



Meeting: Board of Directors Regular Meeting

Date: Wednesday, February 26, 2020

Time: 5:30 P.M.

Location: Woodbury Leadership Academy 8089 Globe Dr. Woodbury, MN 55125- Gym

AGENDA

1. Meeting Call to Order and Roll Call (Mandi Folks)

- 1.1 Meeting Call to Order (Mandi Folks, Board Chair)
- 1.2 Roll Call (Mandi Folks, Board Chair)

2. WLA Mission and Vision (Jason Livingston)

- a. 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
- b. 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 in high school and beyond.

3. Approval of Agenda/Meeting Minutes (Presenter: Mandi Folks, Board Chair)

- 3.1 Approval of meeting agenda
Motion: _____ 2nd: _____ Vote: _____
- 3.2 Approval of January 29, 2020 Board Minutes
Motion: _____ 2nd: _____ Vote: _____

4. Conflict of Interest Declaration (Presenter: Mandi Folks, Board Chair)

5. Public Comment (Presenter: Mandi Folks, Board Chair)

- 5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

- 6.1 Board Report (Mandi Folks)
- 6.2 Executive Director Report (Kathleen Mortensen)
- 6.3 Financial Director Report (Judith Darling, BKDV)
- 6.4 Finance Committee Report (Jolene Skordahl, Board Chair)

6.4.1 Accept January Financials and February Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.5 Facilities Committee Report (Jason Livingston, Chair)

6.5.1 Accept December, January, and February Facilities Minutes

Motion: _____ 2nd: _____ Vote: _____

6.6 Governance Report (Jess Erickson, Chair)

6.6.1 Accept February Governance Minutes and second reading of policy 538

Motion: _____ 2nd: _____ Vote: _____

7. Board Training, Discussion, and Business (Presenter: Mandi Folks, Board Chair)

7.1 DC Scholarship Presentations

7.2 2020-2021 School Calendar

7.3 Board Training: Review By-Laws, Open Meeting Law, Charter School Statute, VOA
Expectations

7.4 Ratify Agreements

7.5 Early Childhood Program

8. Board Communication & Future Items (Presenter: Mandi Folks, Board Chair)

8.1 Board Communication/Future Agenda Items- Reflection

9. Housekeeping (Presenter: Mandi Folks, Board Chair)

Next Regularly Scheduled WLA Board of Directors Meeting

Date: Wednesday, March 25, 2020

Time: 5:30 P.M.

Location: 8089 Globe Dr. Woodbury, MN- gym

10. Adjournment (Presenter: Mandi Folks, Board Chair)

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
January 29, 2020**



Directors Present: Jessica Erickson, Mandi Folks, Shannon Kelly, Jason Livingston, Jolene Skordahl

Directors Absent: Claudia George

Administration/Advisors Present: Kathy Mortensen (Executive Director), Sean Smith (Wildamere) arrived 6:35 PM, Doug Feickert (Colliers Architecture)

Others in Attendance: WLA Parents & Staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:04 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Skordahl moved “to approve the agenda for the January 29, 2020 Board meeting.”
Seconded by Ms Kelly. Motion passed unanimously.

3.2 Approval of December 18, 2019 and January 13, 2020 Board Minutes

Ms Kelly moved “to approve the meeting minutes from the December 18, 2019 Board meeting.” Ms Erickson seconded. Motion passed unanimously.

Ms Kelly moved “to approve the meeting minutes from January 13, 2020 Board meeting.” Ms Skordahl seconded. Ms Folks, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion. Ms Erickson abstained. Motion passed.

4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

Parent Pam van Mujen requested WLA implement a policy to ban food projects in classrooms due to allergies. She requested school wide training of staff and students on food allergies, purchasing of epi pens for emergencies and banning food from all classroom activities, parties and birthday treats.

The request was delegated to the Governance Committee for follow up and response.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected on the Special Board Meeting held on January 13th. She summarized several recurring themes of concern noted from the listening session:

- Safety of students and staff
- Desire for improved communication
- Increased bullying prevention efforts
- Addressing concerns of parents and students effectively

Ms Folks and Ms Mortensen shared procedures in place and changes being made to address the concerns noted. There was discussion and the general consensus was that the meeting was helpful in pulling families together and obtaining input from parents. Administration and the Board will work to engage parents more proactively and explore other methods of communication to better meet parents' needs.

6.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report included in the Board Packet:

- 2019-20 enrollment update: 480 students as of today
- 2020-21 enrollment is ongoing. The Showcase was a success, despite the cold weather. 198 applications have been received for next year. If needed, a lottery will be held February 3rd.
- The VOA Conference was held in January, with the focus on mental health.
- A parent group met to discuss transportation funding, costs, and options for next year.
- An international school official, planning to open a Core Knowledge school in Cambodia, will be touring WLA.
- February 18th is a professional development day and teachers will be working on Domain writing, a requirement to become a Core Knowledge distinguished school.
- A Special Education MOE (Maintenance of Effort) funding issue was resolved with MDE.
- A MS Science Teacher has been hired, to start February 10th.

Andy Sharp, WLA Dean, shared an update on the Middle School D.C. trip. 4 students and 1 parent are registered. Scholarship requirements were discussed. Planning has started for the 2020-21 D.C. trip.

6.3 Financial Director Report

In Ms Darling's absence, Ms Skordahl reported that the December financial statements included in the Board packet were reviewed by the Finance Committee and Ms Darling had noted that spending is on track with the approved budget.

6.4 Finance Committee Report

Ms Skordahl reported the committee met and discussed applying for a line of credit (LOC). Even though it appears that the LOC will not be needed to maintain cash flow, the committee recommends applying for a LOC given the planned building expansion project. The building lease amendment was also reviewed by the committee, and is recommended for approval by the board.

6.4.1 Accept December Financials and January Minutes

Ms Skordahl moved “to accept the December 2019 Financial Statements and January 2020 Finance Committee minutes.” Ms Erickson seconded. Motion passed unanimously.

6.5 Facilities Committee Report

Mr Livingston reported the Facilities Committee met and discussed two topics: the facilities improvement project and the lease amendment. He walked through the highlights of the lease amendment which adds the use of the third floor and allows for the flexibility for future expansion with the inclusion of a right of first refusal to lease any or all of the adjacent building. The amendment also includes a provision for planned leasehold improvements, increases the reserve fund and establishes purchase prices for set timeframes. Mr Livingston walked through the highlights of the planned leasehold improvements that have been agreed upon by Globe and the facilities committee, noting that this will be further discussed in 7.2 Expansion Plans. Tax exempt status is not yet established and may impact a future lease versus purchase decision.

