

# Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

**Tuesday, October 24, 2017**

**6:00 P.M.**

**Woodbury Leadership Academy School**

**600 Weir Drive, Woodbury, MN – Room 1500 (1<sup>st</sup> Grade Pod Area)**

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**WOODBURY LEADERSHIP ACADEMY – AGENDA**  
**TUESDAY, OCTOBER 24, 2017 @ 6:00 P.M.**  
**1<sup>ST</sup> 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 a basis for 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.

<b>AGENDA ITEM</b>	<b>PURPOSE</b>	<b>PRESENTER</b>	<b>MATERIALS</b>	<b>TIME</b>
1. Call to Order	Info	Ed Rimkus, Board Chair		1 minute
2. Roll Call	Info	Nancy Baumann, Board Clerk	Attendance sheet	1 minute
3. Mission/Vision	Info	Ed Rimkus, Board Chair		1 minute
4. Approval Agenda	Action	Ed Rimkus, Board Chair	Agenda	1 minute
5. Conflict of Interest	Info	Ed Rimkus, Board Chair		1 minute
6. Public Comment	Info	Ed Rimkus, Board Chair	Comment sheet	1 minute
7. Director Report	Info	Kathleen Mortensen, Executive Director	Report	15 minutes
8. Finance Report	Info	Judith Darling, BergankDA	Report	15 minutes
9. Auditing Firm	Action	Abdo, Eick & Meyers	Report	15 minutes
10. Finance Committee Report	Info	Jessica Erickson, Treasurer	Minutes	5 minutes

11. Governance Committee Report	Info	Ro Krejci, Committee Chair	#537, #538	5 minutes
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**12. Consent Agenda Action Items and No Discussion**

12.1 Financial Statements	Action	Ed Rimkus, Board Chair	Minutes	1 minute
12.2 Accept Audit	Action	Ed Rimkus, Board Chair	Audit	1 minute
12.3 Policy 303 3rd Reading	Action	Ed Rimkus, Board Chair	Policy	1 minute
12.4 Resignation	Action	Ed Rimkus, Board Chair		1 minute

**13. Board Discussion and Action Items**

13.1 Lawyer Access	Action	Ed Rimkus, Board Chair		2 minutes
13.2 Lease Aid Certification	Action	Ed Rimkus, Board Chair, Judith Darling, BerganKDA	Forms	3 minutes
13.3 BerganKDA Revised Contract	Action	Ed Rimkus,	Contract	1 minute
13.4 Voya Broker	Action	Ed Rimkus, Board Chair		2 minutes
14.5 Add Secretary	Action	Ed Rimkus, Board Chair		2 minutes

15. Communications & Future Items	Info	Ed Rimkus, Board Chair		2 minutes
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16. Housekeeping Next meeting is on 11/28/17, same location and time	Info	Ed Rimkus, Board Chair		1 minute
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17. Delegation of Public Comments	Info	Ed Rimkus, Board Chair	1 minute
18. Adjournment	Action	Ed Rimkus, Board Chair	1 minute

**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, OCTOBER 24, 2017**

*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

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

Astronomy Night was held on October 13th, and we had a huge turn out with over 240 tickets sold. We also had crafts, photos, a meteorite display and potluck dinner! It was a wonderful evening and was largely organized by some of our very dedicated volunteers! We did arrange for a local reporter to come in and do a community interest article. Our 2018-2019 Enrollment Drive will begin on December 1st. We are organizing times when we can provide tours for the months of December and January.

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

Provide leadership and monitor continuous school improvement

Professional Development conducted October 18th - Blood born Pathogens  
Professional Development conducted October 19th - Curriculum Writing

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

Finance committee meeting October 12, 2017

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

Board Governance Committee meeting October 16, 2017

**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  
Ongoing Professional Learning Committees (PLCs)  
The Scholastic Book Fair is coming to WLA during November Parent Conferences. This is not only a fund raising event, but also promotes literacy.

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

English Language Learners identified, staff approached and has accepted added duties, training is set-up for all staff in general, and the specific EL teachers to move forward with programming.

We are looking for volunteers and/or staff to establish a Lego League, School House Chess Club, Mad Science Club, Knowledge Bowl, and Soccer and/or Basketball Clinics. We have a volunteer who will serve to coordinate these after school efforts.

**III. Financial Management**

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

Finance committee is active

Regular discussions with Ed Rimkus, Board Chair, and Judith Darling, Finance Director

Oversee the development and implementation of yearly student recruitment plan

Marketing Committee is established

#### IV. Human Resource Management

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

Reviewing expectations for WLA staff members

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

First trimester of formal classroom teacher observations is complete

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

Second fire drill was conducted on October 16th

Oversee development and implementation of student/parent activities

Volunteers are assisting with lunchroom duty, copying and assembling, organizing the library, and organizing events

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

Bus Evacuation training will be conducted with students on October 25th. Students received bus safety training in September in their classrooms, but this training is put on by the bus company.

We will be offering pizza (for purchase) on Free Dress Fridays, beginning October 28th. Students are creating cards to send out to all of our military families the week of Veteran's Day.

#### 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

We have reserved a table at the Oakdale Showcase event, to be held on October 29th.

This will be another opportunity to market our school.

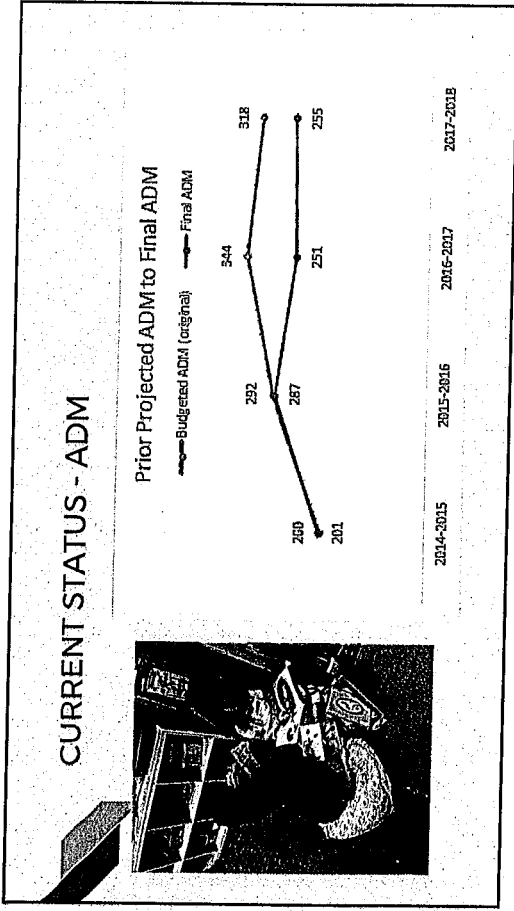
Movie Night is coming up on November 9th, and we are asking families to invite guests so that we can use it as another tool for enrollment efforts for the current and upcoming school year.

We will be organizing an effort to promote "Give to the Max Day" for WLA. Nancy will assist with getting this effort publicized and promoted.

We will be putting together a "Family Directory" at the request of some of our parents.

