next three items on the agenda:

Approve 2nd (Final) Reading of Policy 201.1, Approve 2nd (Semifinal) Reading of WLA Bylaws and Approve Website Compliance Contract:

WLA's attorney recommends WLA contract for a "software as a service subscription to fulfill the terms of the OCR website compliance agreement."

Mr. Rimkus moved "to approve the 2nd (Final) reading of Policy 201.1 Board of Directors Election, to approve the 2nd (Semifinal) Reading of the WLA Bylaws, and to approve the software as a service subscription agreement." Ms. Griffith seconded. Motion passed unanimously.

9. Consent Agenda

**Meeting Minutes from June 27, 2017, July 11, 2017, July 26, 2017 and August 8, 2017
Financial Statement and Transactions for July 1-July 31, 2017**

Ms. Krejci moved "to approve the Consent Agenda as presented." Ms. Folks seconded. Motion passed unanimously.

10. Board Discussion and Action

Board Calendar for 2017-2018 SY: Ms. Griffith moved "to approve the Board calendar for the 2017-18 school year as presented." Mr. Rimkus seconded. Motion passed unanimously.

Employee Agreements for 2017-18 SY: Dr. Mortensen presented a list of employee agreements for the upcoming school year, including a teacher on special assignment for approx. two months. The list was amended to add Ms. Cahlander as school receptionist/secretary. Mr. Rimkus moved

“to approve the Employee agreements for the 2017-2018 school year as amended.” Ms. Griffith seconded. Motion passed unanimously.

Approve Edward Jones Financial Co for financial/retirement planning for employees: Mr. Rimkus moved “to approve Michelle Johnson Advisor at Edward Jones Financial Co for financial/retirement planning for individual employees.” Ms. Griffith seconded. There was discussion. Mr. Rimkus moved “to table the motion.” Ms. Krejci seconded. Motion passed unanimously.

11. Board Communication and Future Items

Board Communication: Ms. Young informed the Board that an Ice Cream Social and Uniform Swap were scheduled for Wednesday, August 23rd and the Open House was scheduled for August 30th and August 31st.

Future Items: Items requested by Board members to be discussed at future meetings include Board meeting location, Finance Committee Chair, appointment to fill the vacant Teacher seat and Strategic Planning.

12. Housekeeping

Next regular scheduled meeting: The next Board meeting is scheduled for Tuesday, September 26th, 2017 at 6:00 P.M. at WLA, 600 Weir Drive, Woodbury MN 55125 in the 1st Grade pod area (Room 1500)

Delegation of Public Comment:

Follow up on public comments regarding Board communication and volunteer opportunities were delegated to Dr. Mortensen and Ms. Krejci.

13. Adjournment

Ms. Griffith moved “to adjourn the meeting.” Ms. Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:15 P.M.

Attendance 2017-2018 School Year

Trustee	23 August	26 Sept	24 Oct	28 Nov	19 Dec	23 Jan	27 Feb	20 March	24 April	22 May	26 June	24 July	28 August
B. Young	•												
K. Griffith	•												
R. Krejci	•												
M. Folks	•												
J. Erickson	•												
E. Rimkus	•												
Staff													
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 Board of Directors Job Description

General Responsibilities:

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

Specific Responsibilities:

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

5. Determine, monitor and strengthen the programs and services
 - Assure programs and services are consistent with the mission and the charter.
 - Approve measurable organizational outcomes.
 - Approve annual, attainable board and management level goals.
 - Monitor progress in achieving the outcomes and goals.
 - Assess the quality of the program and services.

6. Enhance WLA's public standing
 - Serve as ambassadors, advocates and community representatives of the school.
 - Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
 - Provide for a written annual report and public presentation that details WLA's mission, programs, financial condition, and progress made towards charter promises.

7. Ensure legal and ethical integrity and maintain accountability
 - Establish policies to guide the school's board members and staff.
 - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
 - Adhere to the provisions of the school's bylaws and articles of incorporation.
 - Adhere to local, state and federal laws and regulations that apply to the school.
 - Ensure compliance with all federal state and local government regulations.

8. Recruit and orient new board members and assess board performance
 - Define board membership needs in terms of skill, experience and diversity.
 - Cultivate, check the credentials of and recruit prospective candidates.
 - Provide for new board member orientation.
 - Conduct an annual evaluation of the full board and individual board members.
 - Assist when board members overstep prerogatives or misunderstand their roles.