Mr Livingston moved “to approve the First Amendment to Lease as presented.” Seconded by Ms Kelly. Motion passed unanimously.

6.5.1 Accept January Facilities Minutes

Item was deferred as minutes were not included in the Board packet.

6.6 Governance Committee Report

Ms Erickson reported that Governance Committee met and continued to work on policy 538 Enrollment. A revision is included in the Board packet, but the committee would like to table the second reading to give them time to ensure the policy is consistent with Minnesota Statute and to clarify the details of enrollment and long term leaves with MDE.

At the request of Ms Folks, Ms Bauman provided an overview of the enrollment process and timeline, the lottery procedure, offers and acceptances, and waitlists. Assumptions for attrition rates and over enrollment were shared. Ms Baumann informed the Board of changes to the enrollment process due to the policy clarification of when applicants are eligible for sibling preference. Ms Folks stated that the lottery will be conducted on the first business day of February by a Board member (Ms Folks), an Administrator (Ms Mortensen) and an Office Staff person (Ms Baumann), as per the policy. There was discussion.

6.6.1 Accept January Governance Minutes and Second Reading of Policy 538

Ms Erickson moved “to accept the January Governance Committee minutes.” Ms Skordahl seconded. Motion passed unanimously.

The Second Reading of Policy 538 Enrollment was tabled.

7. Board Training, Discussion and Business

7.1 Lease Amendment

Lease Amendment changes and approval was addressed in agenda item 6.5.

7.2 Expansion Plans

Doug Feichert from Colliers Architecture distributed copies of proposed architectural plans for the expansion and renovation project. The goal is to have the work completed on all 3 floors before the start of school next year. Mr Feichert shared the planned timeline for the project. Detailed plans are being prepared for submission to contractors for bid. Once a contractor is agreed upon by Globe and plans are finalized, building permit applications will be submitted to the City of Woodbury. Globe has agreed to be out of 3rd floor by April 1st and construction on 3rd floor is planned to begin April 2nd. Work on 1st and 2nd floor will begin in June, after the end of the current school year. Mr Feichert reviewed the major planned improvements for each of

the 3 floors. There was discussion about the plans, the timeline and the impact on construction occurring while school is in session.

Sean Smith from Wildamere reiterated that the lease amendment allows for planned expansion in phases. It meets the immediate need of expanding to 3rd floor and making improvements to the 1st and 2nd floors, and also allows flexibility for future expansion.

7.3 Board Training: By-Laws, Open Meeting Law, Charter School Statute, VOA Expectations

Board training was tabled until the February board meeting.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Items suggested for the February board meeting include transportation for 2020-21, approval of employment agreements and the 2020-21 school calendar.

There was discussion regarding the start time of board meetings. Members agreed to move the start time to 5:30 for future meetings.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, February 26, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Ms Kelly moved “to adjourn.” Mr Livingston seconded. Motion passed unanimously. The meeting adjourned at 6:58 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member); submitted by Jessica Erickson,
Board Secretary.

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, FEBRUARY 26, 2020

Dr. Kathleen Mortensen

I. Organizational Leadership

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

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

- WLA enrollment update: As of 1/24/2020, we have 475 students enrolled.
- On February 10th, Doug and Amanda (from Colliers Architecture and Design) met with Diane and myself to look at design details for the renovation. We will be doing a combination of carpet and linoleum for the 2nd and 3rd floors, replacing carpet in the Media Center, and using a variety of color schemes that while not straying too far from our school colors, do provide some variety. Diane is looking into some 3D ideas for some wall areas, and we are identifying where to place display cases and our paintings
- The Facilities Committee meeting was held on February 14th.
- The Board Governance committee meeting was held on February 12th.
- The Finance Committee meeting was held on February 14th.
- There was a second stakeholder meeting held on February 10th to discuss potential changes to busing for the 2020-2021 school year. Dan Berg, Transportation Director for Monarch Busing attended, as well as several WLA staff members, and WLA parent representatives. We discussed reviewed an established busing policy and model from another charter school, as well as reviewing the WLA transportation policy, behavioral expectations, and family handbook. We then determined action items for the next three months. At this time, the group unanimously agreed that we would not like to recommend a busing fee for the 2020-2021 school year. The reason being that there is much footwork to yet be done, and we want to ensure that we have adequate time to communicate any changes out to our stakeholder families.
- Sidem Sin, from the Asian Bridge International School, visited WLA on February 4th. He has launched a private Core Knowledge school in Cambodia and was visiting Minnesota in part, to study the WLA model and Eagle Ridge Academy. He is interested in forming a partnership with WLA so that we may share professional development activities, (via conference calls and or webinars) develop a teacher exchange program, and possibly develop a student exchange opportunity. (Teacher and student exchange opportunities would be short term such as a week or two.)
- The lottery was held on February 3rd and WLA had 198 new families that applied for open seats. We are currently extending offers and waiting for confirmations, even as new registrations continue to come in.
- The draft calendar for the 2020-2021 school year is similar to the calendar we implemented for the current school year, and closely follows the South Washington School District calendar. A small group (PTO) was asked for input, the teacher Curriculum Team was asked for input, and all WLA staff were inquired of. In a nutshell, there are 172 instructional days, with school starting on August 31st. There is a two-week winter break, and spring break is the second week on March.

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

- On February 24th I met with a group of WLA teachers that would like to once again run the STEM Summer School Program. The program would run during the morning hours, Monday-Thursday, for the month of June.
- There was a meeting for Library development on February 26th. We are considering purchasing an electronic book check-out system, and how to better maintain our book stacks.
- Significant work has been happening throughout the school year on "Domain Writing". This work continued on February 19th during professional development. Having well developed domains are an expectation for schools that are pursuing Core Knowledge Distinguished School status.
- I attended the National Association of School Superintendents February 12-14th in San Diego! It was an excellent conference covering a multitude of topics. Some of the sessions I participated in were: Board Governance, Pivotal Practices of Instructional Leadership, How Principal/Supervisors Serve as Catalysts for Change, Mental Health in Schools, Social Media in School Emergency Management, Lessons Learned in Reducing Crisis, Supporting the District Mission in Branding Efforts, Trauma Sensitive Teaching, Building School Culture, Using Behavior Threat Assessment to Avert Disaster, New Research on How to Engage Boomer, Gen X, and Millennial Parents, Motivating Students and Staff, and the General Assembly Keynote Speakers.