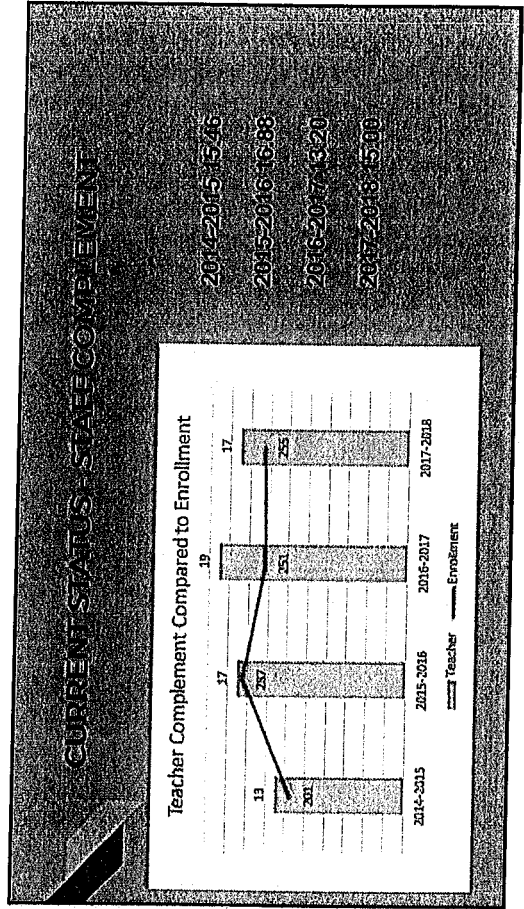
# ORGANIZATIONAL ANALYSIS

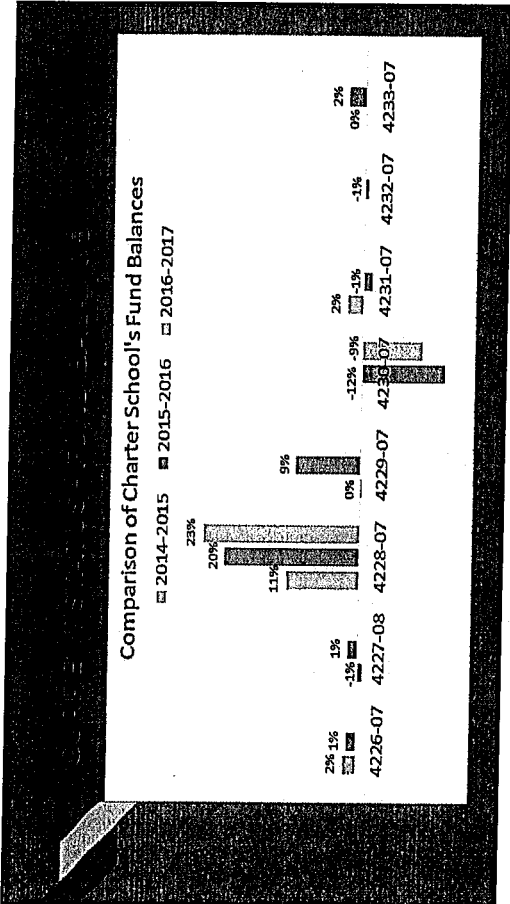
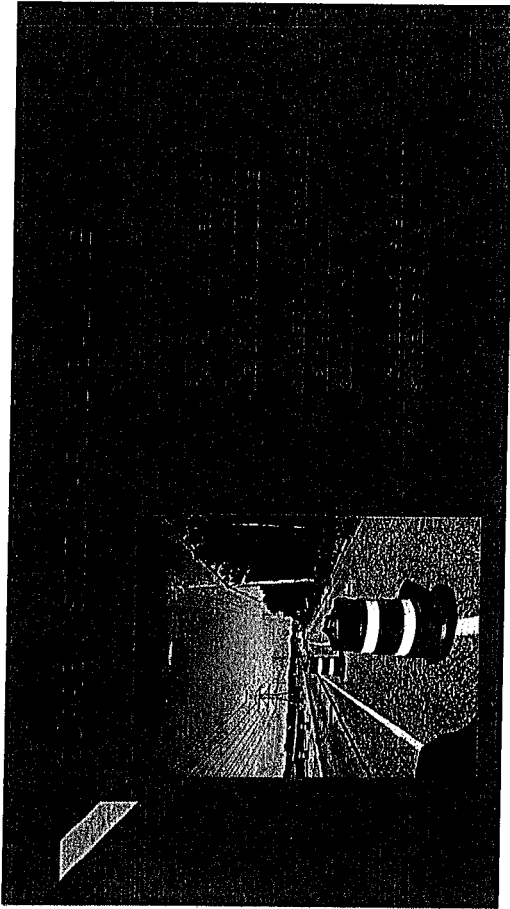
WOODBURY LEADERSHIP ACADEMY  
 SEPTEMBER, 2017  
 DR. MORTENSEN



### CURRENT STATUS - LEASE

Lease	August 2016 - July 2017	August 2017 - July 2018
Utilities	\$3,929.86	\$10,583.33
Janitorial	\$11,646.52	\$21,759.00
Repairs	\$882.80	\$1,000.00
Maintenance	\$1,577.60	\$633.33
Grounds Keeping	\$1,989.16	\$1,833.33
Insurance	\$418.96	\$1,325.00
Admin Fee	\$2,043.69	\$3,732.50
Monthly Total	\$22,480.57	\$41,057.50
Square Footage	66,432	122,018
Cost per Square Footage	\$4.00	\$4.04
ADM	251	250 - Estimate





## MOVING FORWARD

- ENGAGE THROUGH STRATEGIC MARKETING
- FOSTER COLLABORATIONS
- BUILD BUSINESS PARTNERSHIPS
- EXPLORE TECHNOLOGICAL SOLUTIONS
- ENHANCE COMMUNICATIONS AND MEDIA CAPABILITY
- FOSTER COMMUNITY ENGAGEMENT AND PARTICIPATION
- PROMOTE DIVERSITY AND INCLUSION

## MOVING FORWARD

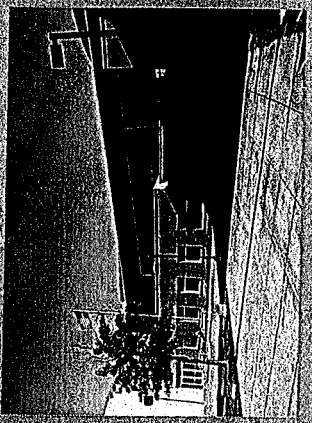
- MAINTAIN AND CONTINUE BUILDING TRUST
- ENSURE A POSITIVE CUSTOMER EXPERIENCE
- ENSURE CONTINUED GROWTH OF SUPPORT MEMBER ORGANIZATION
- ENSURE THAT WE ARE A GOOD RELATIONSHIP PARTNER



## MOVING FORWARD - LEASE

### PURSUING A NEW LEASE FOR THE 2018-2019 SCHOOL YEAR AND BEYOND

- Estimate square footage needs
- Ensure that the lease is appropriate and affordable
- Ensure that the lease is developed in order to optimize fiscal aid



## MOVING FORWARD - STAFF COMPLEMENT

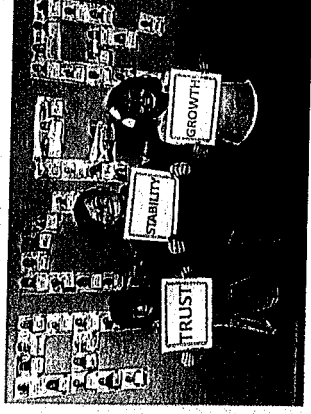
1. Set board expectations for class size ranges for the 2018-2019 school year
2. Fill and open up class sections depending on the board determined ranges
3. Staff appropriately on-site, and for contracted service providers

## MOVING FORWARD - FUND BALANCE

Set board expectations for fund balance targets based on conservative ADM growth projections.

## ACTION PLAN FOR 2017-2018 - ADM

- Maintain current ADM and continue building trust (all)
- Ensure positive customer service efforts (all)
- Ensure growth of staff morale (all)
- Ensure institutional stability (all)
- Ensure there is a sustaining relationship with VOA (board chair & ED)



## ACTION PLAN FOR 2017-2018 - ADM

- Organize a team of stakeholders to develop & implement a marketing plan (ED)
- Establish a community presence through service organizations and by partnering with businesses (M-Team)
- Determine print, radio, person to person, electronic media, and social media efforts (M-Team)
- Determine which WLA events can also serve to grow ADM (M-Team)

## ACTION PLAN FOR 2017-2018 - LEASE

- Create an ad-hoc, ED led (not board led?) committee to pursue lease options for the 2018-2019 school year and beyond
- Use conservative ADM projections to determine square footage needs for the next five years
  - Use conservative ADM projections to determine lease affordability over the next five years
  - Collaborate with the finance director to ensure that the lease is appropriate and affordable, based on conservative projections for ADM over the next two-five years
  - Collaborate with the finance director to ensure that the lease is developed to optimize lease aid

## ACTION PLAN FOR 2017-2018 - STAFFING

Determine whether or not to proceed with staffing changes for 2017-2018

Board considerations should include:

- Effect on students
- Effect on families
- Effect on academic achievement
- Effect on current ADM
- Effect on staff morale
- Effect on public relations & school reputation
- Effect on ongoing WLA stability



## ACTION PLAN FOR 2017-2018 - STAFFING

If proceeding with staffing changes, the ED will provide options to the board in regard to classroom sections and ratios

The board will then determine which option to pursue

## ACTION PLAN FOR 2018-2019 - STAFFING

Determine class size ranges for the  
2018-2019 school year (board)

Fill and open up class sections  
depending on the ranges (ED)

Staff appropriately on-site, and for  
contracted service providers (ED)

## ACTION PLAN FOR FUND BALANCE

Determine fund balance target for the current school  
year (board)

Determine fund balance targets based on conservative  
ADM growth projections, for the next five years (board)

## PRESSING QUESTION:

HOW SHALL WE PROCEED WITH REALIZING THE MISSION  
AND VISION FOR WOODBURY LEADERSHIP ACADEMY

LET'S CONSIDER:

- WHAT ARE OUR CURRENT STRENGTHS?
- HOW CAN WE BUILD UPON THOSE STRENGTHS, AND POSITIVE MOMENTUM?
- DO WE TAKE THIS YEAR TO RE-GROUP, REVIEW OUR MISSION AND VISION, AND FOCUS ON RENEWING OUR STRATEGIC PLAN?

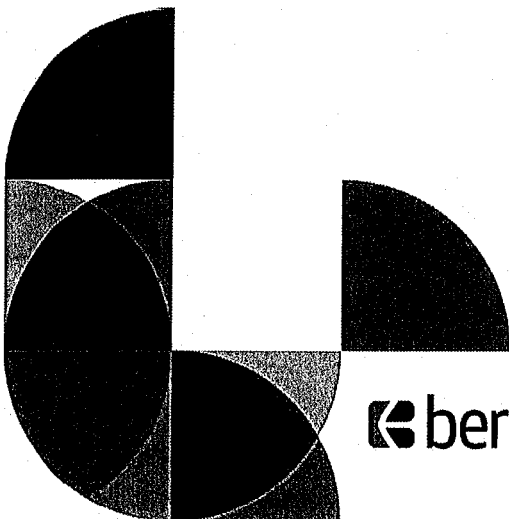


**WOODBURY LEADERSHIP**  
*Academy*

Woodbury Leadership Academy  
Woodbury, MN  
District 4228

**Financial Statements**

**September 2017**



**bergankDV**  
CPAS | ADVISORS

*Prepared by:*  
Judith Darling, CPA  
Finance Manager

**Woodbury Leadership Academy  
Woodbury, Minnesota**

**September 2017 Financial Statements**

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Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy  
Woodbury, Minnesota

September 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.

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. If this amount is negative, this indicates that the State has paid the School more than anticipated for the previous year.