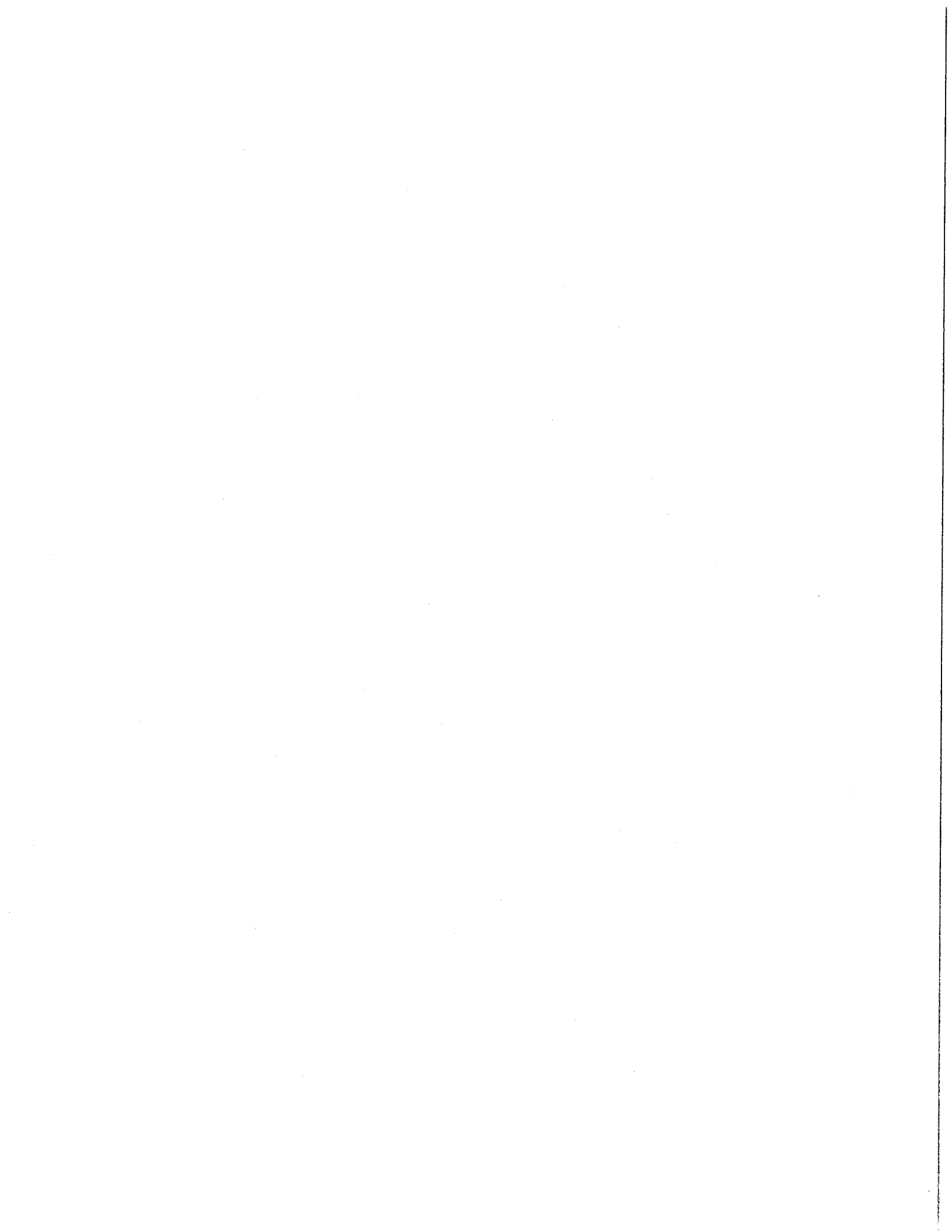
Woodbury Leadership Academy
Individual Board Member Performance Expectations

General Responsibilities:

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

Specific Responsibilities:

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





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

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

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

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

6. Insist that special committees be appointed to serve only in an advisory capacity to the Board of Directors

D. In meeting the responsibilities to the stakeholders that person will:

1. Attempt to appraise both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school.
3. Interpret the needs and attitudes of the stakeholders and translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school be on an ethical, open, and above board basis and not place the school in undue financial risk for gain.

E. In working with the executive director/administration and staff that person will:

1. Hold the executive director responsible for the administration of the school.
2. Give the executive director authority commensurate with the responsibility.
3. Assure that the school is administered by the best professional personnel available.
4. Consider the recommendation of the executive director in the appointment of all employees.
5. Participate in Board of Director action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.
6. Expect the executive director to keep the Board of Directors adequately informed at all times through both oral and written reports.
7. Spend adequate time in Board of Directors meetings setting educational policies.
8. Give the executive director counsel and advice when requested.
9. Recognize the status of the executive director as an ex officio member of the Board of Directors
10. Refer all complaints to the proper administrative representative or insist that they be presented in writing to the whole Board of Directors.
11. Present any personal criticisms of employees to the executive director unless they involve the executive director and then in such case may present to the Board Chair.
12. Provide support for the executive director and employees of the school so they may perform their proper functions on a professional level.

F. In fulfilling the legal obligations as a Board of Director Member that person will:

1. Comply with all federal, state, local laws, and school requirements relating to work as a Charter School Board of Directors.

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