III. Financial Management

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

- Judith, Mike (BergenKDV) and I met on January 30th to discuss a new accounts payable, and a new human resource management tool. The accounts payable system will allow me to go online to approve payments rather than using the hard copies as we currently do. The Human resource tool will allow our employees to track their timecards, request time off, and manage their time, all online.
- We are purchasing GoGuardian to better secure student access to questionable websites, and to be able to monitor websites that students are accessing. This was recommended by our technology Committee, and is within the technology budget.
- Third floor is about empty and Globe staff members have moved to the location across the parking lot. We have rented pods to hold some of our furnishings until construction is complete.

IV. Human Resource Management

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.

- The new science teacher started on February 10th.
- Two WLA teachers are cutting back on some hours and we have worked out coverage issues.

Oversee conflict resolution and all other personnel matters

- There are no issues at this time.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- A lock-down drill was held on February 21st. This was texted to WLA stakeholders the day before. One parent called the morning of the drill to ask in depth questions. (Kindergarten parent who wanted to know how this would be presented to students so that they would not be alarmed.)
- Several staff members attended a Mental Health Conference in Madison, in order to increase general awareness of mental health issues for our WLA staff members. The team will be presenting at staff meetings, over time, to educate other staff members on topics such as suicide prevention, early warning signs for mental health needs, classifications of various mental health issues, drug use, child molestation, and human trafficking in the five state area.

VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month, and oversee development and implementation of student/parent activities

- A school assembly was held on February 24th, hosted by the 3rd grade team.
- The “February Reading Month Door Contest” was judged on February 21st with various awards being given out. (So many creative decorations!) Ms. Sjoberg, Ms. Nelson, Ms. Grubisch, Ms. Koerner, Ms. Iwasko, Ms. Cappelen, Ms. Erickson, Ms. Lautenbach, and Mr. Logan, each received a pizza party or ice cream sundae party. Ms. Sampson received an “extremely honorable” mention (and a \$5 Starbuck’s gift card!)
- A Doctoral Degree candidate spent the morning with me on February 5th. His dissertation is on the high turnover of school leaders, and thus his questions centered around job satisfaction.
- A Middle School Open House was held on Tuesday evening, February 25th. This was an opportunity for families to meet with teachers and explore middle school curriculum, schedules, and programming.
- Dr. Knight, DDS, will be speaking in numerous classrooms on February 27th, about dental care and health.
- Parent-Teacher Conferences will be held on February 27th (evening) and February 28th (afternoon).
- Grade 4-5 music concerts will be held March 5th.
- Kindergarten Roundup has been scheduled for March 19th!



Meeting: Finance Committee

Date: Thursday, February 13, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125 – Conference Room

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:41

Roll Call – Judith Darling, Mandi Folks, Jolene Skordahl present. Kathy Mortensen absent

WLA Mission & Vision – Jolene Skordahl

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 Recommendations

Review January Financial Statements – discussion of ADM & payroll for 20/21, reviewing and submitting application for line of credit.

Review YMCA 2020-2021 Contract – discussion of summer program needs, tabled for more information.

Transportation Costs for Parents – discussion of policy thoughts on charging for students outside of district. What are the bus needs for 20/21? What are the costs for 9th bus? Judith to review payroll needs for 20/21. Will bring discussion to full BOD.

Bill payment for 2019 summer build, did we receive the bill yet? – Mandi will contact Shawn for bill.

Schedule Future Finance Meetings

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: March 19, 2020

Time: 4:30

Location: Woodbury Leadership Academy-Conference Room

8089 Globe Drive, Woodbury, MN 55125

Adjournment @ 5:18



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

January 2020

bergankDV | **DO MORE.**

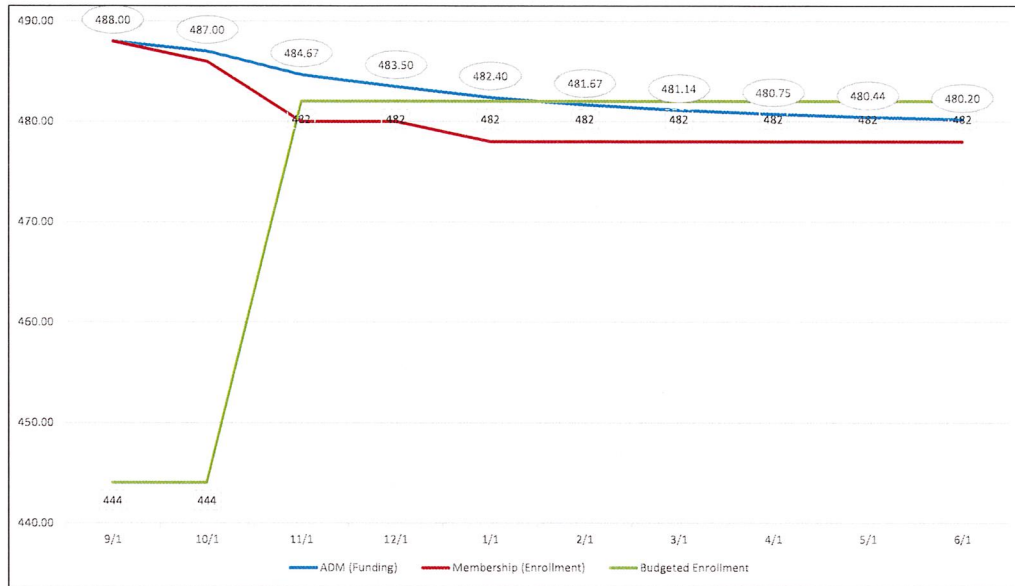
Prepared by:
Judith Darling, CPA
Finance Manager

**Woodbury Leadership Academy
Woodbury, Minnesota
January 2020 Financial Statements**

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**Woodbury Leadership Academy
Woodbury, Minnesota
Attendance / Enrollment Report
2019-2020**