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

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

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

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

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

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

**Woodbury Leadership Academy  
Woodbury, Minnesota**

**Balance Sheet  
September 30, 2017**

	Balance July 1, 2017	Balance Sept 30, 2017
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Investments	525,296	711,471
Accounts Receivable	0	0
PY State Aid Receivable	176,995	(14,046)
CY State Aid Receivable/(Deferred Rev)	0	(343,503)
Federal Aids Receivable	1,380	0
Prepaid Expenses and Deposits	42,381	1,142
<b>Total Current Assets</b>	<b>746,052</b>	<b>355,065</b>
<b>Total All Assets</b>	<b>746,052</b>	<b>355,065</b>
<b>Liabilities and Fund Balance</b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	68,946	6,867
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	0
Payroll Deductions and Contributions	47,071	(10,516)
Deferred Revenue	0	0
<b>Total Current Liabilities</b>	<b>143,763</b>	<b>(3,649)</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	(243,575)
<b>Total Fund Balance</b>	<b>602,289</b>	<b>358,714</b>
<b>Total Liabilities and Fund Balance</b>	<b>746,052</b>	<b>355,065</b>

*Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.*

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**September 30, 2017**

	FY 2017 Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Working Budget 255 ADM	September 2017 YTD Activity	25% Percent of Working Budget
<b>Expenditures</b>					
100's Salaries	880,071	948,157	834,916	123,693	14.8%
200's Benefits	195,927	252,201	215,275	34,703	16.1%
305 Contracted Services	323,915	300,696	428,042	112,833	26.4%
315 Technology Services	9,157	13,200	15,155	7,953	52.5%
320 Communications Services	550	600	21,482	1,498	7.0%
329 Postage	752	2,500	2,500	633	25.3%
330 Utilities	47,158	48,573	120,347	35,680	29.6%
340 Property and Liability Insurance	8,774	9,000	11,000	4,568	41.5%
350 Repairs and Maintenance	53,579	60,950	50,780	15,447	30.4%
360 Transportation for Field Trips	1,998	4,000	4,375	0	0.0%
366 Travel, Conferences, and Staff Training	1,395	7,000	3,000	1,644	54.8%
369 Field Trips / Registration Fees	3,894	4,000	4,375	0	0.0%
370 Building Lease	29,492	30,377	16,033	4,373	27.3%
370 Other Rentals and Operating Leases	0	300	42,358	13,408	31.7%
401 Supplies - Non Instructional	11,848	32,800	12,000	4,449	37.1%
401 Maintenance Supplies	35	2,100	750	13	1.7%
405 Non-Instructional Software and Licensing	8,262	11,194	9,715	4,981	51.3%
406 Instructional Software	1,198	1,600	2,500	2,201	88.0%
430 Instructional Supplies	12,153	24,500	17,500	1,546	8.8%
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	11,906	79.4%
461 Standardized Tests	0	5,000	5,000	3,104	62.1%
470 Media/Library Resources	0	2,500	500	0	0.0%
490 Food Purchased	771	400	800	229	28.6%
530 Furniture and Other Equipment	0	3,500	0	0	0.0%
555 Technology Equipment	513	10,000	1,000	0	0.0%
556 Instructional Technology Equipment	2,485	3,000	0	0	0.0%
580 Capital Leases (copier)	8,309	10,275	10,275	2,318	22.6%



**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**September 30, 2017**

	FY 2017 Actual 251 ADM	FY 2018 Original Budget 318 ADM	FY 2018 Working Budget 255 ADM	September 2017 YTD Activity	25% Percent of Working Budget
<b>Fund 04 Program</b>					
<b>Revenues</b>					
040 Tuition Revenue	240	5,200	0	0	
<b>Total Revenues</b>	<b>240</b>	<b>5,200</b>	<b>0</b>	<b>0</b>	
<b>Expenditures</b>					
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	140	
Equipment	0	0	0	0	
Dues and Memberships	150	0	0	0	
<b>Total Expenditures</b>	<b>680</b>	<b>5,200</b>	<b>0</b>	<b>140</b>	
<b>Community Services Fund Net Income</b>	<b>(440)</b>	<b>0</b>	<b>0</b>	<b>(140)</b>	
<b>Beginning Fund Balance, Fund 04, July 1</b>	<b>127,047</b>	<b>126,607</b>	<b>126,607</b>	<b>126,607</b>	
<b>Projected Fund Balance, Fund 04, June 30</b>	<b>126,607</b>	<b>126,607</b>	<b>126,607</b>	<b>126,467</b>	

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

Period Ending	Cash Inflows (Revenues)			Prior Year State & Federal Holdback	Total Receipts	Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*			Salaries** (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	2,995	180,741	Beginning Balance	50,440	65,775	116,215	589,823
Aug 31	152,810		116	124,881	277,806		51,682	100,972	152,654	714,853
Sept 30	169,922	0	3,736	67,546	241,204		54,320	190,388	244,708	711,471
Oct 31	134,873	5,088		0	139,961		111,623	69,864	181,487	669,944
Nov 30	134,873	5,088		0	139,961		111,623	69,864	181,487	628,418
Dec 31	134,873	5,088		0	139,961		111,623	69,864	181,487	586,892
Jan 31	134,873	5,088		0	139,961		111,623	69,864	181,487	545,366
Feb 28	134,873	5,088		0	139,961		111,623	69,864	181,487	503,839
Mar 31	134,873	5,088		0	139,961		111,623	69,864	181,487	462,313
Apr 30	134,873	5,088		0	139,961		111,623	69,864	181,487	420,787
May 31	134,873	5,088		0	139,961		111,623	69,864	181,487	379,261
June 30	134,873	5,088		0	139,961		111,623	69,864	181,487	337,734
<b>Projected</b>	1,714,319	45,795	3,865	195,422	1,959,401		1,161,048	985,915	2,146,963	
	1,714,319	45,795	1,895				1,161,048	985,915	2,146,963	
<b>Totals</b>	1,714,319	45,795	3,865	195,422	1,959,401		1,161,048	985,915	2,146,963	337,734

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.

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2017 - 9/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1	1018	Office Max		3792	E 01 005 110 000 000 401	25 Red folders
ANCH		WX	1	1027	Amazon.com	\$7.50	3764	E 01 010 203 000 000 401	Poster tac
ANCH		WX	1	1027	Amazon.com	\$11.97	3765	E 01 010 720 000 000 401	bandaids, first aid kits
ANCH		WX	1	1027	Amazon.com	\$51.80	3768	E 01 005 110 000 000 401	Staple Removers
ANCH		WX	1	1027	Amazon.com	\$5.40	3769	E 01 010 203 000 000 401	Door stops
ANCH		WX	1	1027	Amazon.com	\$19.55	3770	E 01 010 203 000 000 430	Easel chart tables
ANCH		WX	1	1027	Amazon.com	\$20.19	3771	E 01 010 203 000 000 430	Command Hooks
ANCH		WX	1	1027	Amazon.com	\$40.74	3772	E 01 010 203 000 000 430	Dry Erase Boards
ANCH		WX	1	1027	Amazon.com	\$66.87	3773	E 01 010 203 000 000 401	3 Ring binders
ANCH		WX	1	1027	Amazon.com	\$67.98	3774	E 01 010 203 000 000 430	Post It Easel Pads
ANCH		WX	1	1027	Amazon.com	\$114.06	3776	E 01 010 203 000 000 401	Dry Erase Boards
ANCH		WX	1	1027	Amazon.com	\$16.99	3777	E 01 010 203 000 000 401	Clipboards
ANCH		WX	1	1027	Amazon.com	\$29.75	3778	E 01 010 203 000 000 430	Dry Erase Boards
ANCH		WX	1	1027	Amazon.com	\$44.58	3779	E 01 010 203 000 000 401	Painters Tape, laminating pouches
ANCH		WX	1	1027	Amazon.com	\$31.26	3780	E 01 010 203 000 000 430	Ice Packs
ANCH		WX	1	1027	Amazon.com	\$9.95	3781	E 01 010 203 000 000 401	Velcro Dots, magnetic circles
ANCH		WX	1	1027	Amazon.com	\$13.84	3783	E 01 010 203 000 000 401	Classroom baskets
ANCH		WX	1	1027	Amazon.com	\$28.94	3785	E 01 010 203 000 000 401	Laminating Pouches, command strips
ANCH		WX	1	1027	Amazon.com	\$25.47	3785	E 01 005 110 000 000 401	Laminating Pouches, command strips
ANCH		WX	1	1027	Amazon.com	\$28.99	3787	E 01 010 203 000 000 430	Post It Easel Pads
ANCH		WX	1	1027	Amazon.com	\$127.47	3794	E 01 010 203 000 000 401	Copier Paper - Orange
ANCH		WX	1	1031	Sam's Club	\$9.99	3782	E 01 010 203 000 000 401	10 drawer organizer cart
ANCH		WX	1	1031	Sam's Club	\$24.98	3789	E 01 010 203 000 000 401	Copier Paper
ANCH		WX	1	1031	Sam's Club	\$1,051.20	3790	E 01 010 640 000 316 366	Professional development breakfast
ANCH		WX	1	1032	Walmart	\$5.96	3784	E 01 010 203 000 000 401	Laminators
ANCH		WX	1	1032	Walmart	\$35.76	3796	E 01 005 110 000 000 820	Monthly membership Fee
ANCH		WX	1	1047	MN Association of Charter Schools	\$366.92	3775	E 01 010 203 000 000 401	Book Bins
ANCH		WX	1	1073	Lakeshore Learning	\$162.33	3786	E 01 010 203 000 000 401	Books Bins 4 sets of 6
ANCH		WX	1	1073	Lakeshore Learning	\$92.76	3788	E 01 010 203 000 000 401	Book Bins - 8 sets of 6/supply caddies
ANCH		WX	1	1073	Lakeshore Learning	\$233.50	3793	E 01 010 203 000 000 401	Book Bins - 8 sets of 6
ANCH		WX	1	1073	Lakeshore Learning	\$185.52	3762	E 01 010 640 000 316 366	Professional development - food
ANCH		WX	1	1143	Cub Foods	\$22.45	3767	E 01 010 203 000 000 460	Kindergarten Math textbooks
ANCH		WX	1	1192	Singapore Math Inc	\$372.00	3795	E 01 010 203 000 000 460	Social Studies Textbook
ANCH		WX	1	1343	Valore Books	\$937.20	3791	E 01 010 640 000 316 366	Professional development breakfast
ANCH		WX	1	1366	Aldi	\$12.74	3760	E 01 010 203 000 000 460	Kindergarten Math Curriculum
ANCH		WX	1	1372	Teachers Pay Teachers	\$65.00			

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2017 - 9/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1373	Super America	09/08/2017	\$4.29	3763	E 01 010 640 000 316 366	Professional development - food
ANCH		WX	1 1374	Davanni's	09/08/2017	\$96.48	3766	E 01 010 640 000 316 366	Professional Development
ANCH		WX	1 1001	Public Employee Retirement Association	09/15/2017	\$608.13	3823	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association	09/15/2017	\$4,962.58	3824	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service	09/15/2017	\$5,697.02	3825	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service	09/15/2017	\$3,480.17	3825	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service	09/15/2017	\$1,482.93	3826	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank	09/15/2017	\$75.00	3827	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1 1018	Office Max	09/21/2017	\$28.80	3837	E 01 010 203 000 000 430	96 - 2 pocket folders
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$4.20	3830	E 01 010 720 000 000 401	Stretch gauze rolls
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$5.35	3831	E 01 010 720 000 000 401	Gauze sponges
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$13.68	3832	E 01 010 203 000 000 401	Insertable dividers
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$14.26	3833	E 01 010 720 000 000 401	Instant cold packs
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$20.92	3834	E 01 010 720 000 000 401	First aid tape, petroleum jelly, gloves
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$14.86	3835	E 01 010 203 000 000 430	Index card stock
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$20.48	3836	E 01 010 203 000 000 401	Woodstock Solo Silver Zenergy Chimes
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$9.76	3839	E 01 010 203 000 000 430	Audio & Microphone cable
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$13.46	3842	E 01 010 203 000 000 401	Packaging tape, laminating pouches
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$14.99	3843	E 01 010 203 000 000 401	Display stands 12 pack
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$20.78	3844	E 01 010 203 000 000 430	All about Me Posters
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$3.09	3845	E 01 010 203 000 000 401	Batteries
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$2.51	3846	E 01 010 203 000 000 430	Plated Brass fasteners
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$2.51	3847	E 01 010 720 000 000 401	Plated Brass fasteners
ANCH		WX	1 1027	Amazon.com	09/21/2017	\$8.96	3848	E 01 010 720 000 000 401	Exam gloves
ANCH		WX	1 1032	Walmart	09/21/2017	\$7.84	3841	E 01 010 203 000 000 430	Colored dots for car pick up tags
ANCH		WX	1 1047	MN Association of Charter Schools	09/21/2017	\$39.00	3849	E 01 005 640 000 316 366	Board chair training - Young
ANCH		WX	1 1192	Singapore Math Inc	09/21/2017	\$1,710.00	3851	E 01 010 203 000 000 460	K Math textbooks A - 60 copies
ANCH		WX	1 1267	Lunds/Bjerlys	09/21/2017	\$50.22	3838	E 01 005 110 000 000 490	First day of school treats
ANCH		WX	1 1366	Aldi	09/21/2017	\$16.30	3840	E 01 010 203 000 000 490	Food for students who forgot their lunch
ANCH		WX	1 1386	Sit Spots	09/21/2017	\$94.51	3850	E 01 010 203 000 000 401	SitSports - 2 sets of 22 circles
ANCH		WX	1 1337	Anchor Bank	09/26/2017	\$164.06	3856	E 01 005 110 000 000 305	Account Service Charge
ANCH		WX	1 1014	Trusted Employees	09/27/2017	\$220.00	3887	B 01 215 020	Staff background checks
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$8.49	3888	E 01 010 720 000 000 401	Emergency Mylar blanket - first aid field trip kit
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$23.38	3889	E 01 010 203 000 000 401	Command hooks, poster hanging strips
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$55.77	3890	E 01 010 420 000 740 433	Lo-Tech reading tools - SPED

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2017 - 9/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1027	Amazon.com	09/27/2017	(\$55.77)	3890	E 01 010 420 000 740 433	Lo-Tech reading tools - SPED
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$55.77	3890	E 01 010 420 000 419 433	Lo-Tech reading tools - SPED
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$9.99	3891	E 01 010 203 000 000 401	Binder clips
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$10.39	3877	E 01 010 203 000 000 401	Hand pointers
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$15.99	3878	E 01 010 203 000 000 401	Pencil sharpner
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$37.98	3879	E 01 010 203 000 000 401	Laminating pouches
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$81.25	3880	E 01 010 203 000 000 401	Classroom supplies - pencil and marker bas
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$20.95	3884	E 01 010 203 000 000 401	Blue painters tape
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$96.60	3886	E 01 010 720 000 000 401	Ear Thermometer - field trip first aid kits
ANCH		WX	1 1027	Amazon.com	09/27/2017	\$10.99	3893	E 01 010 203 000 000 401	C Batteries
ANCH		WX	1 1031	Sam's Club	09/27/2017	\$33.12	3885	E 01 010 203 000 000 490	Icees for students - No air in the building
ANCH		WX	1 1089	Learning A-Z	09/27/2017	\$94.95	3882	E 01 010 630 000 000 406	Reading A-Z.com licence
ANCH		WX	1 1374	Davannis	09/27/2017	\$28.24	3892	E 01 010 203 000 000 490	Curriculum Committee Meeting - Pizza
ANCH		WX	1 1390	Think Social	09/27/2017	\$105.39	3883	E 01 010 420 000 740 433	SPED - Social behavior books
ANCH		WX	1 1390	Think Social	09/27/2017	(\$105.39)	3883	E 01 010 420 000 740 433	SPED - Social behavior books
ANCH		WX	1 1390	Think Social	09/27/2017	\$105.39	3883	E 01 010 420 000 419 433	SPED - Social behavior books
ANCH		WX	1 1001	Public Employee Retirement Association	09/29/2017	\$785.81	3894	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association	09/29/2017	\$4,962.58	3895	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service	09/29/2017	\$5,915.58	3896	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service	09/29/2017	\$3,530.39	3896	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service	09/29/2017	\$1,510.49	3897	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank	09/29/2017	\$75.00	3898	B 01 215 022	Payroll Deductions - HSA
						<b>Check Total:</b>	<b>\$40,662.08</b>		
ANCH	5160	CH	1 1214	The Hanover Insurance Group	09/01/2017	\$3,945.54	3726	E 01 005 940 000 000 340	Property/Liability insurance
ANCH	5160	CH	1 1214	The Hanover Insurance Group	09/01/2017	\$622.50	3727	E 01 005 940 000 000 340	Property/Liability insurance
						<b>Check Total:</b>	<b>\$4,568.04</b>		
ANCH	5161	CH	1 1139	Perpich Center for Arts Education	09/07/2017	\$10,583.33	3733	E 01 005 810 000 000 330	September Lease
ANCH	5161	CH	1 1139	Perpich Center for Arts Education	09/07/2017	\$25,416.67	3733	E 01 005 810 000 000 350	September Lease
ANCH	5161	CH	1 1139	Perpich Center for Arts Education	09/07/2017	\$1,457.50	3733	E 01 005 850 000 348 370	September Lease
ANCH	5161	CH	1 1139	Perpich Center for Arts Education	09/07/2017	\$3,600.00	3733	E 01 005 110 000 000 305	September Lease
						<b>Check Total:</b>	<b>\$41,057.50</b>		
ANCH	5162	CH	1 1380	Addison Scufsa	09/12/2017	\$296.20	3811	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
						<b>Check Total:</b>	<b>\$296.20</b>		