Average Daily Membership (ADM)										
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30
K	83	83	82	82	82	82	81	81	81	81
1	67	67	66	66	66	66	65	65	65	65
2	68	68	67	67	67	67	67	67	67	67
3	65	65	65	65	65	66	66	66	66	66
4	68	68	68	67	67	67	67	67	67	67
5	66	66	66	66	66	65	65	65	65	65
6	34	34	34	34	34	34	34	34	34	34
7	21	21	21	21	21	21	20	20	20	20
8	16	16	16	16	16	16	16	16	16	16
Grand Total	488	487	485	484	482	482	481	481	480	480

Membership (Enrollment) as of:										
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30
K	83	82	81	81	81	81	81	81	81	81
1	67	66	65	65	65	65	65	65	65	65
2	68	68	66	67	66	66	66	66	66	66
3	65	65	65	66	66	66	66	66	66	66
4	68	68	67	66	66	66	66	66	66	66
5	66	66	66	66	64	64	64	64	64	64
6	34	34	34	33	34	34	34	34	34	34
7	21	21	21	20	20	20	20	20	20	20
8	16	16	15	16	16	16	16	16	16	16
Grand Total	488	486	480	480	478	478	478	478	478	478

Budgeted Enrollments as of:										
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30
K	60	60	76	76	76	76	76	76	76	76
1	66	66	68	68	68	68	68	68	68	68
2	66	66	68	68	68	68	68	68	68	68
3	66	66	65	65	65	65	65	65	65	65
4	66	66	66	66	66	66	66	66	66	66
5	54	54	66	66	66	66	66	66	66	66
6	35	35	40	40	40	40	40	40	40	40
7	19	19	19	19	19	19	19	19	19	19
8	13	13	14	14	14	14	14	14	14	14
Grand Total	444	444	482	482	482	482	482	482	482	482

Note: Enrollment figures are based upon information provided by the school.

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
January 2020 Financial Statements**

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the preliminary ending information as of June 30, 2019 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.

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 was repaid by the state to the school during August, September, and October of 2019.

CY State Aid Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year.

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. Our line of credit with Propel expired last month. The finance committee will discuss the need to renew the line of credit and make a recommendation to the board.

Summary of Key Indicators

- Our cash balance as of January 31st was \$703K.
- Our current projected ADM is 480 which is two less than our budgeted ADM of 482.
- We have started to work on the 2020-2021 budget and hope to have a draft to share with the board at the March or April board meeting.

Supplemental Information of January 2020

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during January 2020.

Please feel free to contact Judith Darling at judith.darling@berganKDV.com or 952-563-6889 should you have questions related to the financial statements.

Woodbury Leadership Academy
Woodbury, Minnesota
Balance Sheet
January 31, 2020

	Balance July 1, 2019	Balance January 31, 2020
Assets		
Current assets		
Cash and investments	\$ 624,546	\$ 703,055
Accounts receivable	9,171	-
Due from Other Funds	-	-
PY state aid receivable	344,665	22,084
CY state aid receivable/(deferred rev)		319,350
Federal aids receivable	18,473	
Prepaid expenses and deposits	67,171	50,689
Total assets	\$ 1,064,025	\$ 1,095,177
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 99,592	\$ 56,439
Line of credit payable/loan payable	-	-
Accounts payable	82,427	326
Payroll deductions and contributions	74,506	30,076
Deferred revenue	-	-
Total current liabilities	256,524	86,841
Fund balance		
Fund balance 7-1-2019	807,501	807,501
Change in fund balance		200,836
Total fund balance	807,501	1,008,337
Total liabilities and fund balance	\$ 1,064,025	\$ 1,095,177

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
January 31, 2020

	FY 2019 Actual	488.60 FY 2020 Amended Budget 482 ADM	January 2020 YTD Activity	58% Percent of Amended Budget
General Fund - 01				
Revenues				
State revenues				
211 General education aid	\$ 2,724,265	\$ 3,434,175	\$ 2,053,791	59.8%
Literacy aid	23,584	23,594	-	-
348-300 Charter school lease aid	510,656	612,324	194,646	31.8%
Long-term facilities maintenance revenue	51,678	64,495	-	-
740-360 Special education aid	320,320	477,950	135,418	28.3%
PY over (under) accrual	9,513	20	-	-
201 Endowment aid	10,823	17,521	8,761	50.0%
342-300 Safe schools supplemental aid	-	9,020	9,020	100.0%
372-071 Medical assistance/third party billing	-	2,000	718	35.9%
CY estimated state aid receivable (deferred revenue)	-	-	319,350	-
Total state revenues	3,650,839	4,641,099	2,721,704	58.6%
Federal revenues				
Federal special education aid (FIN 419, 420, 425)	58,991	52,023	14,925	28.7%
Title I, II, V (FIN 401, 414, 433)	7,614	30,321	5,778	19.1%
Total federal revenues	66,605	82,344	20,703	25.1%
Local revenues				
092 Interest earnings	3,218	6,300	3,763	59.7%
96 Donations and grants	1,913	500	1,728	345.6%
200-096 Give to the Max (course 200)	6,291	5,000	6,372	127.4%
050 Fees from students (field trip, milk, pizza friday, other)	35,920	40,600	23,182	57.1%
096 Miscellaneous revenues	1,394	500	4,936	987.2%
619, 621 Sale of merchandise/fundraising - net	1,957	-	(48)	-
Total local revenues	50,693	52,900	39,934	75.5%
Total revenues	\$ 3,768,137	\$ 4,776,343	\$ 2,782,341	58.3%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2020

	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	January 2020 YTD Activity	Percent of Amended Budget
	3,768,137	4,776,343	2,782,341	58%
		488.60		
Expenditures				
100's Salaries	\$ 1,232,897	1,632,715	837,302	51.3%
200's Benefits	308,056	427,837	247,094	57.8%
305 Contracted services	237,548	249,665	153,876	61.6%
315 Technology services	13,630	17,500	13,407	76.6%
320 Communications services	6,633	7,900	3,714	47.0%
329 Postage	2,439	2,900	157	5.4%
330 Utilities	59,231	91,733	59,497	64.9%
340 Property and liability insurance	12,035	13,000	15,070	115.9%
350 Repairs and maintenance	34,465	76,887	37,656	49.0%
360 Student transportation	315,595	348,004	207,380	59.6%
360 Transportation for field trips	5,970	8,887	8,787	98.9%
366 Travel, conferences, and staff training	18,094	30,000	17,658	58.9%
369 Field trips / registration fees	9,638	17,000	14,261	83.9%
370 Building lease	567,395	680,360	451,364	66.3%
370 Other operating rentals and leases	8,741	35,218	22,879	65.0%
401 Supplies - non instructional (455/465 NI tech supplies)	35,897	46,300	33,068	71.4%
401 Maintenance supplies	14,205	15,000	10,928	72.9%
405 Non-instructional software and licensing	9,084	13,000	11,491	88.4%
406 Instructional software	3,184	8,700	8,699	100.0%
430 Instructional supplies (456/466 inst. tech supplies)	46,908	56,400	49,665	88.1%
460 Textbooks and workbooks	25,561	34,900	35,620	102.1%
461 Standardized tests	3,621	8,100	5,013	61.9%
470 Media/library resources	-	2,000	-	-
490 Food purchased	6,986	9,000	1,174	13.0%
520 Building improvement	23,263	149,020	-	-
530 Furniture and other equipment	35,883	20,000	20,065	100.3%
555 Technology equipment	1,354	6,000	5,248	87.5%
556 Instructional technology equipment	-	7,000	-	-

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2020

	488.60	58%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	January 2020 YTD Activity	Percent of Amended Budget
580/581 Principal and Interest capital lease	9,273	13,659	6,339	46.4%
820 Dues and memberships, fees	31,171	28,500	1,766	6.2%
State special ed expenditures	344,430	513,925	271,228	52.8%
372 Medical assistance/third party billing	-	2,000	-	-
Federal special education aid, FIN 419, 420, 425 Title I, II, and V	58,991	52,023	23,708	45.6%
Directors discretionary fund	7,614	30,321	5,778	19.1%
	-	15,000	-	-
Total expenditures	\$ 3,489,794	\$ 4,670,453	\$ 2,579,892	55.2%
Changes in fund balance, General Fund	\$ 278,343	\$ 105,891	\$ 202,449	
Beginning fund balance, General Fund, July 1	\$ 436,065	\$ 714,408	\$ 714,408	
Projected fund balance, General Fund, June 30	714,408	820,299	916,857	17.6%
	20.5%	17.6%		

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2020

	488.60	58%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	January 2020 YTD Activity	Percent of Amended Budget
Community Services Fund - 04				
Revenues				
050 Registration revenue	\$ 360	\$ -	\$ -	-
Total revenues	\$ 360	\$ -	\$ -	-
Expenditures				
Purchased services	-	-	-	-
Supplies and materials, snacks	-	-	288	-
Equipment	30,428	40,000	1,325	3.3%
Dues and memberships	-	-	-	-
Total expenditures	\$ 30,428	\$ 40,000	\$ 1,613	4.0%
Changes in fund balance, Community Services Fund	\$ (30,068)	\$ (40,000)	\$ (1,613)	
Beginning fund balance, Community Services Fund, July 1	\$ 123,170	\$ 93,102	\$ 93,102	
Projected fund balance, Community Services Fund, June 30	93,102	53,102	91,489	
Total All Funds				
Revenues				
State revenues	\$ 3,650,839	\$ 4,641,099	\$ 2,721,704	58.6%
Federal revenues	66,605	82,344	20,703	25.1%
Local revenues	51,053	52,900	39,934	75.5%
Transfer in	-	-	-	-
Total revenues	\$ 3,768,497	\$ 4,776,343	\$ 2,782,341	58.3%
	3,768,497	4,776,343	2,782,341	

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
January 31, 2020

	488.60	58%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	January 2020 YTD Activity	Percent of Amended Budget
Expenditures				
Salaries and wages	\$ 1,232,897	\$ 1,632,715	\$ 837,302	51.3%
Employee benefits	308,056	427,837	247,094	57.8%
Purchased services	1,291,414	1,579,054	1,005,706	63.7%
Supplies and materials	145,447	193,400	155,947	80.6%
Equipment	100,202	235,679	32,977	14.0%
Other (fundraising, special ed, dues, etc.)	442,207	641,769	302,480	47.1%
Total expenditures	\$ 3,520,222	\$ 4,710,453	\$ 2,581,505	54.8%
	3,520,222	4,710,453	2,581,505	
Change in fund balance	\$ 248,276	\$ 65,891	\$ 200,836	
	248,276	65,891	200,836	
Beginning fund balance, all funds, July 1	\$ 559,234	\$ 807,510	\$ 807,510	
Projected fund balance, all funds, June 30	807,510	873,400	1,008,345	
	807,510	873,400	1,008,345	

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
Cash Flow Projection Summary
2019-2020

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)			Beginning Balance	Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback		Salaries	Other Expenses	Total Expenses		
Jul 31	\$ 266,506	\$ -	\$ 4,840	\$ -	\$ 271,346	\$ 82,562	\$ 291,918	\$ 374,480	\$ 624,546	
Aug 31	355,464	-	584	89,709	445,756	81,388	162,110	243,498	521,412	
Sept 30	319,555	-	587	156,962	477,104	124,550	412,830	537,380	723,670	
Oct 31	318,615	5,778	13,680	93,528	431,602	119,720	277,143	396,863	663,395	
Nov 30	353,287	-	19,443	-	372,730	116,742	320,177	436,918	698,134	
Dec 31	318,838	14,925	5,602	-	339,364	112,026	235,794	347,820	633,945	
Jan 31	470,064	-	1,469	162	471,695	114,962	279,167	394,129	703,055	
Feb 28	340,843	-	1,469	12,235	354,547	114,962	280,911	395,873	661,729	
Mar 31	340,843	15,410	1,469	12,235	357,722	114,962	280,911	395,873	623,579	
Apr 30	340,843	15,410	1,469	363,138	357,722	114,962	280,911	395,873	585,428	
May 31	376,066	15,410	1,469	363,138	392,945	114,962	280,911	395,873	582,500	
June 30	376,066	15,410	820	10,542	402,838	114,962	280,911	395,873	589,464	
Total per Above	4,176,989	82,344	52,900	363,138	4,675,371	1,326,761	3,383,692	4,710,453	589,464	
Per Budget/Projection	4,176,989	82,344	52,900	363,138	4,675,371	1,326,761	3,383,692	4,710,453	589,464	
Difference	0	0	(0)	(0)	(0)			(0)		