**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 09/01/2017 - 9/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH	5163	CH	1 1015	Amplify Education, Inc.	09/12/2017	\$7,649.64	3797	E 01 010 203 000 000 460	CKLA curriculum materials grades K, 2, 3
					<b>Check Total:</b>	\$7,649.64			
ANCH	5164	CH	1 1381	Andrew VonBerge	09/12/2017	\$71.25	3812	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$71.25			
ANCH	5165	CH	1 1316	Christopher Baumann	09/12/2017	\$152.50	3813	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$152.50			
ANCH	5166	CH	1 1376	Diane Thiegis	09/12/2017	\$22.00	3798	E 01 010 203 000 000 401	Reim: New Teacher Welcome Tool Kits
					<b>Check Total:</b>	\$22.00			
ANCH	5167	CH	1 1385	Dillon Campbell	09/12/2017	\$67.50	3821	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$67.50			
ANCH	5168	CH	1 1341	Ferdinand F Peters, ESQ, Law Firm	09/12/2017	\$2,474.50	3800	E 01 005 111 000 000 305	Legal Services 6/16-7/20/2017 Audit closed
ANCH	5168	CH	1 1341	Ferdinand F Peters, ESQ, Law Firm	09/12/2017	\$3,577.00	3801	E 01 005 111 000 000 305	Legal Services 7/21-8/23/2017
					<b>Check Total:</b>	\$6,051.50			
ANCH	5169	CH	1 1384	James Baumann	09/12/2017	\$225.00	3814	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$225.00			
ANCH	5170	CH	1 1382	Jordan Pesek	09/12/2017	\$547.50	3815	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$547.50			
ANCH	5171	CH	1 1379	Jordan Snelling	09/12/2017	\$72.50	3816	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$72.50			
ANCH	5172	CH	1 1378	Joshua Ennis	09/12/2017	\$72.50	3817	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$72.50			
ANCH	5173	CH	1 1150	JR Computer Associates	09/12/2017	\$800.00	3799	E 01 005 605 000 000 315	September tech retainer
ANCH	5173	CH	1 1150	JR Computer Associates	09/12/2017	\$50.00	3822	E 01 005 605 000 000 315	August Retainer additional amount due
					<b>Check Total:</b>	\$850.00			
ANCH	5174	CH	1 1334	Mary Kelly	09/12/2017	\$2,640.00	3802	E 01 010 420 000 419 303	8/3-8/31/2017 34hrs@80 SPED Director
					<b>Check Total:</b>	\$2,640.00			
ANCH	5175	CH	1 1308	Matthew Baumann	09/12/2017	\$85.00	3818	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$85.00			
ANCH	5176	CH	1 1309	Nick Anderson	09/12/2017	\$296.20	3819	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>	\$296.20			
ANCH	5177	CH	1 1112	NWEA	09/12/2017	\$3,104.20	3803	E 01 010 203 000 000 461	MAP Testing 9/1-8/31/2018
ANCH	5177	CH	1 1112	NWEA	09/12/2017	\$620.80	3803	B 01 131 000	FY19
					<b>Check Total:</b>	\$3,725.00			

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2017 - 9/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5178	CH	1 1097	PLIC - SBD GRAND ISLAND		09/12/2017	\$1,324.02	3804	B 01 215 007	August/Sept Life, STD, LTD, ADD
					<b>Check Total:</b>		\$1,324.02			
ANCH	5179	CH	1 1041	SchoolMate		09/12/2017	\$661.25	3805	E 01 010 203 000 000 401	Planners
					<b>Check Total:</b>		\$661.25			
ANCH	5180	CH	1 1377	Siteimprove		09/12/2017	\$2,608.40	3806	E 01 005 108 000 000 315	Website Compliance monitoring 8/30-8/29/21
ANCH	5180	CH	1 1377	Siteimprove		09/12/2017	\$521.60	3806	B 01 131 000	FY19
ANCH	5180	CH	1 1377	Siteimprove		09/12/2017	\$2,995.00	3807	E 01 005 108 000 000 315	Website compliance - consulting
					<b>Check Total:</b>		\$6,125.00			
ANCH	5181	CH	1 1115	SpEd Forms, Inc.		09/12/2017	\$1,274.02	3808	E 01 010 420 000 740 433	SpEd Forms
ANCH	5181	CH	1 1115	SpEd Forms, Inc.		09/12/2017	(\$1,274.02)	3808	E 01 010 420 000 740 433	SpEd Forms
ANCH	5181	CH	1 1115	SpEd Forms, Inc.		09/12/2017	\$1,274.02	3808	E 01 010 420 000 419 433	SpEd Forms
					<b>Check Total:</b>		\$1,274.02			
ANCH	5182	CH	1 1050	TIES		09/12/2017	\$3,570.00	3809	E 01 005 108 000 000 405	FY18 Billing Synergy student info system
					<b>Check Total:</b>		\$3,570.00			
ANCH	5183	CH	1 1383	Tommie Milton		09/12/2017	\$225.00	3820	E 01 005 110 000 000 305	Moving classrooms/surplus furniture
					<b>Check Total:</b>		\$225.00			
ANCH	5184	CH	1 1118	Toshiba Business Solutions, USA		09/12/2017	\$772.73	3810	E 01 010 605 000 000 380	Copier Leases and excess charges
ANCH	5184	CH	1 1118	Toshiba Business Solutions, USA		09/12/2017	\$112.83	3810	E 01 010 203 000 000 401	Copier Leases and excess charges
ANCH	5184	CH	1 1118	Toshiba Business Solutions, USA		09/12/2017	(\$772.73)	3810	E 01 010 605 000 000 380	Copier Leases and excess charges
ANCH	5184	CH	1 1118	Toshiba Business Solutions, USA		09/12/2017	\$65.37	3810	E 01 010 605 000 000 581	
ANCH	5184	CH	1 1118	Toshiba Business Solutions, USA		09/12/2017	\$707.36	3810	E 01 010 605 000 000 580	
					<b>Check Total:</b>		\$885.56			
ANCH	5185	CH	1 1139	Perpich Center for Arts Education		09/26/2017	\$10,583.33	3857	E 01 005 810 000 000 330	Utilities
ANCH	5185	CH	1 1139	Perpich Center for Arts Education		09/26/2017	\$21,750.00	3857	E 01 005 810 000 000 305	Janitorial
ANCH	5185	CH	1 1139	Perpich Center for Arts Education		09/26/2017	\$3,666.67	3857	E 01 005 810 000 000 350	Repairs/Maintenance/Grounds Keeping
ANCH	5185	CH	1 1139	Perpich Center for Arts Education		09/26/2017	\$1,457.50	3857	E 01 005 850 000 348 370	Insurance
ANCH	5185	CH	1 1139	Perpich Center for Arts Education		09/26/2017	\$3,600.00	3857	E 01 005 850 000 000 370	October Lease
					<b>Check Total:</b>		\$41,057.50			
ANCH	5186	CH	1 1369	BergankDV Outsourced Services LLC		09/27/2017	\$5,494.00	3858	E 01 005 110 000 000 305	September Financial Management & Acct Se
					<b>Check Total:</b>		\$5,494.00			
ANCH	5187	CH	1 1082	Delta Dental of MN		09/27/2017	\$1,183.60	3860	B 01 215 009	October 10/1-10/31/2017
					<b>Check Total:</b>		\$1,183.60			
ANCH	5188	CH	1 1064	HealthPartners - Group		09/27/2017	\$10,086.73	3861	B 01 215 008	October Medical premiums
					<b>Check Total:</b>		\$10,086.73			

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2017 - 9/30/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5189	CH	1 1054	Integrative Therapy, LLC.		09/27/2017	\$588.00	3862	E 01 010 420 000 740 394	OT: 9/6-9/8/2017 7hrs@\$85
					Check Total:		\$588.00			
ANCH	5190	CH	1 1363	Jessica Erickson		09/27/2017	\$6.43	3863	E 01 005 110 000 000 490	Reim: Curriculum committee lunch
					Check Total:		\$6.43			
ANCH	5191	CH	1 1387	Kathleen Mortensen		09/27/2017	\$58.34	3864	E 01 005 110 000 000 401	Reim: office and breakroom supplies
					Check Total:		\$58.34			
ANCH	5192	CH	1 1240	Keys to Communication		09/27/2017	\$1,232.50	3865	E 01 010 420 000 740 394	Speech: 13.5hrs@\$85 2hrs@\$42.50 9/5-9/1
					Check Total:		\$1,232.50			
ANCH	5193	CH	1 1388	Lorena Alverado		09/27/2017	\$46.82	3866	E 01 010 203 000 000 430	Reim: Book bins, boxes, paint brushes, paint
ANCH	5193	CH	1 1388	Lorena Alverado		09/27/2017	\$67.71	3866	E 01 010 203 000 000 401	Reim: Book bins, boxes, paint brushes, paint
					Check Total:		\$114.53			
ANCH	5194	CH	1 1295	Mary Apuli		09/27/2017	\$1,300.00	3867	E 01 005 020 000 000 305	August Consulting Services
					Check Total:		\$1,300.00			
ANCH	5195	CH	1 1334	Mary Kelly		09/27/2017	\$80.00	3868	E 01 010 420 000 419 303	SPED Director adjustment to the invoice
					Check Total:		\$80.00			
ANCH	5196	CH	1 1389	Oakdale Area Chamber of Commerce		09/27/2017	\$150.00	3869	E 01 005 107 000 000 370	Business Showcase showcase booth 10/29/
					Check Total:		\$150.00			
ANCH	5197	CH	1 1220	Pearson Education Inc		09/27/2017	\$741.48	3871	E 01 010 203 000 000 460	Social Studies texts - Gr 5
ANCH	5197	CH	1 1220	Pearson Education Inc		09/27/2017	\$56.64	3872	E 01 010 203 000 000 460	Science texts/online - Grade 4&5 interactive
ANCH	5197	CH	1 1220	Pearson Education Inc		09/27/2017	\$562.16	3873	E 01 010 203 000 000 460	Social Studies teacher edition - Gr 5
					Check Total:		\$1,160.28			
ANCH	5198	CH	1 1139	Perpich Center for Arts Education		09/27/2017	\$1,497.54	3870	E 01 005 810 000 000 320	Aug Services - WAN and Phone
					Check Total:		\$1,497.54			
ANCH	5199	CH	1 1113	Rivertown Multimedia		09/27/2017	\$795.00	3874	E 01 005 107 000 000 305	Marketing - Enrollment ads
					Check Total:		\$795.00			
ANCH	5200	CH	1 1241	Sheila Merzer		09/27/2017	\$187.50	3875	E 01 010 408 000 740 394	Meeting with Special Education Staff
					Check Total:		\$187.50			
ANCH	5201	CH	1 1098	Teachers on Call		09/27/2017	\$221.00	3876	E 01 010 203 000 000 305	Sub Teacher 9/11/2017
					Check Total:		\$221.00			
ANCH	5202	CH	1 1238	CPI INC		09/28/2017	\$1,998.00	3859	E 01 010 420 640 419 366	CPI Institute registration: Grubisch
					Check Total:		\$1,998.00			
					Bank ANCH Total:		\$190,387.71			
					Report Total:		\$190,387.71			