Primary Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our 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
Woodbury, MN
District 4228

Supplemental Information

January 2020

bergankDV | **DO MORE.**

Prepared by:
Judith Darling, CPA
Finance Manager

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	
1582	4228	OLDN	CR012C	Credit	A	01/24/20	4228 E 01 010 203 000 000 430	Check	1	1003					59.43	0.00	
										SCHOOL DEPOSIT					\$897.19	\$0.00	
										FY20 Reim School CC					\$897.19	\$0.00	
															\$471,695.39	\$0.00	

Receipt Total:

Deposit Total:

Report Total:

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4228	OLDN		5896		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	01/15/2020	2,288.62
4228	OLDN		5897		Wire	1	1002	Teachers Retirement Association	No	Yes	No	USD	01/15/2020	9,609.53
4228	OLDN		5898		Wire	1	1003	Internal Revenue Service	No	Yes	No	USD	01/15/2020	16,824.58
4228	OLDN		5899		Wire	1	1004	MN Department of Revenue Service	No	Yes	No	USD	01/15/2020	2,748.61
4228	OLDN		5900		Wire	1	1128	AssociatedBank	No	Yes	No	USD	01/15/2020	600.00
4228	OLDN		5901		Wire	1	1417	VOYA	No	Yes	No	USD	01/15/2020	1,647.75
4228	OLDN		5903		Wire	1	1558	Bill.com	No	Yes	No	USD	01/19/2020	56.10
4228	OLDN		5904		Wire	1	1029	The Home Depot	No	Yes	No	USD	01/21/2020	98.67
4228	OLDN		5905		Wire	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	01/21/2020	1,553.17
4228	OLDN		5906		Wire	1	1135	Brain POP LLC	No	Yes	No	USD	01/21/2020	2,550.00
4228	OLDN		5907		Wire	1	1150	JR Computer Associates	No	Yes	No	USD	01/21/2020	1,200.00
4228	OLDN		5908		Wire	1	1208	Abdo, Eick & Meyers LLP	No	Yes	No	USD	01/21/2020	2,200.00
4228	OLDN		5909		Wire	1	1214	The Hanover Insurance Group	No	Yes	No	USD	01/21/2020	3,898.28
4228	OLDN		5910		Wire	1	1233	Reno Mothes	No	Yes	No	USD	01/21/2020	405.00
4228	OLDN		5911		Wire	1	1240	Keys to Communication	No	Yes	No	USD	01/21/2020	1,530.00
4228	OLDN		5912		Wire	1	1241	Sheila Merzer	No	Yes	No	USD	01/21/2020	312.50
4228	OLDN		5913		Wire	1	1330	Junior Achievement	No	Yes	No	USD	01/21/2020	1,376.00
4228	OLDN		5914		Wire	1	1358	Science Museum	No	Yes	No	USD	01/21/2020	608.00
4228	OLDN		5915		Wire	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	01/21/2020	5,898.00
4228	OLDN		5916		Wire	1	1457	MSB Holdings - Woodbury LLC	No	Yes	No	USD	01/21/2020	69,929.34
4228	OLDN		5917		Wire	1	1461	Gamino's Cleaning Company LLC	No	Yes	No	USD	01/21/2020	6,523.00
4228	OLDN		5918		Wire	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	01/21/2020	33,670.72
4228	OLDN		5919		Wire	1	1492	Plainview Milk Products Cooperative	No	Yes	No	USD	01/21/2020	188.50
4228	OLDN		5920		Wire	1	1518	Martin Law Firm	No	Yes	No	USD	01/21/2020	2,975.14
4228	OLDN		5921		Wire	1	1539	Toshiba Business Solutions	No	Yes	No	USD	01/21/2020	846.42
4228	OLDN		5922		Wire	1	1541	Business Essentials	No	Yes	No	USD	01/21/2020	308.77
4228	OLDN		5923		Wire	1	1554	AmeriPride	No	Yes	No	USD	01/21/2020	248.85
4228	OLDN		5924		Wire	1	1555	DHH Consulting LLC	No	Yes	No	USD	01/21/2020	431.96
4228	OLDN		5925		Wire	1	1559	IISC Education	No	Yes	No	USD	01/21/2020	1,250.00
4228	OLDN		5926		Wire	1	1560	Language Banc	No	Yes	No	USD	01/21/2020	83.85
4228	OLDN		5927		Wire	1	1561	CSG 24/7 Plumbing	No	Yes	No	USD	01/21/2020	347.50
4228	OLDN		5928		Wire	1	1013	Region V Computer Services	No	Yes	No	USD	01/23/2020	1,400.75
4228	OLDN		5929		Wire	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	01/23/2020	1,662.51
4228	OLDN		5930		Wire	1	1098	Teachers on Call	No	Yes	No	USD	01/23/2020	2,269.50
4228	OLDN		5931		Wire	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	01/23/2020	1,658.13
4228	OLDN		5932		Wire	1	1241	Sheila Merzer	No	Yes	No	USD	01/23/2020	250.00
4228	OLDN		5933		Wire	1	1246	Sentient Healthcare	No	Yes	No	USD	01/23/2020	200.52
4228	OLDN		5934		Wire	1	1251	Kylie Griffith	No	Yes	No	USD	01/23/2020	774.31
4228	OLDN		5935		Wire	1	1336	Hennepin Healthcare	No	Yes	No	USD	01/23/2020	996.00

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4228	OLDN		5936		Wire	1	1358	Science Museum	No	Yes	No	USD	01/23/2020	897.00
4228	OLDN		5937		Wire	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	01/23/2020	520.00
4228	OLDN		5938		Wire	1	1515	Minnesota Coaches Inc	No	Yes	No	USD	01/23/2020	5,760.00
4228	OLDN		5939		Wire	1	1517	Kraus-Anderson Insurance	No	Yes	No	USD	01/23/2020	750.00
4228	OLDN		5940		Wire	1	1541	Business Essentials	No	Yes	No	USD	01/23/2020	29.97
4228	OLDN		5941		Wire	1	1554	AmeriPride	No	Yes	No	USD	01/23/2020	82.95
4228	OLDN		5942		Wire	1	1562	Jeff Kleve	No	Yes	No	USD	01/23/2020	100.00
4228	OLDN		5943		Wire	1	1563	City of Woodbury	No	Yes	No	USD	01/23/2020	500.00
4228	OLDN		5944		Wire	1	1508	First Bankcard	No	Yes	No	USD	01/24/2020	6,274.77
4228	OLDN		5945		Wire	1	1064	HealthPartners - Group	No	Yes	No	USD	01/24/2020	13,036.41
4228	OLDN		5946		Wire	1	1097	Principal Life Insurance Company	No	Yes	No	USD	01/24/2020	1,831.09
4228	OLDN		5947		Wire	1	1391	Alerus	No	Yes	No	USD	01/24/2020	30.00
4228	OLDN		5948		Wire	1	1004	MN Department of Revenue Service	No	Yes	No	USD	01/31/2020	48.00
4228	OLDN		5949		Wire	1	1441	Old National	No	Yes	No	USD	01/31/2020	192.84
4228	OLDN		5950		Wire	1	1001	Public Employee Retirement Association	No	No	No	USD	01/31/2020	2,567.79
4228	OLDN		5951		Wire	1	1002	Teachers Retirement Association	No	No	No	USD	01/31/2020	10,212.18
4228	OLDN		5952		Wire	1	1003	Internal Revenue Service	No	No	No	USD	01/31/2020	18,460.35
4228	OLDN		5953		Wire	1	1004	MN Department of Revenue Service	No	No	No	USD	01/31/2020	2,999.59
4228	OLDN		5954		Wire	1	1128	AssociatedBank	No	No	No	USD	01/31/2020	600.00
4228	OLDN		5955		Wire	1	1417	VOYA	No	No	No	USD	01/31/2020	1,660.66
4228	OLDN		5881	6169	Check	1	1557	Riverview Law Office PLLC	Yes	Yes	No	USD	01/02/2020	325.44
4228	OLDN		5895	6183	Check	1	1554	AmeriPride	Yes	Yes	No	USD	01/02/2020	82.95
4228	OLDN		5893	6184	Check	1	1481	Comcast	Yes	Yes	No	USD	01/02/2020	393.06
4228	OLDN		5884	6185	Check	1	1053	Core Knowledge Foundation	Yes	Yes	No	USD	01/02/2020	4,243.57
4228	OLDN		5894	6186	Check	1	1508	First Bankcard	Yes	Yes	No	USD	01/02/2020	3,004.57
4228	OLDN		5885	6187	Check	1	1054	Integrative Therapy, LLC.	Yes	Yes	No	USD	01/02/2020	3,084.40
4228	OLDN		5892	6188	Check	1	1402	Kathleen Nilles	Yes	Yes	No	USD	01/02/2020	1,300.00
4228	OLDN		5888	6189	Check	1	1240	Keys to Communication	Yes	Yes	No	USD	01/02/2020	3,697.50
4228	OLDN		5891	6190	Check	1	1334	Mary Kelly	Yes	Yes	No	USD	01/02/2020	3,612.50
4228	OLDN		5890	6191	Check	1	1246	Sentient Healthcare	Yes	Yes	No	USD	01/02/2020	174.36
4228	OLDN		5889	6192	Check	1	1241	Sheila Merzer	Yes	Yes	No	USD	01/02/2020	1,250.00
4228	OLDN		5887	6193	Check	1	1116	Strategic Staffing Solutions	Yes	Yes	No	USD	01/02/2020	1,671.25
4228	OLDN		5886	6194	Check	1	1098	Teachers on Call	Yes	Yes	No	USD	01/02/2020	6,892.33
4228	OLDN		5883	6195	Check	1	1029	The Home Depot	Yes	Yes	No	USD	01/02/2020	1,134.76
4228	OLDN		5902	6196	Check	1	1557	Riverview Law Office PLLC	Yes	Yes	No	USD	01/17/2020	325.78

Bank Total: \$279,166.65

Report Total: \$279,166.65

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
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Meeting: Facilities Committee

Date: Tuesday, December 10, 2019

Time: 4:30 pm

Location: Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125 – Conference Room

Minutes:

The meeting was called to order by Jason Livingston at 4:30 p.m.

Members Present:	Guests Present:
Jason Livingston	
Jolene Skordahl	
Kathy Mortenson	
Diane Thiels	

Agenda Items:

- **Review Lease LOI**
 - Discussed the specific terms of the LOI and planned to present to the board at next meeting.
 - Once LOI approved, begin the official negotiation process.
- **Indoor Space Planning**
 - Kathy and Doug are reviewing plans for design and configuration of the space.
 - Facilities committee to approve the plan prior to submitting to board.
 - Facilities committee creating a standardized color palate and template for design of future spaces.
- **Playground**
 - Discussed improving path to green space across the pond.
 - Discussed moving where the snow is piled to avoid the big rock.
- **General Upkeep**
 - Planters in the front were destroyed. Looking into cost for replacement.
 - Wall damage by gym hallway needs to be fixed. Planned for repairs over break.
- **Future Items**
 - Finalize Lease and pricing terms for buildout.
 - Finalize decorating template
 - Finalize space plan

Housekeeping

Next Meeting of the WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, January 14th, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

Jason Livingston adjourned the meeting @ 5:36 pm



Meeting: Facilities Committee

Date: Tuesday, January 14th, 2020

Time: 4:30 pm

Location: Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125 – Conference Room

Minutes:

The meeting was called to order by Jason Livingston at 4:30 p.m.

Members Present:	Guests Present:
Jason Livingston	Doug
Jolene Skordahl	Shawn Smith
Kathy Mortenson	Diane Thiegis
Mandi Folks	

Agenda Items:

- **Review Lease Terms**
 - Shawn Smith attended to present the full markup of the Lease Amendment. Terms were thoroughly reviewed and discussed.
 - Upon approval of current edits, lease will be approved for recommendation to the board for signatures.
- **Indoor Space Planning**
 - Kathy and Doug are nearly completed with the official space layouts to be submitted in the lease documents.
 - Facilities committee discussed the fees to ensure we have remained within our budget for space planning efforts.
 - It was confirmed that we are within budget and on target for space planning completion.
 - Invited both Doug and Shawn to the January 29th board meeting to present and they both accepted.