# WOODBURY LEADERSHIP ACADEMY Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1285	4228	ANCH	CR0917	1284	Credit	A	09/14/17	Check	1	1001	MN DEPT OF EDUCATION					
							4228	B	01	122	FY17 Special Education			160.00		0.00
														Receipt Total:	\$160.00	\$0.00
														Deposit Total:	\$160.00	\$0.00
1286	4228	ANCH	CR0917	1285	Credit	A	09/15/17	Check	1	1001	MN DEPT OF EDUCATION					
							4228	R	01	005	FY18 Endow Fund Apportion			4,526.63		0.00
							4228	R	01	005	FY18 General Education Aid			82,672.99		0.00
														Receipt Total:	\$87,199.62	\$0.00
														Deposit Total:	\$87,199.62	\$0.00
1287	4228	ANCH	CR0917	1286	Credit	A	09/11/17	Check	1	1003	SCHOOL DEPOSIT					
							4228	R	01	005	FY18 Uniforms			88.00		0.00
							4228	R	01	005	FY18 Milk Sales			801.00		0.00
							4228	R	01	005	FY18 Planner Sales			605.00		0.00
							4228	E	01	010	FY18 Toshiba Financial			291.80		0.00
							4228	R	01	005	FY18 Wells Fargo			22.30		0.00
							4228	R	01	005	FY18 Indiana University			300.00		0.00
														Receipt Total:	\$2,108.10	\$0.00
														Deposit Total:	\$2,108.10	\$0.00
1288	4228	ANCH	CR0917	1287	Credit	A	09/14/17	Check	1	m	Miscellaneous Customer					
							4228	E	01	010	FY18 Amazon Refund			31.17		0.00
														Receipt Total:	\$31.17	\$0.00
														Deposit Total:	\$31.17	\$0.00
1289	4228	ANCH	CR0917	1288	Credit	A	09/29/17	Check	1	1005	Anchor Bank					
							4228	R	01	005	FY18 Interest Earnings			18.22		0.00
														Receipt Total:	\$18.22	\$0.00
														Deposit Total:	\$18.22	\$0.00

# WOODBURY LEADERSHIP ACADEMY

## Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Ret No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1290	4228	ANCH	CR0917	1289	Credit A	09/29/17	4228 B 01 121 000	Check 1	1001	MN DEPT OF EDUCATION						
							4228 R 01 005 000 000 211			FY17 General Education					67,385.63	0.00
										FY18 General Education Aid					82,722.51	0.00
															<b>\$150,108.14</b>	<b>\$0.00</b>
															<b>\$150,108.14</b>	<b>\$0.00</b>
1291	4228	ANCH	CR0917	1290	Credit A	09/01/17	4228 E 01 010 203 000 401	Check 1	M	Miscellaneous Customer					13.46	0.00
										FY18 Amazon Refund					<b>\$13.46</b>	<b>\$0.00</b>
															<b>\$13.46</b>	<b>\$0.00</b>
1292	4228	ANCH	CR0917	1291	Credit A	09/12/17	4228 B 01 215 008	Check 1	M	Miscellaneous Customer					760.73	0.00
							4228 B 01 215 008			FY18 Cobra Medical					760.73	0.00
							4228 B 01 215 007			FY18 Cobra Life Insurance					22.00	0.00
							4228 B 01 215 007			FY18 Cobra Life Insurance					22.00	0.00
															<b>\$1,565.46</b>	<b>\$0.00</b>
															<b>\$1,565.46</b>	<b>\$0.00</b>
															<b>\$241,204.17</b>	<b>\$0.00</b>

**WOODBURY LEADERSHIP ACADEMY**

**Journal Entry Listing**

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
2610	201803	07/01/2017	P	JE		July Lease Payment Allocate	To allocate to proper code	E	01	005	810	000	000	305	Consult/Fees For Svc	11,646.52	0.00
							To allocate to proper code	E	01	005	810	000	000	350	Repair & Maint Svc	0.00	11,646.52
							To allocate to proper code	E	01	005	850	000	000	370	Op. Rentals & Leases	2,457.65	0.00
							To allocate to proper code	E	01	005	850	000	348	370	Op. Rentals & Leases	0.00	2,457.65
																<b>\$14,104.17</b>	<b>\$14,104.17</b>
2612	201803	09/13/2017	P	JE		Allocate Sept Lease Payment	Allocate Sept Lease Payment	E	01	005	110	000	000	305	Consult/Fees For Svc	0.00	3,600.00
							Allocate Sept Lease Payment	E	01	005	810	000	000	305	Consult/Fees For Svc	21,750.00	0.00
							Allocate Sept Lease Payment	E	01	005	810	000	000	350	Repair & Maint Svc	0.00	21,750.00
							Allocate Sept Lease Payment	E	01	005	850	000	000	370	Op. Rentals & Leases	3,600.00	0.00
																<b>\$25,350.00</b>	<b>\$25,350.00</b>



**Meeting:** Finance Committee

**Date:** October 12, 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 Jessica Erickson at 4:30pm.

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

Jessica Erickson read the WLA Mission & Vision.

### Development & Discussion

- Reviewed the September Financial Statements prepared by Judith Darling. Discussed and revised the 2017-18 working budget, reviewed the annual audit, and outlined needed materials to complete the lease aid application.
- Discussion on a purchase order system, Insurance policy for the school, and contracts.

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: November 9, 2017

Time: 4:30pm

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

Jessica Erickson adjourned the meeting at 6:00pm.

**Meeting:** Governance Committee

**Date:** Monday, October 16, 2017

**Time:** 9:45 A.M.

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

## AGENDA

### Meeting Call to Order and Roll Call

Meeting Call to Order (Ro Krejci, Committee Chair)

Roll Call (Ro Krejci, Committee Chair)

### 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

Policy Review 303 Background Check - Discussion

New policy Fundraising - 511 Discussion on edits will be ready for 2nd reading at the Nov or Dec BOD mtg.

#### RECOMMENDATIONS:

537 and 538 Notify first reading status

Student/Family Handbook Review - Discussion - This item does not need to be approved by the board as this is an procedure manual of WLA policies

Committee Meeting Calendar - 3rd Tuesday every month at 2:30pm calendar is posted on the front door and will be on the website shortly.

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: November 21, 2017

Time: 2:30 P.M.

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

### Adjournment

Adjournment (Ro Krejci, Committee Chair)

**FY 2018 CHARTER SCHOOL LEASE AID CERTIFICATION FORM – PART 3**

**Board Member Certification**

**For Leases With a NON-PROFIT Lessor – COMPLETE ONLY ONE SECTION BELOW**

List the name of the lessor and the building address for each lease agreement covered by this certification.

Non Profit Lessor 1: State of Minnesota, Department of Administration, 600 Weir Drive, Woodbury, MN 55125

Non Profit Lessor 2: \_\_\_\_\_

Non Profit Lessor 3: \_\_\_\_\_

Non-Profit Lessor 4: \_\_\_\_\_

Non-Profit Lessor 5: \_\_\_\_\_

**A NON-PROFIT lessor with leases entered into or last modified ON or BEFORE August 1, 2009.**

**CHECK ONLY ONE OF THE FOLLOWING STATEMENTS:**

- I hereby certify I am ~~not an employee or agent of, or a contractor with, or a board member of,~~ the charter school's non-profit lessor(s), listed above as number(s) \_\_\_\_\_.
- I hereby certify that I am ~~an employee or agent of, or a contractor with, or a board member of,~~ the charter school's non-profit lessor(s), listed above as number(s) \_\_\_\_\_, and that I hereby disclose such conflict(s) to the commissioner, as follows: \_\_\_\_\_  
\_\_\_\_\_

~~(Please note that disclosing these conflicts does not necessarily negate any conflicts of interest that may be present under Minnesota's non-profit law, Minnesota Statutes chapter 317A).~~

**OR**

**A NON-PROFIT lessor with leases entered into or last modified AFTER August 1, 2009**

**CHECK ONLY ONE OF THE FOLLOWING STATEMENTS:**

- I hereby certify that neither, I, nor my immediate family member, nor my partner, is an owner, employee or agent of, or a contractor with, the above named lessor(s) (Minn.Stat. § 124E.14(a).
- I hereby certify that I, or an immediate family member, or my partner, has a financial or other interest in the above name lessor(s), I have not participated in selecting, awarding or administering the above name lease agreement(s). (Minn.Stat. § 124E.14(a).)

\_\_\_\_\_  
Print Name of Charter School Board Member

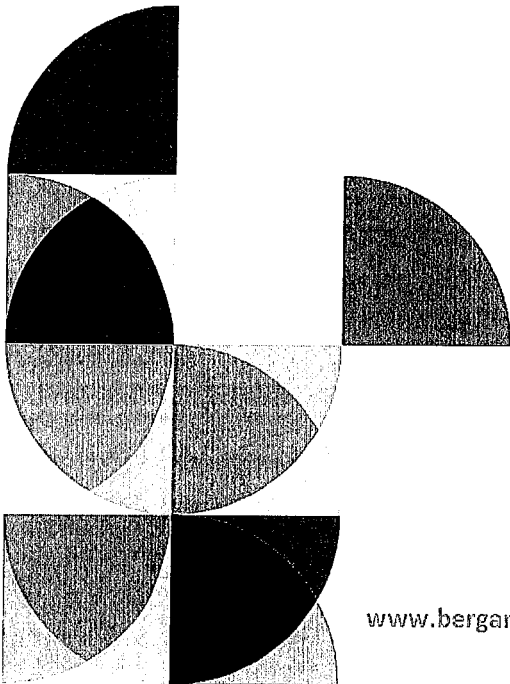
\_\_\_\_\_  
Charter School Board Member Signature

\_\_\_\_\_  
Date



# WOODBURY LEADERSHIP ACADEMY

Proposal for Financial Management Services





## EXECUTIVE SUMMARY

Thank you for the opportunity to submit a proposal for financial management services for Woodbury Leadership Academy (School). BerganKDV Outsourced Services (BerganKDV) is a full service charter school financial management service provider. Our team in Farmington works exclusively with charter schools throughout Minnesota.

Here are a few benefits of working with us:

- **Charter school experience.** You are looking for an advisory firm that has experience and knowledge in the complex charter school environment. For more than a decade, Beltz, Kes, Darling and Associates (BKDA) has provided services to charter schools. In July 2017, BKDA joined ranks with BerganKDV, a professional services firm that solves complex business, financial and technology challenges, all under one roof.
- **Expertise in charter school engagements.** Currently, we are providing services to more than 45 schools ranging in size from 50 to 2,900 students. We support our client schools with comprehensive financial management services including budgeting, financial management of state and federal grants, processing monthly accounting information including the preparation of comprehensive interim financial statements, and preparing accounting records for the annual financial audit.
- **Relationship focus.** We are more than a vendor, but rather a member of the school's team providing services to meet the needs of the school. One of the tools that we use is a comprehensive long range budget projection model that focuses on the short term (current year) and long term (multiyear) budgets to provide the board of directors and administrators information on financial decisions made today and the long term impact of those decisions in future budgets.
- **Award winning.** John Hehre and Creative Processes, Inc. and Kara Schneeberger of BerganKDV (formerly BKDA) won the 2015 Turnaround of the Year Award for the successful and rewarding turnaround of the Upper Mississippi Academy charter school. This award, by the Turnaround Management Association, recognizes the individuals who establish effective operations, implement solid management, improve cash flow, and increase production, in addition to the other operational factors leading to recovery of a struggling business.

If there are any matters not adequately covered in this proposal, please contact us. We look forward to meeting with you to further discuss any questions or concerns you may have and thank you for the opportunity to respond to your proposal request.





## SCOPE OF SERVICES

- **Board Training and Ongoing Development.** Our managers are available to provide financial management training for board members that meet the requirements for newly elected board members and ongoing training for all board members. These trainings can be done on the board's schedule and cover topics that are relevant and specific to your school. In addition, BerganKDV will keep the school up-to-date on all new Department of Education funding changes, requirements and other items.
- **Contract Review and Development.** BerganKDV will assist the school in the review of the various contracts it will enter into for services including but not limited to their building lease, transportation, catering, and auditing. The advantage to working with numerous schools is that we are familiar with the market rate of the various services and can aid the school in negotiating the best prices.
- **Assist in the development of the annual budget using a unique and proprietary Long-Range Budget Model and provide financial guidance to the school leadership.** The long range budget model is a crucial tool for all of our schools. It is a proprietary budget model in an interactive Excel file that allows us to do what-ifs for your school. The what-ifs will help us answer questions such as what happens to our budget in 3 years if enrollment is 100, 134, 175, 200 or more. What impact will the expansion plans of the school have on its finances? How much can we afford for our lease today and 5 years from now? What about if we want to add another teacher? How about a 1.0 office manager, instead of .75? A one year budget model will not answer these questions in the long term, but a 5 year long range budget will and that is why we rely so heavily on this model for our budget planning and decision making with our schools.
- **Aid the school leadership in understanding the impact of current and proposed state legislation affecting charter schools.** Our staff members are informed in charter school laws and are continually reviewing current and proposed legislation. Our expertise in this area will allow your school to plan and budget in the most effective manner possible.
- **Financial Policy Review.** Assist the school in the development of financial management policies, including (but not limited to) procurement, fund balances, capital assets accounting, and document retention. Many policies are required to contain specific language as related to state statutes and federal aid awards. Our staff attend many trainings to stay on-top of the latest requirements.
- **Management of Accounts Payable and Receivable.** Receive invoices, process checks with appropriate approvals, verify internal controls are in place, enter payment information into the finance system, present checks to authorized signatory, and mail checks. Process receivables, verify MDE funding from IDEAS reports and SERVS statements, and enter data into the finance system. We pay the vendors directly from our office. Thus, no checks have to be sent back to your school for you to attach postage to and then mail. This saves you both time and money. The board will approve monthly a listing of disbursements and receipts to be in compliance with state statute.



- **Payroll and Employee Benefits Management.** All payroll processing is performed by our firm on state approved software. This alleviates many errors, journal entries, and compliance issues with the State that arise when payroll is outsourced to a non-integrated payroll service. Payroll management includes calculating and paying all federal and state income taxes, remitting of the state PERA and TRA pension contributions, deducting from employee paychecks and tracking/reconciling staff health, dental, life and short-term/long-term disability benefits. We reconcile the various insurance accounts to ensure you are only paying for the employees that are receiving the benefits. In addition, we introduce clients to our COBRA vendor if needed. We also assist schools in compiling information required for ACA reporting including printing Forms 1095 and 1094 as needed (other providers charge additional fees for this).
- **Grant Management.** Coordinate the financial management of Title, Special Education, and food service related grants as well as any other miscellaneous grants.
- **Management of EDRS, SERVS, Title and Special Education.** Verify that the coding in the finance system matches EDRS and SERVS. This is a critical area in order to maximize the revenue that is available to your school. Process SERVS payment requests in a timely manner in order to maximize cash flow for the school.
- **EDRS ADM Estimates.** In consultation with school staff, submit required ADM estimates in the EDRS system.
- **MARSS Data.** Monitor MARSS turnaround reports to ensure that data reported is accurate (no local or statewide errors) and reasonable (based on projected enrollments and internal reports).
- **UFARS Data and Journal Entries.** Ensure that UFARS coding is compliant with MDE standards. Calculate year end accruals and enter journal entries into the finance system as applicable and for the annual audit.
- **Food Service CLiCS Reporting.** Monitor monthly CLiCS reports to ensure that claims are made in a timely manner and the correct amount of revenues are received, based on the number of meals claimed each month.
- **Bank statement reconciliation.** Reconcile cash accounts on a monthly basis. For the proper segregation of duties, this is done by a staff member that is independent of the accounts payable process. Process and correct discrepancies if applicable.
- **Comprehensive Financial Reporting – Management & Board Report.** Prepare a monthly balance sheet and income statement. Additionally, the income statement will include a comparison to the budget which will aid administration to determine any potential issues. Prepare grant reports quarterly or as requested by charter school director. Provide analytical information that will allow you to compare your ratios and analytics to those of other charter schools. In addition, we will prepare special reports as requested by the board, authorizer and MDE. We will provide you information that is important to you without overloading you with unnecessary information.



- **Cash Flow Projection and Monitoring.** As necessary, we will work with the school's administration to determine projected cash flows. The cash flow projection will be updated monthly based on current receipts and disbursements, and the projection for future cash flow. This tool will enhance decision making and will enable the administration to eliminate unexpected financial issues. If necessary we will apply for a line of credit, which is very common for new schools. We work with a few lenders that trust BerganKDV and their ability to evaluate the school's cash needs.
- **Audit Management.** Close out books for previous fiscal year and prepare audit work papers including:
  - Analyze revenues (state and federal aids, local revenues, other grants), create and enter accounts receivable journal entries.
  - Analyze prepaid expenditures, create and enter journal entries.
  - Analyze accounts payable, create and enter accounts payable listing. Prepare salaries payable journal entries based on school contracts.
  - Compare UFARS FIN codes with revenue sources and expenditures. Enter journal entries as needed to assure revenues are maximized.
  - Track capital assets and construction in process using fixed asset software.
  - Work as the school's liaison with the independent auditor.
- **Attend school board meetings and finance committee meetings as needed.**

## **MAXIMIZING CHARTER SCHOOL REVENUE**

Included with our proposed services is the ongoing service of assuring that your school will be maximizing its revenue. Maximizing your revenue is one of the more valuable services that BerganKDV will provide to your school. There are several ways to assure that revenues are maximized. The primary funding source for most charter schools is based on student enrollment. Knowing how to project student enrollment and knowing that it is properly reported to the Minnesota Department of Education is critical. We will work with your school staff to verify that correct MARSS data is uploaded.

In addition, another key step is the budget planning process. It is critical that a school know which funds are available for projects and expenditures. In order to maximize revenue, there must be a person working for the organization that can analyze the full scope of the program and at the same time have a comprehensive knowledge of the state public school finance systems. This analysis and knowledge results in connections between programming and ensures revenues are maximized. Our staff have that knowledge and will work closely with your school to make sure that you align your expenses in a way that ensures the school is maximizing revenue. Our goal is to help you succeed by maximizing your revenue and providing a comprehensive and proprietary long-range budget model that will facilitate the school making the best decisions for its staff and students.



The next step to maximizing revenue is to report expenditures properly. UFARS coding is used by the state to ensure compliance in a number of finance areas, including: Special Education, Title Funds, and Lease Aid. We will verify that appropriate Finance Codes are used in expenditure coding to assure that the school receives all the revenues it has earned.

Special Education Billing (Uniform Tuition Billing) is also a critical funding source for charter schools. This again requires an understanding of both the program and the finance side of special education. We will work with the school's special education staff to make sure that special education students are reported properly, and that EDRS is entered accurately and completely.

Building Lease Aid represents one of the largest state aids for your school. We will review your annual request to the state for lease aid to insure that you are maximizing the lease aid available to the school under the state lease aid laws.

## **FEES AND COMPENSATION**

Our fees for the aforementioned services are based on the amount of time it will take to provide these services which is directly related to the number of students and staff in the school. .

We estimate that our monthly fees for the services described above will be as follows:

- 2017-2018      \$4,743
- 2018-2019      \$4,838

These fees are good for enrollments up to 275 students. Should the enrollment of the school exceed 275, we would ask for the opportunity to renegotiate the fee. Our fees are paid on the 15th of the month from the IDEAS payments paid by the state to the school for that month.

### **BerganKDV Philosophy on Counsel and Advice Throughout the Year**

We encourage our clients to contact us whenever they have questions during the year. We will not invoice additional amounts unless substantial research or work is required, in which case, we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.



**Relationship of Parties.** It is understood by the parties that BerganKDV is an independent contractor providing professional services to the school and not an agent or employee of the school. The school shall not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of our staff members.

## ABOUT BERGANKDV

BerganKDV is not in the business of providing one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them.

We are a professional services firm that solves complex business, financial and technology challenges, all under one roof. We have more than 300 employees in our locations in Iowa and Minnesota offering business planning and consulting, tax, assurance and accounting, technology and wealth management services throughout the Midwest.

### Our People and Our Values

Relationships are at the core of everything we do and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

We continually work align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We've found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

## BERGANKDV CORE VALUES



Live with a passion  
for helping others



Always get better



Seek excellence through  
innovative thinking



Do what's right



Build unwavering  
relationships

### Personalized Service

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable and knowledgeable personnel who are responsible for knowing, understanding and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.



**Community Support**

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support more than one event a week in our communities. This year we supported 34 civic, 15 health and wellness, 11 youth and four arts organizations.

**Conclusion**

We look forward to the opportunity to work with your school. We feel that we can provide a unique combination of budgeting, accounting and audit experience to your school that will enhance the decision-making of your organization. Either party may cancel this agreement with a 90-day notice, effective June 30 of any year.

Upon signing below, both parties agree to the terms of this commitment letter through June 30, 2019:

\_\_\_\_\_  
Woodbury Leadership Academy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judith Darling, CPA, MBA  
BerganKDV Outsourced Services

\_\_\_\_\_  
Date

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
September 26, 2017**

**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)

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

**1. Call to Order**

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

**2. Roll Call**

Ms Baumann took roll call of members.

**3. WLA Mission and Vision**

Mr Rimkus read the WLA Mission and Vision Statements.

**4. Approval of Agenda**

Ms Griffith moved "to amend the agenda to add items 10.3 Removal of an officer from an officer position effective immediately and 10.4 Filling of an officer position effective immediately." Ms Krejci seconded. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Mr Rimkus and Ms Young voted against. Motion passed.

Ms Krejci moved "to approve the amended agenda." Ms Griffith seconded. There was discussion. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Mr Rimkus and Ms Young voted against. Motion passed.

**5. Conflict of Interest Declaration**

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

**6. Public Comment**

There was no public comment

**7. Board and Administration Reports**

**Board Report:** Ms Young reported that the school is now looking at leasing a facility instead of building one for the 2018-19 school year due to enrollment numbers and fund balance concerns. She also reminded board members that she would like to keep the meetings progressing at a more efficient pace.

**Executive Director Report:** Ms Mortensen highlighted several items in her board report that was included in the board packet: afterschool activities, band sign-up, NFL Play 60, ELL programming status, teacher observations, volunteer opportunities and school communications. She reported that she was recently able to access MCA results for

individual students and that she is analyzing & sharing the results with grade level PLC's. Ms Mortensen presented an Organizational Analysis powerpoint which summarized the current state of the school focusing on the areas of ADM/enrollment, staffing, facility lease cost, and fund balance.

#### **8. Committee Reports and Action**

**Finance Report:** Ms Folks presented the August financials, pointing out that the original budget was based on enrollment of 318, whereas the working budget has been adjusted to reflect enrollment of 250. The working budget reflects a net loss, primarily caused by a doubling in lease costs over prior year. The Board will need to pass a revised budget and will need to make decisions on whether to cut expenses to make a balanced budget or budget a loss which would reduce the fund balance.

**Governance Report:** Ms Krejci reported Ms Griffith and Ms Baumann have resigned from the Governance Committee and that she is seeking new members. The Committee recommends that WLA not join the MSBA at a cost of approx. \$3,000 which was previously Board approved. The Committee is working on several policies, including the Background Check Policy and the Family Handbook which will be submitted for approval at the October Board meeting.

#### **Approve 3<sup>rd</sup> Reading (Final) of WLA Bylaws:**

Mr Rimkus moved "to approve the WLA bylaws as presented." Ms Krejci seconded. Motion passed unanimously.

**Notice of 1<sup>st</sup> Reading (Review) of Policy 511, Policy 537 and Policy 538:** Ms Krejci gave notice of the 1<sup>st</sup> Reading of the following Policies:

- Policy 511: Student Fundraising
- Policy 537: Kindergarten Lottery
- Policy 538: Enrollment

She requested Board members review these policies and direct all comments to her.

#### **9. Consent Agenda**

Motion by Mr Rimkus "to combine the two items on the Consent Agenda:

1. Approve Meeting Minutes from August 22, 2017
2. Approve the Financial Statements and Transactions for August 1 – August 31, 2017 as presented."

Seconded by Ms Erickson. Motion passed unanimously.

Mr Rimkus moved "to approve the Consent Agenda as combined." Second by Ms Krejci. Motion passed unanimously.

#### **10. Board Discussion and Action**

##### **Add Board Member to Treasurer Position:**

Motion by Mr Rimkus "to add a Board member to the Treasurer position." Ms Young pointed out that a Director needed to be named to the position. Mr Rimkus withdrew his motion.

Ms Krejci "moved to nominate Ms Erickson for the Treasurer Position." Seconded by Ms Griffith. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Ms Young opposed the motion. Mr Rimkus abstained. Motion passed. Ms Young clarified that the motion was effective immediately.

**Close meeting for personnel update:** Ms Young stated that the Board would go into closed session per MN Statute 13D.05 Subd.3 for a Personnel Update. Ms Krejci moved



“to go into closed session.” Ms Folks seconded. There was discussion as to whether the attorney needed to be in attendance in order to hold the closed session. Ms Erickson, Ms Folks, Ms Krejci, Mr Rimkus and Ms Young voted for. Ms Griffith voted against. Motion passed. Meeting went into closed session at 7:11 PM.

**Meeting reconvened:** Ms Krejci moved “to reopen the meeting.” Ms Folks seconded. Motion passed unanimously. Meeting reconvened at 7:28 PM.

**Recess:** Mr Rimkus moved “that the Board take a 5 minute recess.” Ms Folks seconded. Motion passed unanimously. The Board went into recess at 7:30 PM.

**Reconvened:** Mr Rimkus moved “to reopen the meeting.” Ms Krejci seconded. Motion passed unanimously. Meeting reconvened at 7:44 PM.

**Removal of Officer:** Ms Griffith moved “to remove Barbara Young as the Board Chair effective immediately.” Ms Erickson seconded. There was discussion. The question was called. Ms Erickson, Ms Folks, Ms Griffith and Ms Krejci voted for. Mr Rimkus and Ms Young voted against. Motion passed.

As Board Secretary, Ms Giffith took over running the meeting.

**Filling Officer Position:** Mr Rimkus moved “to nominate himself for the position of Board Chair.” Ms Krejci attempted to nominate another person for the position of Board Chair but was out of order. Ms Young seconded the motion for nomination of Mr Rimkus as Board Chair. Mr Rimkus and Ms Young voted for. Ms Griffith and Ms Krejci voted against. Ms Erickson abstained. Ms Folks did not vote. Vote passed and Mr Rimkus was named as the new Board Chair.

#### **11. Board Development**

OML and Serial Meetings: Mr Rimkus stated that Open Meeting Law and Serial Meetings have already been discussed during the meeting.

#### **12. Board Communication and Future Items**

**Board Communication:** Mr Rimkus dispensed any discussion of non-agenda items.

**Future Items:** Ms Krejci moved “to schedule a Board retreat for purposes of team building and board training.” Ms Folks seconded. Motion passed unanimously.

#### **13. Housekeeping Items**

Next Board meeting is scheduled for Tuesday, October 24, 2017 at 6:00 PM in the 1<sup>st</sup> Grade pod area.

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

**Swear in New Board Member:** Mr Rimkus swore in Ms Jolene Skordahl, WLA teacher and parent, to the vacant teacher seat.

#### **14. Adjournment**

Ms Krejci moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:02 PM.