Housekeeping

Next Meeting of the WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, February 11th, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

Jason Livingston adjourned the meeting @ 5:50 pm



Meeting: Facilities Committee

Date: Tuesday, February 11th, 2020

Time: 4:30 pm

Location: Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125 – Conference Room

Minutes:

The meeting was called to order by Jason Livingston at 4:30 p.m.

Members Present:	Guests Present:
Jason Livingston	
Jolene Skordahl	
Diane Thiogs	
Mandi Folks	

Agenda Items:

- **Confirm Status of Lease Amendment**
 - Requested final version of lease for signatures. Lease should be signed shortly.
- **Indoor Space Planning**
 - Diane and Kathy met with the designer to walk through finishes. More to come once plan is finalized.

Housekeeping

Jason will not be at next meeting. An alternate will lead the meeting.

Due to Spring Break, next meeting of the WLA Board of Directors Facilities Committee:

Date: Tuesday, March 17th, 2020

Time: 5:00 p.m.

Location: Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

Jason Livingston adjourned the meeting @ 5:00 pm



Meeting: Governance Committee

Date: Wednesday, February 12, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125
– Conference Room

Presentation before Governance Meeting called to order

Pam Van Muijen presented on food being allowed in the classroom.

Minutes:

The meeting was called to order by Jessica Erickson at 4:54 p.m.

Members Present: Jessica Erickson, Claudia George, and Kylie Griffith

Members Absent: Kathy Mortenesen and Ro Krejci

.

Development, Discussion, and Recommendations

Allowing food in the classroom

Discussion of Policy 538

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, March 11, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: May 2, 2016

Amended: July 24, 2019

538 ENROLLMENT ADMISSIONS POLICY

I. PURPOSE

Woodbury Leadership Academy (**WLA**) follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students. 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.

II. DEFINITIONS

"Enrolled" means that the **school has received and reviewed all applicable enrollment paperwork.** ~~application has been received, and a the student is placed in an open position within a grade level, and enrollment attending forms has have been received by the school.~~

"Enrollment Committee" will include at least one (1) board member, one (1) office staff and the **identified administrator.** ~~Executive Director.~~

III. GENERAL STATEMENT OF POLICY

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.wlamn.org.

B. All applications for the early enrollment period must be received by the school by the last business day in January. All applications will be stamped according to date and time received.

C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.

D. Conditions for Enrollment:

1. Students must be five (5) years old by September 1st of the year in which they start kindergarten.
2. Student must be six (6) years old by September 1st of the year to start first grade.
3. Students currently attending WLA do not need to reapply.
4. Families do not need to be Minnesota residents at the time of the application, but must establish a residence in MN at the time of enrollment or attendance.

E. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.

1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist.
2. If a student does not accept a position **within five business days, the** ~~by the deadline in the extended offer, s/he~~ **student** will forfeit ~~his/her~~ **their** position on the waitlist, and the current position shall be offered to the next student on the **waitlist**.

3. **Student Withdrawal: A student withdrawal occurs by the following:**

- a. Email notification
- b. **Completion of a “Student Withdrawal Form” which may be obtained in the business office**
- c. **Transcript request from another organization that contains a parent/guardian signature**
- d. **No show for more than fifteen (15) consecutive days**
- e. **Extended absence for more than twenty (20) consecutive days within a given school year**

~~f. A “Student Withdrawal Form” may be completed and returned by a parent/guardian to the Woodbury Leadership Academy business office. To obtain the “Student Withdrawal Form”, please contact the business office.~~

~~a. A student withdrawal occurs by the following:~~

- ~~● email notification~~
- ~~● completion of a student withdrawal form~~
- ~~● no show or absent for more than 15 consecutive days~~

~~4. Woodbury Leadership Academy will recognize a request of records from another school district with a parent/guardian signature as official notification of that student’s withdrawal.~~

~~4.5. If a deadline is reached or a withdrawal occurs, a new application must be submitted.~~

~~F. If a lottery is needed, waitlists will be generated by the enrollment committee~~

G. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with no preference. Sibling preference is based on **a currently enrolled student.** ~~current student status attendance, not enrollment. Following a lottery, a waitlist for an upcoming school year shall be constructed and maintained until the next lottery date as follows:~~

1. These waitlists shall be exhausted in priority order:
 - a. All students on the sibling preference list or general are offered a seat prior to any student on the staff preference list.
 - b. All students on the staff preference list are offered a seat prior to any student on the general waitlist.
 - c. After preference is given to both siblings and staff, the general waitlist will be offered a seat.

~~2. Students whose parents later accept an offer of full-time employment at Woodbury Leadership Academy may be moved to the bottom of the staff preference list.~~

~~3. Students who submit a complete application for an enrollment to a grade level that is at capacity after the lottery date will be added to the bottom of the applicable preference list in the order in which the complete application was received.~~

H. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be submitted.

~~I. Woodbury Leadership Academy may consider lack of response to an offer of enrollment by the stated deadline in the offer letter as a decline of the offer.~~

~~1. Necessary deadlines for response will be outlined in offer letters and will be the same for all offers extended at the same time. 2. Timelines for response will be no less than five business days and no more than ten business days.~~

~~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.~~

IV. Conditions and Limits on Extended Absence

- A. The purpose of this section is to define actions taken by WLA in the case of students taking an extended absence.
- B. Parents/guardians must complete a “Extended Absence Request” form and submit to Executive Director in writing. The request should be at least thirty (30) days before the start of the extended absence.
- C. Students may not miss more than the equivalent of twenty (20) consecutive school days within the school year to be eligible for extended absence.
- D. WLA assumes no responsibility for providing student work or materials while on extended absence. A student on an extended absence is still subject to the WLA Promotion and Retention Policy.

“Extended Absence Request” Form

This form must be completed when requesting an extended absence per Woodbury Leadership Academy’s Enrollment Admissions Policy. All requests must be submitted to the Executive Director for review.

1. I acknowledge that I have read WLA’s Enrollment Admissions Policy and will be moving forward with this request.

Parent/Guardian Name

Date

Parent/Guardian Signature

Date

2. For whom are you requesting extended absence?

Student Name

Grade

Student Name

Grade

Student Name

Grade

3. Dates of Requested Absence: _____

4. Purpose of Extended Absence: _____

Approved **Not Approved**

For Office Use Only

Director Signature _____

Date of Approval _____

Notes: