



Meeting: Board of Directors Regular Meeting

Date: Wednesday, April 22, 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 (Shannon Kelly)

- 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 March 25, 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 (BKDV)
- 6.4 Finance Committee Report and VOA Finance Report(Jolene Skordahl, Board Chair)
 - 6.4.1 Accept March Financials and April Finance Committee Minutes
Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Report

6.5.1 Accept April Governance Committee Minutes and Second Reading of Policies 100 and 709.

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Report

6.6.1 Accept April Facilities Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

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

7.1 Purchase our current building

7.2 2019-2020 School Calendar Changes

7.3 Executive Directors Performance Evaluation

7.4 Upcoming BOD Elections

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, May 27, 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
March 25, 2020



Directors Present: Jessica Erickson

Directors Attending Virtually: Mandi Folks, Claudia George, Shannon Kelly, Jason Livingston, Jolene Skordahl

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV), Steve Wruck (BerganKDV)

Others in Attendance: WLA staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:30 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Erickson read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Erickson moved "to approve the meeting agenda for March 25, 2020." Ms George seconded. There was discussion. Ms Erickson revised her motion "to amend the agenda to change item 6.4.1 to read 'Accept February Financials and March Finance Committee minutes.'" Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of February 26 and March 16, 2020 Board Minutes

Ms Skordahl moved "to approve the February 26, 2020 and March 16, 2020 Board meeting minutes." Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. 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

Andy Sharp, WLA Dean of Students, informed the Board that the DC trip with World Strides planned for June 2020 has been cancelled. Families are allowed to roll over deposits to a 2021 summer DC trip,

which will be planned in the fall. Ms Folks will follow up with the family of the scholarship applicant that presented at the March Board meeting.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reported changes are happening very quickly in response to the Covid-19 pandemic:

- All Board and Committee meetings will be held virtually utilizing Zoom. Information has been posted on the WLA website.
- The interview of the applicant for the open parent Board seat has been put on hold. Providing necessary training for a new member to effectively join the Board would be difficult given the current situation.
- Ms Folks shared a succession plan in case Board or Committee Chairs became ill:
 - If Ms Folks, Board Chair became ill: Ms Erickson, Secretary would be first in line to fill in, followed by Ms Skordahl, Treasurer.
 - If a Committee chair became ill, a Committee member would be asked to fill in.
- Board members were asked to consider if the Board should communicate information to parents, in addition to information sent by Administration. This will be discussed after the ED's report.

6.2 Executive Director Report

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

- Transportation costs for 2019-20 are unresolved. The busing company is stating we need to pay full contract cost, but a school closure payment of 50% is written in the agreement. There will be no additional expense for running the "Magic Bus."
- Construction plans are moving forward during the shelter in place. Mr Livingston reported that Globe is not confident that they will get the building's tax status changed, which potentially means WLA may want to purchase the building sooner than originally planned.
- Administration has no intent to lay off any employees. Administration is working through the details of work, extended FMLA leave, sick leave and payment requirements.
- A succession plan has been developed for Ms Mortensen. Claud Allaire, Director at FIT Academy, has agreed to support the three Deans at WLA in providing updated information and answering questions in the event Ms Mortensen is unable to work. The Board suggested that Ms Mortensen designate one Dean as the primary backup.
- Staff are requesting the Board consider allowing carry-over of unused PTO to the next school year. Current policy is to pay out up to 5 days of unused PTO at year end and anything more is forfeited. This will be addressed at the Finance Committee.
- There was high turnout at recent parent teacher conferences, which reflects the high level of parent engagement at WLA.
- Overall, staff morale is pretty good considering the situation. Teacher Board members agreed.
- Dr Mortensen shared that WLA is ahead of others in developing a strong distance learning program, in comparison with other schools she is in contact with. She outlined a typical schedule of a distance learning day that will be followed by teachers. Ms George, Ms Erickson and Ms Skordahl shared some details of how their grade level/specialist curriculum is being implemented and delivered for distance learning.
- Ms Mortensen shared that the current plan will continue to develop as parents provide feedback on distance learning. There was discussion. Board members agreed that surveying parents for feedback on work load and time management approximately two weeks after distance learning begins would provide beneficial insight.

- Ms Mortensen shared information from the Commissioner of Education:
 - Schools are told to be flexible and gentle with tracking attendance
 - MCA's and EL testing have been cancelled
 - Special Education services are to continue through distance learning
- Planning for reopening schools will start in approximately one week. May 1st & 4th are planned for teachers to return back to school, with students returning to the classroom on May 5th. Ms Mortensen anticipates some families will want to continue with distance learning. Updated information will be provided at the next Board meeting.

Ms Folks led a discussion of members' thoughts about sending a Board communication to families. It was agreed that the monthly newsletter to families would continue to be the channel for the Board to communicate to families; no separate memo is needed.

6.3 Financial Director Report

Ms Darling informed the Board that she is leaving BerganKDV and introduced Steve Wruck, who will be taking over the role of Business Manager for WLA. Mr Wruck provided a brief overview of himself and his work experience. Ms Darling reported that overall, the school will make its budget. There are several items in flux: ADM is slightly below budget, some expense items are coming in under budget, and transportation costs are uncertain. She is applying for a Line of Credit for WLA and is updating staffing costs in a draft budget for next school year.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met twice in March, on the 19th to discuss the Busing contract, the financial impact of the school closure and the YMCA contract for next year. The February financials were not available for that meeting, so they met again on March 23rd to review the Financial Statements. Ms Folks directed members to the Annual VOA Financial Report included in the Board packet, noting that the Finance award was not received last year due to WLA missing the timely reporting of financials for one month. Thus the second meeting was held this month.

6.4.1 Accept February Financials and March Minutes

Ms Skordahl moved "to accept the February 2020 Financial Statements and the March 2020 Finance Committee minutes." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7. Board Training, Discussion and Business

7.1 Executive Directors Performance Committee

Ms Folks reminded members that the Board is responsible for hiring and reviewing one employee, the Director. The Director is responsible for all other school employees. Each year, the Board is responsible for a review of the Director's performance, to provide both positive and constructive feedback. Ms Erickson suggested reviewing the process to ensure it was up to date. Ms Mortensen reported that discussion at the Superintendent's conference she attended indicated boards were moving from a detailed job description model to a broader evaluation model based on the school reaching strategic goals. Ms Folks asked for volunteers for a committee to outline the process and bring to the next Board meeting. In the prior year, the committee was comprised of the Board Chair, Secretary and Treasurer. There was discussion. It was agreed the same committee composition will continue this year, and will use a survey to collect feedback from staff.

7.2 Elections Committee

Ms Folks reminded members that Board elections will be held in May. Six seats are up for election: Ms Kelly's, Ms Erickson's and Ms Folks' terms are up, as well as one parent and two community member seats are open. There was discussion as to who would comprise the WLA Elections committee. It was

decided that the committee would consist of two Board members, Ms Skordahl and Ms George, with support by one office staff, Ms Owens.

7.3 2019-2020 School Calendar Changes

Ms Erickson reported that Tuesday, March 17, 2020, the day before the mandatory school closure, was scheduled as a school day, but was changed to a Professional Development day. Formally changing the school calendar was deferred to a future meeting.

7.4 Data Practices Training

Ms Mortensen reminded Board members to be sensitive in protecting the privacy of confidential information. Names of students and families are not to be discussed or shared. The office keeps both current and past student cumulative files and health files locked, as well as all Special Education files are stored in a locked office.

7.5 Provide the WBWF Report for Board Review

Ms Mortensen shared that last year's report was reviewed at the November meeting. The current year report will be due on December 1, 2020. She expects the current year report to be unusual because it will lack standardized MCA and EL testing data. The Commissioner of Education hasn't yet determined how schools will measure the effectiveness of school programming in meeting the WBWF (World's Best Work Force) goals. The WBWF report is combined with the Annual report. The report will also impact our agreement with VOA which is tied to test scores. This item will be added to the September meeting agenda.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

At Ms Folks request, Ms Kelly shared that her career is in safety and risk management and she has been involved in disaster planning. Most disasters can be planned around a beginning and an end. The uniqueness of the current pandemic/school closure situation is the end of the pandemic is not defined and there are a large number of changing variables and unknowns. Long term implications on society's thought processes and behavior are expected, but unknown. She suggested the need for contingency planning in case distance learning would continue into next school year.

Items suggested for the April Board meeting include a facilities update, an update on distance learning and addressing how WLA will self-assess whether distance learning is working.

Ms Mortensen requested members to review the Distance Learning Plan in the Board packet and send her any questions or corrections. The plan will be submitted to MDE on Friday.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, April 22, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

10. Adjournment

Ms Kelly moved "to adjourn." Mr Livingston seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:23 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, APRIL 22, 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 3/21/2020, we have 472 students enrolled.
- Enrollment has significantly slowed down, presumably due to the COVID-19 situation, and office staff are making plans to address what we expect will be a surge of new enrollments in mid-late summer, for the 2020-2021 school year. At this point we have 150 new families that have applied, 80 of them being for kindergarten seats.
- The Governance Committee met on April 8th.
- The Finance Committee met on April 9th.
- The Facilities Committee met on April 14th.
- The final portion of the VOA audit was held on April 9th.
- The construction project is ahead of schedule, and close to being on budget. They are currently sheet rocking classroom walls on 3rd floor, and are ready to start demolition of the second floor central space area. I am in constant communications with the Project Managers, and physically walk through the third floor 2-3 times per week to see the progress and discuss specific needs and changes.

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

- Launching the distance learning program was an enormous effort for WLA and other schools around the nation. During the second week of the program, WLA delivered a survey to homes asking for feedback. Approximately 50% of our family stakeholders responded to the survey. There were some families that shared concerns, but by far, the responses were positive for the quality of the instruction provided by our staff members. By the time the survey results were all gathered, teachers were already making adjustments based on what they were seeing with their students, and the conversations they were having directly with various parents of their classroom students. At this point, we feel that we have worked most of the bugs out.
- We have decided not to move forward with our STEM summer school program.
- Curriculum Committee will be meeting on April 23rd to make a decision on math curriculum. Representatives from all K-5 levels will be participating in this decision. At this point we have it limited to our final three choices. One leading consideration will be choosing a curriculum that can easily move to a distance learning setting.

III. Financial Management

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

- WLA participated in signing a letter to the Governor, letting him know that charter schools are in a different position than schools that run their own transportation departments, and asking that we receive some financial relief accordingly. Nearly the same time that the letter was sent out, MDE stated that schools that use private companies for busing, can be exempt from paying fuel costs. WLA has reached out to Monarch Busing accordingly and we are waiting to hear back for what those cost savings will be. The last payment for the year, for busing costs, is due May 15th, and we plan on deducting fuel costs from that last payment.
- The budget for 2020-2021 has been drafted and will be reviewed by the Finance Committee in mid-May, and then brought to the Board at the end of May. It is currently based on a 3% increase in revenue.
- A few teachers have requested that they be allowed to carry-over 3 or 4 days of PTO into the next school year. I think we can all appreciate their commitment to the distance learning model, and not wanting to place an additional burden on their colleagues for days that they take as PTO yet this current school year. Currently, teachers have 10 PTO days per year and can “cash out” of five of those days at the end of the school year, but there is no provision for teachers to “carry over” unused balances. In the event that we do allow a carry-over, we will need to prepare for an increased substitute teacher budget for the coming school year. This is due to the fact that we could be paying for 13-14 PTO days per teacher for the coming school year. (The potential additional cost would be between \$21,000 and \$28,000 to cover for the cost of substitute teachers.)
- WLA is working with Mary Kelly to gather contract proposals for special education contractors. These will be brought to the mid-May Finance Committee for review, and the May Board meeting for approval.

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.

- I have been finishing staffing plans and contract amounts based on experiences, education, dual license, employee performance, and other factors. I am ready to present contracts to individual staff members, pending the Finance Committee and Board decisions on the 2020-2021 budget adoption. I will be presenting letters to staff members as “Intent to Retain” similar to how it was done last year, prior to these meetings so that staff members can be assured of their standing at WLA.
- We are currently filling four positions, one for Middle School Social Studies, one for Middle School Science, one for a 5th grade classroom teacher, and one for a Music teacher. Ryan Allesee (current Middle School Social Studies teacher) accepted a position in a neighborhood school in south Minneapolis where he resides. Our current Science teacher, started at WLA in January, and is welcome to re-apply for the permanent science teacher position. Jess Erickson will be moving up to the Middle School setting teaching

6th grade math and science, thus her 5th grade position is open. Kristen Rice and her family are moving to Utah, and thus, we are filling her position. So far, we have received 45 applications for social studies and/or science, 35 applications for a fifth grade teacher, and 11 applications for a music teacher. We will also be advertising for a special education teacher, and a long term substitute for a 3rd grade teacher who will be out on FMLA for the first part of the school year.

- There continue to be changes in the areas of FMLA and unemployment benefits due to the COVID-19 outbreak. At this point there are not any WLA staff members who've had their position cut, and there are a few employees who have requested to cut back on their hours.

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

- The required Distance Learning Plan has been posted on the website per MDE requirements.
- Crisis Committee April 24th, adding pandemic protocols, reviewing the crisis manual, adding reunification plan, and making a version to post on the website.
- We are currently working on several plans for various returns to school. It is difficult when we do not yet know if we will be returning to school in a distance learning model, back on-site with an expectation of taking temperatures and maintaining 6' social distancing expectations, or if we will be returning full-time, on-site. Thus, we are developing models for all three possibilities.

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

- During the current health emergency, WLA has implemented several communication protocols and plans for staff members and stakeholders including:
 - Dr. Mortensen attends conference calls with the Commissioner of Education twice per week
 - Dr. Mortensen facilitates a conference call with seventeen other school leaders through the School Leadership Team, (SLT) twice per week
 - Dr. Mortensen maintains close contact with the WLA authorizer, VOA
 - There are frequent updates between the Board Chair, Mandi Folks, and Dr. Mortensen
 - Administrative and/or office staff meetings are held daily
 - Deans are required to meet frequently with their grade level and specialist teams
 - Various memos and announcements to staff members are sent out daily

- Various memos and updates to families are sent frequently. These updates are emailed to all families, and posted on the website and social media
- Special education team meetings are being held weekly in order to complete evaluations for the current school year, plan for the coming school year, and keep team members moving forward in an orderly manner. Special education para professionals have been attending these meetings in addition to the regular team members. Special education contractors are being paid through the remainder of the school year, based on hours worked previously this school year. (as directed by MDE) Contractors are delivering their services through distance learning. All contractors and special education teachers are reporting that they are reaching all students and documenting their efforts. IEP meetings and evaluations are being held regularly. Some evaluations are at a standstill due to the Commissioner of Education requiring that any evaluations requiring classroom observations, must be postponed until school resumes on-site.



Meeting: Finance Committee Meeting Minutes

Date: Monday, April 9, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:42

Roll Call - Jolene Skordahl, Kathy Mortensen, Mandi Folks, Steve Wrucks, Judith Darling

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 March Financial Statements - by Steve Wrucks, reported all finances reported to be on track within the approved budget targets. Discussion of impact of Covid-19 school closures on budget.

Busing contract. Discussion on payment, still waiting to hear of legal issues with Covid-19 closures. The 9th bus has been cancelled for SY 2020/2021, as Monarch does not have that many busses.

Questioning if there are any additional costs or savings because of closure? ADM questions in regards to COVID-19 closures? Discussion ensued.

Invoices received from Colliers Architecture for November-February, WLA paid, building landlord will reimburse WLA.

Review 990, Mandi will review and revise as needed.

Purchasing Building - Mandi, Judith will contact WLA legal counsel to discuss.

Apex Fun Run Contract has been forwarded to complete activity March 29, 2021.

2019-2020 and 2020-2021 YMCA Contract has been amended to state there will not be programming at WLA in the summer. Will request not to have summer programming on all further contracts.

Discussion of 2019-2020 Teacher PTO. Will review policy and financial implications.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

March 2020

bergankDV | **DO MORE.**

Prepared by:
Steve Wruck
Finance Manager

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

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**Woodbury Leadership Academy
Woodbury, Minnesota
March 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

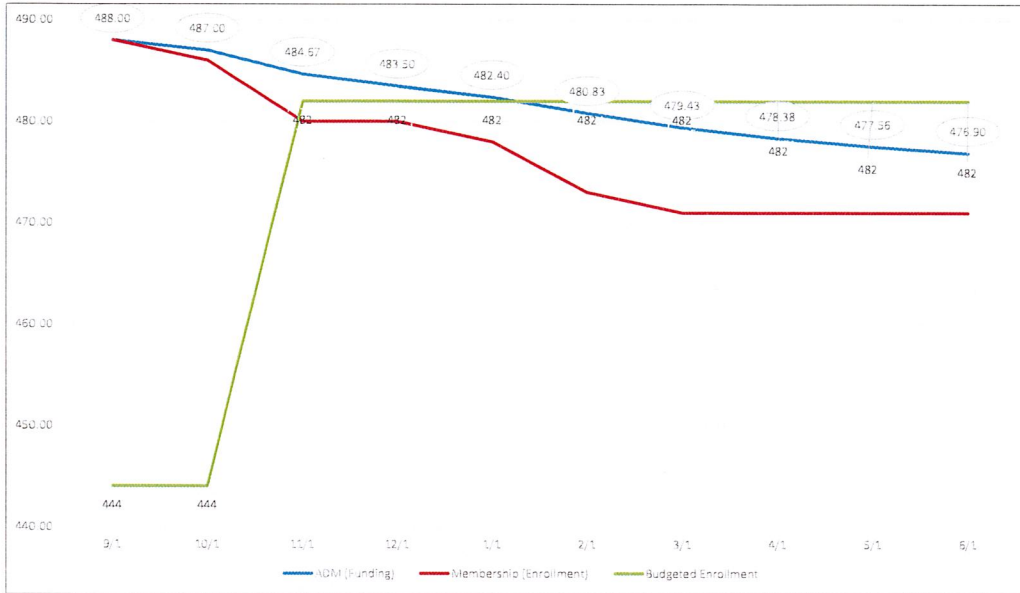
- Our cash balance as of March 31 was \$429K.
- Our current projected ADM is 478 which is four less than our budgeted ADM of 482.
- The recent March 31 enrollments are down due to the COVID impact. We will update the ADM report and General Education revenue numbers for the April finance report. The current model we have 489 WADM. If the enrollment numbers are the same on April 30, we would be around 485 WADM by year end which could have around a \$25,000 impact.
- We have started to work on the 2020-2021 budget and hope to have a draft to share with the board at the April board meeting.
- Other Items on the Radar:
 - Applying for renewal of the Line of Credit
 - Reviewing contracts to understand the impact of payments/impact on the budget with going to the new model of instruction.
 - Finalizing the 990 for FY19 which has been submitted for review and approval.

Supplemental Information of March 2020

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

Please feel free to contact Steve Wruck at steve.wruck@bergankdv.com at 320-249-0753 should you have questions related to the financial statements.

**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	65	65	65	64	64	
2	68	68	67	67	67	67	67	67	66	66	
3	65	65	65	65	65	65	65	65	65	65	
4	68	68	68	67	67	67	67	67	67	67	
5	66	66	66	66	66	65	65	65	64	64	
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	481	479	478	478	477	

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	80	80	80	80	
1	67	66	65	65	65	63	63	63	63	63	
2	68	68	66	67	66	65	66	66	66	66	
3	65	65	65	66	66	65	64	64	64	64	
4	68	68	67	66	66	66	66	66	66	66	
5	66	66	66	66	64	63	63	63	63	63	
6	34	34	34	33	34	34	33	33	33	33	
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	473	471	471	471	471	

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
Balance Sheet
March 31, 2020

	Balance July 1, 2019	Balance March 2020
Assets		
Current assets		
Cash and investments	\$ 624,546	\$ 429,336
Accounts receivable	9,171	-
Due from Other Funds	-	-
PY state aid receivable	344,665	9,862
CY state aid receivable/(deferred rev)		419,826
Federal aids receivable	18,473	
Prepaid expenses and deposits	67,171	52,176
Total assets	\$ 1,064,025	\$ 911,200
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 99,592	\$ 77,552
Line of credit payable/loan payable	-	-
Accounts payable	82,427	3,346
Payroll deductions and contributions	74,506	44,977
Deferred revenue	-	-
Total current liabilities	256,524	125,875
Fund balance		
Fund balance 7-1-2019	807,501	807,501
Change in fund balance		(22,176)
Total fund balance	807,501	785,325
Total liabilities and fund balance	\$ 1,064,025	\$ 911,200

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
March 31, 2020

Steve, see comment

	488.60		488.60		75%
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 482 ADM	March 2020 YTD Activity	Percent of Working Budget
General Fund - 01					
Revenues					
State revenues					
211 General education aid	\$ 2,724,265	\$ 3,434,175	\$ 3,434,175	\$ 2,572,147	74.9%
Literacy aid	23,584	23,594	41,412	-	-
348-300 Charter school lease aid	510,656	612,324	612,324	194,646	31.8%
Long-term facilities maintenance revenue	51,678	64,495	64,495	-	-
740-360 Special education aid	320,320	477,950	479,853	283,076	59.0%
PY over (under) accrual	9,513	20	20	-	-
201 Endowment aid	10,823	17,521	17,521	17,640	100.7%
342-300 Safe schools supplemental aid	-	9,020	9,020	9,020	100.0%
372-071 Medical assistance/third party billing	-	2,000	2,000	897	44.9%
CY estimated state aid receivable (deferred revenue)	-	-	-	419,826	-
Total state revenues	<u>3,650,839</u>	<u>4,641,099</u>	<u>4,660,820</u>	<u>3,497,252</u>	<u>75.0%</u>
Federal revenues					
Federal special education aid (FIN 419, 420, 425)	58,991	52,023	53,095	14,925	28.1%
Title I, II, V (FIN 401, 414, 433)	7,614	30,321	33,021	5,778	17.5%
Total federal revenues	<u>66,605</u>	<u>82,344</u>	<u>86,116</u>	<u>20,703</u>	<u>24.0%</u>
Local revenues					
092 Interest earnings	3,218	6,300	6,300	4,476	71.1%
96 Donations and grants	1,913	500	2,100	2,024	96.4%
200-096 Give to the Max (course 200)	6,291	5,000	6,372	6,372	100.0%
050 Fees from students (field trip, milk, pizza friday, other)	35,920	40,600	29,000	28,609	98.7%
096 Miscellaneous revenues	1,394	500	6,500	4,936	75.9%
619, 621 Sale of merchandise/fundraising - net	1,957	-	-	(2,710)	-
Total local revenues	<u>50,693</u>	<u>52,900</u>	<u>50,272</u>	<u>43,707</u>	<u>86.9%</u>
Total revenues	<u>\$ 3,768,137</u>	<u>\$ 4,776,343</u>	<u>\$ 4,797,208</u>	<u>\$ 3,561,661</u>	<u>74.2%</u>

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

Steve, see comment

		488.60	488.60		75%
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 482 ADM	March 2020 YTD Activity	Percent of Working Budget
Expenditures	3,768,137	4,776,343	4,797,208	3,561,661	
100's Salaries	\$ 1,232,897	1,632,715	\$ 1,595,134	1,131,766	71.0%
200's Benefits	308,056	427,837	424,301	332,502	78.4%
305 Contracted services	237,548	249,665	302,239	221,625	73.3%
315 Technology services	13,630	17,500	22,500	15,807	70.3%
320 Communications services	6,633	7,900	7,900	5,334	67.5%
329 Postage	2,439	2,900	2,900	173	6.0%
330 Utilities	59,231	91,733	92,613	74,008	79.9%
340 Property and liability insurance	12,035	13,000	15,070	15,120	100.3%
350 Repairs and maintenance	34,465	76,887	76,887	48,106	62.6%
360 Student transportation	315,595	348,004	348,004	275,242	79.1%
360 Transportation for field trips	5,970	8,887	12,000	11,331	94.4%
366 Travel, conferences, and staff training	18,094	30,000	30,000	24,572	81.9%
369 Field trips / registration fees	9,638	17,000	15,400	15,400	100.0%
370 Building lease	567,395	680,360	687,903	570,091	82.9%
370 Other operating rentals and leases	8,741	35,218	35,218	28,677	81.4%
401 Supplies - non instructional (455/465 NI tech supplies)	35,897	46,300	46,300	38,393	82.9%
401 Maintenance supplies	14,205	15,000	16,500	15,532	94.1%
405 Non-instructional software and licensing	9,084	13,000	13,000	11,491	88.4%
406 Instructional software	3,184	8,700	11,700	9,195	78.6%
430 Instructional supplies (456/466 inst. tech supplies)	46,908	56,400	55,000	53,174	96.7%
460 Textbooks and workbooks	25,561	34,900	39,600	39,459	99.6%
461 Standardized tests	3,621	8,100	8,100	5,013	61.9%
470 Media/library resources	-	2,000	-	-	-
490 Food purchased	6,986	9,000	3,000	2,223	74.1%
520 Building improvement	23,263	149,020	132,000	131,386	99.5%
530 Furniture and other equipment	35,883	20,000	20,065	20,065	100.0%
555 Technology equipment	1,354	6,000	6,000	-	-
556 Instructional technology equipment	-	7,000	7,000	-	-
580/581 Principal and Interest capital lease	9,273	13,659	13,659	8,916	65.3%
820 Dues and memberships, fees	31,171	28,500	28,500	27,523	96.6%
State special ed expenditures	344,430	513,925	515,971	405,179	78.5%
342 School Safety	-	-	9,020	5,248	58.2%

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

Steve, see comment

	488.60	488.60		75%
	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 482 ADM	March 2020 YTD Activity	Percent of Working Budget
372 Medical assistance/third party billing	2,000	2,000	-	-
Federal special education aid, FIN 419, 420, 425	58,991	52,023	33,839	63.7%
Title I, II, and V	7,614	30,321	5,836	17.7%
Directors discretionary fund	-	15,000	-	-
Total expenditures	\$ 3,489,794	\$ 4,670,453	\$ 4,681,599	\$ 3,582,224
Changes in fund balance, General Fund	\$ 278,343	\$ 105,891	\$ 115,609	\$ (20,563)
Beginning fund balance, General Fund, July 1	\$ 436,065	\$ 714,408	714,408	\$ 714,408
Projected fund balance, General Fund, June 30	714,408	820,299	\$ 830,018	693,846
	20.5%	17.6%	17.7%	

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

Steve, see comment

	488.60	488.60		75%	
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 482 ADM	March 2020 YTD Activity	Percent of Working 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	40,000	1,325	3.3%
Dues and memberships	-		-	-	
Total expenditures	\$ 30,428	\$ 40,000	\$ 40,000	\$ 1,613	4.0%
Changes in fund balance, Community Services Fund	\$ (30,068)	\$ (40,000)	\$ (40,000)	\$ (1,613)	
Beginning fund balance, Community Services Fund, July 1	\$ 123,170	\$ 93,102	93,102	\$ 93,102	
Projected fund balance, Community Services Fund, June 30	93,102	53,102	\$ 53,102	91,489	
Total All Funds					
Revenues					
State revenues	\$ 3,650,839	\$ 4,641,099	\$ 4,660,820	\$ 3,497,252	75.0%
Federal revenues	66,605	82,344	86,116	20,703	24.0%
Local revenues	51,053	52,900	50,272	43,707	86.9%
Transfer in	-		-	-	
Total revenues	\$ 3,768,497	\$ 4,776,343	\$ 4,797,208	\$ 3,561,661	74.2%
	<small>3,768,197</small>	<small>4,776,343</small>	<small>4,797,208</small>	<small>3,561,661</small>	
Expenditures					
Salaries and wages	\$ 1,232,897	\$ 1,632,715	\$ 1,595,134	\$ 1,131,766	71.0%
Employee benefits	308,056	427,837	424,301	332,502	78.4%
Purchased services	1,291,414	1,579,054	1,648,634	1,305,484	79.2%

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

Steve, see comment

	FY 2019 Actual	488.60 FY 2020 Amended Budget 482 ADM	488.60 FY 2020 Working Budget 482 ADM	March 2020 YTD Activity	75% Percent of Working Budget
Supplies and materials	145,447	193,400	193,200	174,768	90.5%
Equipment	100,202	235,679	218,724	161,692	73.9%
Other (fundraising, special ed, dues, etc.)	442,207	641,769	641,607	477,625	74.4%
Total expenditures	\$ 3,520,222	\$ 4,710,453	\$ 4,721,599	\$ 3,583,837	75.9%
	<small>3,520,222</small>	<small>4,710,453</small>	<small>4,721,599</small>	<small>3,583,837</small>	
Change in fund balance	\$ 248,276	\$ 65,891	\$ 75,609	\$ (22,176)	
	<small>248,276</small>	<small>65,891</small>	<small>75,609</small>	<small>(22,176)</small>	
Beginning fund balance, all funds, July 1	\$ 559,234	\$ 807,510	807,510	\$ 807,510	
Projected fund balance, all funds, June 30	807,510	873,400	\$ 883,119	785,334	
	<small>807,510</small>	<small>873,400</small>	<small>883,119</small>	<small>785,334</small>	

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**Woodbury Leadership Academy
Cash Flow Projection Summary
2019-2020**

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback		Salaries	Other Expenses	Total Expenses	
								<i>Beginning Balance</i>	\$ 624,546
Jul 31	\$ 266,506	\$ -	\$ 4,840	\$ -	\$ 271,346	\$ 82,562	\$ 291,918	\$ 374,480	\$ 521,412
Aug 31	355,464	-	584	89,709	445,756	81,388	162,110	243,498	723,670
Sept 30	319,555	-	587	156,962	477,104	124,550	412,830	537,380	663,395
Oct 31	318,615	5,778	13,680	93,528	431,602	119,720	277,143	396,863	698,134
Nov 30	353,287	-	19,443	-	372,730	116,742	320,177	436,918	633,945
Dec 31	318,838	14,925	5,602	-	339,364	112,026	235,794	347,820	625,489
Jan 31	470,064	-	1,469	162	471,695	114,962	279,167	394,129	703,055
Feb 28	327,275	-	3,986	10,673	341,934	120,750	302,076	422,826	622,163
Mar 31	349,167	-	3,941		353,108	113,148	432,788	545,936	429,336
Apr 30	340,843	20,547	-	-	361,390	113,148	223,720	336,868	453,858
May 31	376,066	20,547	-	1,562	398,175	113,148	223,720	336,868	515,165
June 30	381,310	20,547	-	1,541	412,399	113,148	223,720	336,868	590,696
Total per Above	4,176,989	82,344	54,131	363,138	4,676,602			4,710,453	
Per Budget/Projection	4,176,989	82,344	52,900	363,138	4,675,371			4,710,453	
Difference	(0)	0	(1,231)	(0)	(1,231)			0	
Totals	4,176,989	82,344	54,131	363,138	4,676,602	1,325,292	3,385,161	4,710,453	590,696

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

March 2020

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Prepared by:
Steve Wruck
Finance Manager

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	6024			Wire	1 1015		Amplify Education, Inc.	No	Yes	No	USD	03/03/2020	257.04
4228	OLDN	6025			Wire	1 1054		Integrative Therapy, LLC.	No	Yes	No	USD	03/03/2020	2,878.78
4228	OLDN	6026			Wire	1 1098		Teachers on Call	No	Yes	No	USD	03/03/2020	3,276.96
4228	OLDN	6027			Wire	1 1240		Keys to Communication	No	Yes	No	USD	03/03/2020	2,061.25
4228	OLDN	6028			Wire	1 1241		Sheila Merzer	No	Yes	No	USD	03/03/2020	750.00
4228	OLDN	6029			Wire	1 1334		Mary Kelly	No	Yes	No	USD	03/03/2020	170.00
4228	OLDN	6030			Wire	1 1358		Science Museum	No	Yes	No	USD	03/03/2020	536.00
4228	OLDN	6031			Wire	1 1360		Lifetouch NSS	No	Yes	No	USD	03/03/2020	2,662.44
4228	OLDN	6032			Wire	1 1387		Kathleen Mortensen	No	Yes	No	USD	03/03/2020	344.30
4228	OLDN	6033			Wire	1 1457		MSB Holdings - Woodbury LLC	No	Yes	No	USD	03/03/2020	131,386.02
4228	OLDN	6034			Wire	1 1481		Comcast	No	Yes	No	USD	03/03/2020	394.67
4228	OLDN	6035			Wire	1 1508		First Bankcard	No	Yes	No	USD	03/03/2020	8,685.64
4228	OLDN	6036			Wire	1 1515		Minnesota Coaches Inc	No	Yes	No	USD	03/03/2020	724.20
4228	OLDN	6037			Wire	1 1541		Business Essentials	No	Yes	No	USD	03/03/2020	348.52
4228	OLDN	6038			Wire	1 1547		Andrew Sharp	No	Yes	No	USD	03/03/2020	32.00
4228	OLDN	6039			Wire	1 1554		AmeriPride	No	Yes	No	USD	03/03/2020	82.95
4228	OLDN	6040			Wire	1 1560		Language Banc	No	Yes	No	USD	03/03/2020	3.90
4228	OLDN	6041			Wire	1 1567		Bell Museum	No	Yes	No	USD	03/03/2020	807.00
4228	OLDN	6042			Wire	1 1568		Ratwik, Roszak & Maloney PA	No	Yes	No	USD	03/03/2020	132.50
4228	OLDN	6043			Wire	1 1569		ASCD	No	Yes	No	USD	03/03/2020	239.00
4228	OLDN	6044			Wire	1 1558		Bill.com	Yes	Yes	Yes	USD	03/03/2020	0.00
4228	OLDN	6045			Wire	1 1029		The Home Depot	No	Yes	No	USD	03/17/2020	659.88
4228	OLDN	6046			Wire	1 1053		Core Knowledge Foundation	No	Yes	No	USD	03/17/2020	1,234.98
4228	OLDN	6047			Wire	1 1098		Teachers on Call	No	Yes	No	USD	03/17/2020	1,706.48
4228	OLDN	6048			Wire	1 1108		Scholastic Book Fairs - 15	No	Yes	No	USD	03/17/2020	711.72
4228	OLDN	6049			Wire	1 1116		Strategic Staffing Solutions	No	Yes	No	USD	03/17/2020	4,090.63
4228	OLDN	6050			Wire	1 1150		JR Computer Associates	No	Yes	No	USD	03/17/2020	1,200.00
4228	OLDN	6051			Wire	1 1214		The Hanover Insurance Group	No	Yes	No	USD	03/17/2020	50.00
4228	OLDN	6052			Wire	1 1233		Reno Mothes	No	Yes	No	USD	03/17/2020	300.00
4228	OLDN	6053			Wire	1 1238		CPI INC	No	Yes	No	USD	03/17/2020	150.00
4228	OLDN	6054			Wire	1 1241		Sheila Merzer	No	Yes	No	USD	03/17/2020	1,062.50
4228	OLDN	6055			Wire	1 1246		Sentient Healthcare	No	Yes	No	USD	03/17/2020	25.00
4228	OLDN	6056			Wire	1 1313		Nancy Baumann	No	Yes	No	USD	03/17/2020	143.16
4228	OLDN	6057			Wire	1 1334		Mary Kelly	No	Yes	No	USD	03/17/2020	2,422.50
4228	OLDN	6058			Wire	1 1369		BerganKDV Outsourced Services LLC	No	Yes	No	USD	03/17/2020	5,898.00
4228	OLDN	6059			Wire	1 1399		Jolene Skordahl	No	Yes	No	USD	03/17/2020	406.44
4228	OLDN	6060			Wire	1 1402		Kathleen Nilles	No	Yes	No	USD	03/17/2020	1,430.00
4228	OLDN	6061			Wire	1 1461		Gamino's Cleaning Company LLC	No	Yes	No	USD	03/17/2020	12,717.00
4228	OLDN	6062			Wire	1 1462		Monarch Bus Service Inc	No	Yes	No	USD	03/17/2020	33,670.72

BerganKDV

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	Amount
													Date	
4228	OLDN		6063		Wire	1	1492	Plainview Milk Products Cooperative	No	Yes	No	USD	03/17/2020	268.46
4228	OLDN		6064		Wire	1	1509	Colliers Architecture LLC	No	Yes	No	USD	03/17/2020	6,371.03
4228	OLDN		6065		Wire	1	1515	Minnesota Coaches Inc	No	Yes	No	USD	03/17/2020	8,640.00
4228	OLDN		6066		Wire	1	1517	Kraus-Anderson Insurance	No	Yes	No	USD	03/17/2020	750.00
4228	OLDN		6067		Wire	1	1536	Benjamin Broderick	No	Yes	No	USD	03/17/2020	30.27
4228	OLDN		6068		Wire	1	1541	Business Essentials	No	Yes	No	USD	03/17/2020	359.64
4228	OLDN		6069		Wire	1	1554	AmeriPride	No	Yes	No	USD	03/17/2020	87.95
4228	OLDN		6070		Wire	1	1555	DHH Consulting LLC	No	Yes	No	USD	03/17/2020	1,167.64
4228	OLDN		6071		Wire	1	1560	Language Banc	No	Yes	No	USD	03/17/2020	217.70
4228	OLDN		6072		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	03/13/2020	2,563.62
4228	OLDN		6073		Wire	1	1002	Teachers Retirement Association	No	Yes	No	USD	03/13/2020	10,024.70
4228	OLDN		6074		Wire	1	1003	Internal Revenue Service	No	Yes	No	USD	03/13/2020	17,856.60
4228	OLDN		6075		Wire	1	1004	MN Department of Revenue Service	No	Yes	No	USD	03/13/2020	2,888.38
4228	OLDN		6076		Wire	1	1128	AssociatedBank	No	Yes	No	USD	03/13/2020	600.00
4228	OLDN		6077		Wire	1	1417	VOYA	No	Yes	No	USD	03/13/2020	1,657.85
4228	OLDN		6078		Wire	1	1558	Bill.com	No	Yes	No	USD	03/17/2020	122.06
4228	OLDN		6079		Wire	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	03/19/2020	5,898.00
4228	OLDN		6080		Wire	1	1457	MSB Holdings - Woodbury LLC	No	Yes	No	USD	03/19/2020	78,352.30
4228	OLDN		6081		Wire	1	1508	First Bankcard	No	Yes	No	USD	03/19/2020	4,943.58
4228	OLDN		6082		Wire	1	1557	Riverview Law Office PLLC	No	Yes	No	USD	03/19/2020	190.83
4228	OLDN		6083		Wire	1	1064	HealthPartners - Group	No	Yes	No	USD	03/24/2020	17,048.92
4228	OLDN		6084		Wire	1	1097	Principal Life Insurance Company	No	Yes	No	USD	03/24/2020	2,101.04
4228	OLDN		6085		Wire	1	1391	Alerus	No	Yes	No	USD	03/24/2020	30.00
4228	OLDN		6086		BP	1	1029	The Home Depot	No	Yes	No	USD	03/26/2020	1,039.37
4228	OLDN		6087		BP	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	03/26/2020	2,275.03
4228	OLDN		6088		BP	1	1098	Teachers on Call	No	Yes	No	USD	03/26/2020	2,227.00
4228	OLDN		6089		BP	1	1240	Keys to Communication	No	Yes	No	USD	03/26/2020	3,952.50
4228	OLDN		6090		BP	1	1241	Sheila Merzer	No	Yes	No	USD	03/26/2020	250.00
4228	OLDN		6091		BP	1	1302	Toshiba Financial Services	No	Yes	No	USD	03/26/2020	1,944.49
4228	OLDN		6092		BP	1	1399	Jolene Skordahl	No	Yes	No	USD	03/26/2020	177.45
4228	OLDN		6093		BP	1	1515	Minnesota Coaches Inc	No	Yes	No	USD	03/26/2020	1,157.10
4228	OLDN		6094		BP	1	1554	AmeriPride	No	Yes	No	USD	03/26/2020	222.70
4228	OLDN		6095		BP	1	1570	Jen Owens	No	Yes	No	USD	03/26/2020	66.00
4228	OLDN		6101		Wire	1	1441	Old National	No	Yes	No	USD	03/31/2020	176.37
4228	OLDN		6102		Wire	1	1001	Public Employee Retirement Association	No	No	No	USD	03/31/2020	1,935.53
4228	OLDN		6103		Wire	1	1002	Teachers Retirement Association	No	No	No	USD	03/31/2020	9,817.01
4228	OLDN		6104		Wire	1	1003	Internal Revenue Service	No	No	No	USD	03/31/2020	16,615.50
4228	OLDN		6105		Wire	1	1004	MN Department of Revenue Service	No	No	No	USD	03/31/2020	2,670.25
4228	OLDN		6106		Wire	1	1128	AssociatedBank	No	No	No	USD	03/31/2020	600.00

BerganKDV

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		Amount
													Date		
4228	OLDN		6107		Wire	1 1417		VOYA	No	No	No	USD	03/31/2020		1,647.75
4228	OLDN		6022	6198	Check	1 1557		Riverview Law Office PLLC	Yes	Yes	No	USD	03/02/2020		190.83
													Bank Total:		\$432,787.63
													Report Total:		\$432,787.63

WOODBURY LEADERSHIP ACADEMY Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1592	4228	OLDN	CR0320													
FY20 School Deposit				1595	Credit	A	03/03/20	Check	1	1003	SCHOOL DEPOSIT					
				4228	R	01	005 000 000 000	621		FY20 Book Fair					711.78	0.00
														Receipt Total:	\$711.78	\$0.00
														Deposit Total:	\$711.78	\$0.00
1593	4228	OLDN	CR0320													
FY20 School Deposit				1596	Credit	A	03/03/20	Check	1	1003	SCHOOL DEPOSIT					
				4228	R	01	005 000 000 000	050		FY20 Pizza Friday - January					866.00	0.00
														Receipt Total:	\$866.00	\$0.00
														Deposit Total:	\$866.00	\$0.00
1594	4228	OLDN	CR0320													
FY20 IDEAS				1597	Credit	A	03/13/20	Check	1	1001	MN DEPT OF EDUCATION					
				4228	B	01	121 000			FY19 LT Fac Maintenance				1,549.02	0.00	
				4228	R	01	005 000 000 000	201		FY20 Sch Trust Land Endown				8,879.35	0.00	
				4228	R	01	005 000 000 000	211		FY20 General Education Aid				169,166.09	0.00	
														Receipt Total:	\$179,594.46	\$0.00
														Deposit Total:	\$179,594.46	\$0.00
1595	4228	OLDN	CR0320													
FY20 School Deposit				1598	Credit	A	03/12/20	Check	1	1003	SCHOOL DEPOSIT					
				4228	R	01	005 000 000 000	050		FY20 Milk Sales				303.00	0.00	
				4228	R	01	005 000 000 000	050		FY20 Bell Museum Field Trip				870.00	0.00	
				4228	R	01	005 000 000 372	071		FY20 MA IEP Reimbursement				178.68	0.00	
				4228	E	01	010 640 000 316	366		FY20 VOA Reimbursement				350.61	0.00	
														Receipt Total:	\$1,702.29	\$0.00
														Deposit Total:	\$1,702.29	\$0.00
1596	4228	OLDN	CR0320													
FY20 Mighty Cause				1599	Credit	A	03/10/20	Check	1	M	Miscellaneous Customer					
				4228	R	01	005 000 000 000	096		FY20 Mighty Cause				20.00	0.00	
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$20.00	\$0.00

WOODBURY LEADERSHIP ACADEMY Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1597	4228	OLDN	CR0320														
FY20 MightyCause				1600	Credit	A 03/25/20		Check	1	M							
							4228	R 01 005 000 000 000 092		FY20 MightyCause					100.00	0.00	
															Receipt Total:	\$100.00	\$0.00
															Deposit Total:	\$100.00	\$0.00
1598	4228	OLDN	CR0320														
FY20 School Deposit				1601	Credit	A 03/26/20		Check	1	1003							
							4228	R 01 005 000 000 000 096		FY20 Donations					43.66	0.00	
							4228	R 01 005 000 000 000 096		FY20 Donations					43.66	0.00	
							4228	E 01 010 203 000 000 369		FY20 Bell Museum Partial Ref					204.00	0.00	
							4228	E 01 005 110 000 000 305		FY20 Garnishment Fee					15.00	0.00	
															Receipt Total:	\$306.32	\$0.00
															Deposit Total:	\$306.32	\$0.00
1599	4228	OLDN	CR0320														
FY20 IDEAS				1602	Credit	A 03/30/20		Check	1	1001							
							4228	R 01 005 000 000 000 211		FY20 General Education Aid					21,914.80	0.00	
							4228	R 01 005 000 000 740 360		FY20 Special Education					147,657.93	0.00	
															Receipt Total:	\$169,572.73	\$0.00
															Deposit Total:	\$169,572.73	\$0.00
1600	4228	OLDN	CR0320														
FY20 Old National Interest				1603	Credit	A 03/31/20		Check	1	1006							
							4228	R 01 005 000 000 000 092		FY20 Old National Interest					202.83	0.00	
															Receipt Total:	\$202.83	\$0.00
															Deposit Total:	\$202.83	\$0.00
1601	4228	OLDN	CR0320														
FY20 Bill.Com Refund				1604	Credit	A 03/03/20		Check	1	M							
							4228	E 01 010 640 000 316 366		FY20 Bill.Com A Sharp Reissu					32.00	0.00	
															Receipt Total:	\$32.00	\$0.00
															Deposit Total:	\$32.00	\$0.00
															Report Total:	\$353,108.41	\$0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3697	202009	03/02/2020	P	AP	PAYME			B	01	101	003				Cash & Cash Equiv	0.00	190.83
								B	01	206	000				Other Accts Payable	190.83	0.00
																\$190.83	\$190.83
3701	202009	03/03/2020	P	AP	VOUCH			B	01	206	000				Other Accts Payable	0.00	155,773.17
								E	01	005	110	000	000	305	Consult/Fees For Svc	55.00	0.00
								E	01	005	110	000	000	320	Communications Svcs	429.89	0.00
								E	01	005	110	000	000	329	Postage & Parcel Svc	9.45	0.00
								E	01	005	110	000	000	401	Sup/Mat Non-Instr.	298.57	0.00
								E	01	005	110	000	000	490	Food	314.12	0.00
								E	01	005	110	000	000	820	Dues-Memberships-Lic-Fee	239.00	0.00
								E	01	005	111	000	000	305	Consult/Fees For Svc	132.50	0.00
								E	01	005	640	000	316	366	Trav/Conv/Conference	344.30	0.00
								E	01	005	760	000	733	360	Tran-Contract Priv/Pub Carr	724.20	0.00
								E	01	005	810	000	000	305	Consult/Fees For Svc	74.00	0.00
								E	01	005	810	000	000	350	Repair & Maint Svc	82.95	0.00
								E	01	005	810	000	000	370	Op. Rentals & Leases	269.00	0.00
								E	01	005	810	000	000	401	Sup/Mat Non-Instr.	245.82	0.00
								E	01	005	810	000	000	520	Bldgs Acquisition	131,386.02	0.00
								E	01	010	203	000	000	305	Consult/Fees For Svc	221.00	0.00
								E	01	010	203	000	000	369	Entry Fees/Student Travel	1,343.00	0.00
								E	01	010	203	000	000	401	Sup/Mat Non-Instr.	957.64	0.00
								E	01	010	203	000	000	430	Sup/Mat N-Indiv Inst	1,250.06	0.00
								E	01	010	203	000	000	460	Textbooks/Workbooks	335.44	0.00
								E	01	010	216	000	401	430	Sup/Mat N-Indiv Inst	57.47	0.00
								E	01	010	400	000	000	305	Consult/Fees For Svc	2,074.00	0.00
								E	01	010	401	000	740	394	To Non-Ed Agency	2,061.25	0.00
								E	01	010	405	000	740	433	Sup/Mat Indiv Instr	15.00	0.00
								E	01	010	408	000	740	394	To Non-Ed Agency	750.00	0.00
								E	01	010	420	000	419	401	Sup/Mat Non-Instr.	68.39	0.00
								E	01	010	420	000	740	305	Consult/Fees For Svc	3.90	0.00
								E	01	010	420	000	740	307	Contracted Subs for Spec E	981.96	0.00
								E	01	010	420	000	740	394	To Non-Ed Agency	3,048.78	0.00
								E	01	010	630	000	000	456	Instructional Non Capitalizec	82.62	0.00
								E	01	010	640	000	316	366	Trav/Conv/Conference	5,150.25	0.00
								E	01	010	720	000	000	401	Sup/Mat Non-Instr.	105.15	0.00
								R	01	005	000	000	000	619	COM Rev Producing Act (C	2,662.44	0.00
																\$155,773.17	\$155,773.17

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
3702	202009	03/03/2020	P	AP	PAYME			B	01	101	003				Cash & Cash Equiv	0.00	155,773.17
								B	01	206	000				Other Accts Payable	155,773.17	0.00
																<u>155,773.17</u>	<u>155,773.17</u>
3703	202009	03/10/2020	P	AP	VOUCH	03.03.20 March Wires		B	01	206	000				Other Accts Payable	0.00	32.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	32.00	0.00
																<u>32.00</u>	<u>32.00</u>
3704	202009	03/10/2020	P	AP	PAYME	03.03.20 March Wires	03.03.20 March Wires	B	01	101	003				Cash & Cash Equiv	0.00	32.00
							03.03.20 March Wires	B	01	206	000				Other Accts Payable	32.00	0.00
																<u>32.00</u>	<u>32.00</u>
3705	202009	03/03/2020	P	AR	RECEI	FY20 School Deposit		B	01	101	003				Cash & Cash Equiv	866.00	0.00
								R	01	005	000	000	000	050	Fees From Patrons	0.00	866.00
																<u>866.00</u>	<u>866.00</u>
3706	202009	03/17/2020	P	AP	VOUCH	03.17.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	85,771.70
								E	01	005	105	000	000	305	Consult/Fees For Svc	750.00	0.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	12,269.03	0.00
								E	01	005	110	000	000	490	Food	30.27	0.00
								E	01	005	605	000	000	315	Technology Services	1,200.00	0.00
								E	01	005	760	000	720	360	Tran-Contract Priv/Pub Carr	33,670.72	0.00
								E	01	005	760	000	723	360	Tran-Contract Priv/Pub Carr	8,640.00	0.00
								E	01	005	810	000	000	305	Consult/Fees For Svc	12,717.00	0.00
								E	01	005	810	000	000	350	Repair & Maint Svc	87.95	0.00
								E	01	005	810	000	000	401	Sup/Mat Non-Instr.	663.62	0.00
								E	01	005	940	000	000	340	Insurance	50.00	0.00
								E	01	010	203	000	000	305	Consult/Fees For Svc	285.35	0.00
								E	01	010	203	000	000	401	Sup/Mat Non-Instr.	268.46	0.00
								E	01	010	203	000	000	430	Sup/Mat N-Indiv Inst	359.64	0.00
								E	01	010	203	000	000	460	Textbooks/Workbooks	1,234.98	0.00
								E	01	010	400	000	000	305	Consult/Fees For Svc	994.50	0.00
								E	01	010	402	000	740	394	To Non-Ed Agency	1,050.00	0.00
								E	01	010	405	000	740	394	To Non-Ed Agency	1,192.64	0.00
								E	01	010	408	000	740	394	To Non-Ed Agency	1,587.50	0.00
								E	01	010	420	000	419	303	Fed Sub Award SubCont <\$	2,422.50	0.00
								E	01	010	420	000	740	305	Consult/Fees For Svc	153.35	0.00
								E	01	010	420	000	740	307	Contracted Subs for Spec E	490.98	0.00
								E	01	010	420	000	740	394	To Non-Ed Agency	4,245.63	0.00
								E	01	010	420	640	419	366	Trav/Conv/Conference	150.00	0.00
								E	01	010	640	000	316	366	Trav/Conv/Conference	486.02	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3706	202009	03/17/2020	P	AP	VOUCH	03.17.20 Bill.Com		E	01	010	720	000	000	401	Sup/Mat Non-Instr.	59.84	0.00
								R	01	005	000	000	000	619	COM Rev Producing Act (C	711.72	0.00
																<u>\$85,771.70</u>	<u>\$85,771.70</u>
3707	202009	03/17/2020	P	AP	PAYME	03.17.20 Bill.Com	03.17.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	85,739.70
							03.17.20 Bill.Com	B	01	206	000				Other Accts Payable	85,739.70	0.00
																<u>\$85,739.70</u>	<u>\$85,739.70</u>
3708	202009	03/17/2020	P	AP	VOUCH	03.17.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	90.06
								E	01	005	110	000	000	305	Consult/Fees For Svc	90.06	0.00
																<u>\$90.06</u>	<u>\$90.06</u>
3709	202009	03/17/2020	P	AR	RECEI	IDEAS, School Deposit, Migh		B	01	101	003				Cash & Cash Equiv	181,316.75	0.00
								B	01	121	000				Due Fm Mn Children	0.00	1,549.02
								E	01	010	640	000	316	366	Trav/Conv/Conference	0.00	350.61
								R	01	005	000	000	000	050	Fees From Patrons	0.00	1,173.00
								R	01	005	000	000	000	096	Gifts And Bequests	0.00	20.00
								R	01	005	000	000	000	201	Endow Fund Apportion	0.00	8,879.35
								R	01	005	000	000	000	211	General Education Aid	0.00	169,166.09
								R	01	005	000	000	372	071	Med Assist Fr Dept of HS	0.00	178.68
																<u>\$181,316.75</u>	<u>\$181,316.75</u>
3710	202009	03/15/2020	P	SHR	S20201	S2020170 - 3/13/2020		B	01	101	003				Cash & Cash Equiv	0.00	110,687.57
								B	01	101	003				Cash & Cash Equiv	51,821.16	0.00
								B	01	215	004				Garnishment	0.00	190.83
								B	01	215	007				Payroll Deductions - Life	0.00	1,731.85
								B	01	215	008				Payroll Deductions Health	0.00	13,365.87
								B	01	215	009				Payroll Deductions Dental	0.00	941.46
								B	01	215	010				Payroll Deductions FICA	0.00	12,468.92
								B	01	215	011				Payroll Deductions Fed Tax	0.00	5,387.68
								B	01	215	013				Payroll Deductions MN Tax	0.00	2,888.38
								B	01	215	017				Payroll Deductions PERA	0.00	2,563.62
								B	01	215	018				Payroll Deductions TRA	0.00	10,024.70
								B	01	215	021				TSA	0.00	1,657.85
								B	01	215	022				Payroll Deductions - HSA	0.00	600.00
								E	01	005	020	000	000	110	Sal-Adm/Supervision	4,830.00	0.00
								E	01	005	020	000	000	210	Fica/Medicare	365.63	0.00
								E	01	005	020	000	000	218	Tra	382.54	0.00
								E	01	005	020	000	000	220	Health Insurance	1,903.56	0.00
								E	01	005	020	000	000	230	Life Insurance	24.40	0.00
								E	01	005	020	000	000	235	Dental Insurance	64.14	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3710	202009	03/15/2020	P	SHR	S20201	S2020170 - 3/13/2020		E	01	005	020	000	000	240	Long Term Disability Insurar	58.00	0.00
								E	01	005	105	000	000	170	N-Instr Support	2,726.62	0.00
								E	01	005	105	000	000	210	Fica/Medicare	201.29	0.00
								E	01	005	105	000	000	214	Pera	204.49	0.00
								E	01	005	105	000	000	220	Health Insurance	711.83	0.00
								E	01	005	105	000	000	230	Life Insurance	12.20	0.00
								E	01	005	105	000	000	235	Dental Insurance	51.32	0.00
								E	01	005	105	000	000	240	Long Term Disability Insurar	34.87	0.00
								E	01	005	110	000	000	110	Sal-Adm/Supervision	2,354.63	0.00
								E	01	005	110	000	000	210	Fica/Medicare	171.71	0.00
								E	01	005	110	000	000	214	Pera	176.60	0.00
								E	01	005	110	000	000	220	Health Insurance	693.06	0.00
								E	01	005	110	000	000	230	Life Insurance	6.10	0.00
								E	01	005	110	000	000	235	Dental Insurance	25.67	0.00
								E	01	005	110	000	000	240	Long Term Disability Insurar	31.47	0.00
								E	01	005	605	000	000	110	Sal-Adm/Supervision	5,039.68	0.00
								E	01	005	605	000	000	210	Fica/Medicare	379.45	0.00
								E	01	005	605	000	000	218	Tra	399.15	0.00
								E	01	005	605	000	000	220	Health Insurance	587.13	0.00
								E	01	005	605	000	000	230	Life Insurance	12.20	0.00
								E	01	005	605	000	000	235	Dental Insurance	51.34	0.00
								E	01	005	605	000	000	240	Long Term Disability Insurar	62.93	0.00
								E	01	005	620	000	000	144	N-Lic Instr Sup Pers	1,168.88	0.00
								E	01	005	620	000	000	210	Fica/Medicare	86.34	0.00
								E	01	005	620	000	000	214	Pera	87.67	0.00
								E	01	005	620	000	000	220	Health Insurance	296.72	0.00
								E	01	005	620	000	000	230	Life Insurance	6.10	0.00
								E	01	005	620	000	000	235	Dental Insurance	25.67	0.00
								E	01	005	620	000	000	240	Long Term Disability Insurar	27.50	0.00
								E	01	005	810	000	000	170	N-Instr Support	71.25	0.00
								E	01	005	810	000	000	210	Fica/Medicare	5.31	0.00
								E	01	005	810	000	000	214	Pera	5.33	0.00
								E	01	005	810	000	000	220	Health Insurance	16.53	0.00
								E	01	005	810	000	000	230	Life Insurance	0.41	0.00
								E	01	005	810	000	000	235	Dental Insurance	0.83	0.00
								E	01	005	810	000	000	240	Long Term Disability Insurar	1.24	0.00
								E	01	010	201	000	000	140	Lic Classroom Tchr	5,611.34	0.00
								E	01	010	201	000	000	210	Fica/Medicare	415.32	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3710	202009	03/15/2020	P	SHR	S20201	S2020170 - 3/13/2020		E	01	010	201	000	000	218	Tra	444.42	0.00
								E	01	010	201	000	000	220	Health Insurance	610.77	0.00
								E	01	010	201	000	000	230	Life Insurance	18.30	0.00
								E	01	010	201	000	000	235	Dental Insurance	51.34	0.00
								E	01	010	201	000	000	240	Long Term Disability Insurar	88.23	0.00
								E	01	010	203	000	000	140	Lic Classroom Tchr	29,814.41	0.00
								E	01	010	203	000	000	141	N-Lic Classroom Pers	444.84	0.00
								E	01	010	203	000	000	210	Fica/Medicare	2,263.27	0.00
								E	01	010	203	000	000	214	Pera	33.37	0.00
								E	01	010	203	000	000	218	Tra	2,361.28	0.00
								E	01	010	203	000	000	220	Health Insurance	3,729.08	0.00
								E	01	010	203	000	000	230	Life Insurance	105.48	0.00
								E	01	010	203	000	000	235	Dental Insurance	279.89	0.00
								E	01	010	203	000	000	240	Long Term Disability Insurar	475.86	0.00
								E	01	010	211	000	000	145	Sub Tchr-Lic Personal Salar	20.75	0.00
								E	01	010	211	000	000	210	Fica/Medicare	1.52	0.00
								E	01	010	211	000	000	214	Pera	1.56	0.00
								E	01	010	212	000	000	140	Lic Classroom Tchr	1,607.88	0.00
								E	01	010	212	000	000	210	Fica/Medicare	123.00	0.00
								E	01	010	212	000	000	218	Tra	127.34	0.00
								E	01	010	212	000	000	230	Life Insurance	6.10	0.00
								E	01	010	212	000	000	240	Long Term Disability Insurar	26.26	0.00
								E	01	010	219	000	317	140	Lic Classroom Tchr	83.34	0.00
								E	01	010	219	000	317	141	N-Lic Classroom Pers	276.25	0.00
								E	01	010	219	000	317	210	Fica/Medicare	27.27	0.00
								E	01	010	219	000	317	214	Pera	20.72	0.00
								E	01	010	219	000	317	218	Tra	6.60	0.00
								E	01	010	219	000	317	220	Health Insurance	14.16	0.00
								E	01	010	219	000	317	230	Life Insurance	2.07	0.00
								E	01	010	219	000	317	235	Dental Insurance	1.23	0.00
								E	01	010	219	000	317	240	Long Term Disability Insurar	7.33	0.00
								E	01	010	220	000	000	140	Lic Classroom Tchr - English	1,607.88	0.00
								E	01	010	220	000	000	210	Fica/Medicare	119.96	0.00
								E	01	010	220	000	000	218	Tra	127.34	0.00
								E	01	010	220	000	000	220	Health Insurance	292.85	0.00
								E	01	010	220	000	000	230	Life Insurance	6.10	0.00
								E	01	010	220	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	220	000	000	240	Long Term Disability Insurar	26.26	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3710	202009	03/15/2020	P	SHR	S20201	S2020170 - 3/13/2020		E	01	010	240	000	000	140	Lic Classroom Tchr	2,006.25	0.00
								E	01	010	240	000	000	145	Sub Tchr-Lic Personal Salar	19.50	0.00
								E	01	010	240	000	000	210	Fica/Medicare	150.07	0.00
								E	01	010	240	000	000	218	Tra	160.44	0.00
								E	01	010	240	000	000	220	Health Insurance	483.95	0.00
								E	01	010	240	000	000	230	Life Insurance	6.10	0.00
								E	01	010	240	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	240	000	000	240	Long Term Disability Insurar	30.22	0.00
								E	01	010	256	000	000	140	Lic Classroom Tchr	1,699.17	0.00
								E	01	010	256	000	000	210	Fica/Medicare	129.99	0.00
								E	01	010	256	000	000	218	Tra	134.57	0.00
								E	01	010	256	000	000	230	Life Insurance	6.10	0.00
								E	01	010	256	000	000	240	Long Term Disability Insurar	27.79	0.00
								E	01	010	258	000	000	140	Lic Classroom Tchr	1,844.21	0.00
								E	01	010	258	000	000	210	Fica/Medicare	141.10	0.00
								E	01	010	258	000	000	218	Tra	146.06	0.00
								E	01	010	258	000	000	230	Life Insurance	6.10	0.00
								E	01	010	258	000	000	240	Long Term Disability Insurar	28.50	0.00
								E	01	010	260	000	000	140	Lic Classroom Tchr	3,078.48	0.00
								E	01	010	260	000	000	210	Fica/Medicare	228.45	0.00
								E	01	010	260	000	000	218	Tra	243.82	0.00
								E	01	010	260	000	000	220	Health Insurance	534.96	0.00
								E	01	010	260	000	000	230	Life Insurance	6.10	0.00
								E	01	010	260	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	260	000	000	240	Long Term Disability Insurar	28.50	0.00
								E	01	010	270	000	000	140	Lic Classroom Tchr - Social	1,724.83	0.00
								E	01	010	270	000	000	145	Sub Tchr-Lic Personal Salar	75.00	0.00
								E	01	010	270	000	000	210	Fica/Medicare	135.09	0.00
								E	01	010	270	000	000	218	Tra	136.61	0.00
								E	01	010	270	000	000	220	Health Insurance	247.02	0.00
								E	01	010	270	000	000	230	Life Insurance	6.10	0.00
								E	01	010	270	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	270	000	000	240	Long Term Disability Insurar	28.20	0.00
								E	01	010	291	000	000	185	Oth Sal Pay-Lic/Cert.	60.25	0.00
								E	01	010	291	000	000	210	Fica/Medicare	4.50	0.00
								E	01	010	291	000	000	218	Tra	4.77	0.00
								E	01	010	400	000	000	140	Lic Classroom Tchr	1,440.95	0.00
								E	01	010	400	000	000	210	Fica/Medicare	107.18	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3710	202009	03/15/2020	P	SHR	S20201	S2020170 - 3/13/2020		E	01	010	400	000	000	218	Tra	114.12	0.00
								E	01	010	400	000	000	220	Health Insurance	294.56	0.00
								E	01	010	400	000	000	230	Life Insurance	6.10	0.00
								E	01	010	400	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	400	000	000	240	Long Term Disability Insurar	26.26	0.00
								E	01	010	407	000	740	140	Lic Classroom Tchr	3,823.12	0.00
								E	01	010	407	000	740	210	Fica/Medicare	289.64	0.00
								E	01	010	407	000	740	214	Pera	36.17	0.00
								E	01	010	407	000	740	218	Tra	264.58	0.00
								E	01	010	407	000	740	220	Health Insurance	270.97	0.00
								E	01	010	407	000	740	230	Life Insurance	14.03	0.00
								E	01	010	407	000	740	235	Dental Insurance	25.67	0.00
								E	01	010	407	000	740	240	Long Term Disability Insurar	60.00	0.00
								E	01	010	408	000	740	140	Lic Classroom Tchr	482.36	0.00
								E	01	010	408	000	740	210	Fica/Medicare	36.90	0.00
								E	01	010	408	000	740	214	Pera	36.18	0.00
								E	01	010	408	000	740	230	Life Insurance	1.83	0.00
								E	01	010	408	000	740	240	Long Term Disability Insurar	5.38	0.00
								E	01	010	411	000	740	140	Lic Classroom Tchr	643.16	0.00
								E	01	010	411	000	740	210	Fica/Medicare	49.20	0.00
								E	01	010	411	000	740	214	Pera	48.24	0.00
								E	01	010	411	000	740	230	Life Insurance	2.44	0.00
								E	01	010	411	000	740	240	Long Term Disability Insurar	7.17	0.00
								E	01	010	420	000	740	146	Sub Non-Lic Class/Inst Sal	75.00	0.00
								E	01	010	420	000	740	161	ParaProf/Personal Care Ass	8,538.10	0.00
								E	01	010	420	000	740	170	N-Instr Support	202.00	0.00
								E	01	010	420	000	740	186	Oth Sal Pay-Non Lic/Cert.	545.64	0.00
								E	01	010	420	000	740	210	Fica/Medicare	683.19	0.00
								E	01	010	420	000	740	214	Pera	681.30	0.00
								E	01	010	420	000	740	218	Tra	16.00	0.00
								E	01	010	420	000	740	220	Health Insurance	1,385.41	0.00
								E	01	010	420	000	740	230	Life Insurance	53.16	0.00
								E	01	010	420	000	740	235	Dental Insurance	103.10	0.00
								E	01	010	420	000	740	240	Long Term Disability Insurar	172.35	0.00
								E	01	010	422	000	425	161	ParaProf/Personal Care Ass	556.58	0.00
								E	01	010	422	000	425	210	Fica/Medicare	42.58	0.00
								E	01	010	422	000	425	214	Pera	41.74	0.00
								E	01	010	422	000	425	230	Life Insurance	3.58	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3710	202009	03/15/2020	P	SHR	S20201	S2020170 - 3/13/2020		E	01	010	422	000	425	240	Long Term Disability Insuranc	12.02	0.00
								E	01	010	610	000	000	185	Oth Sal Pay-Lic/Cert.	1,000.00	0.00
								E	01	010	610	000	000	210	Fica/Medicare	76.50	0.00
								E	01	010	610	000	000	218	Tra	79.20	0.00
															\$162,508.73	\$162,508.73	
3711	202009	03/17/2020	P	AP	VOUCH	03.13.20 Payables		B	01	206	000				Other Accts Payable	0.00	35,781.98
								B	01	215	004				Garnishment	190.83	0.00
								B	01	215	010				Payroll Deductions FICA	12,468.92	0.00
								B	01	215	011				Payroll Deductions Fed Tax	5,387.68	0.00
								B	01	215	013				Payroll Deductions MN Tax	2,888.38	0.00
								B	01	215	017				Payroll Deductions PERA	2,563.62	0.00
								B	01	215	018				Payroll Deductions TRA	10,024.70	0.00
								B	01	215	021				TSA	1,657.85	0.00
								B	01	215	022				Payroll Deductions - HSA	600.00	0.00
															\$35,781.98	\$35,781.98	
3712	202009	03/17/2020	P	AP	PAYME	03.13.20 Payables	03.13.20 Payables	B	01	101	003				Cash & Cash Equiv	0.00	35,591.15
							03.13.20 Payables	B	01	206	000				Other Accts Payable	35,591.15	0.00
															\$35,591.15	\$35,591.15	
3713	202009	03/17/2020	P	AP	PAYME			B	01	101	003				Cash & Cash Equiv	0.00	122.06
								B	01	206	000				Other Accts Payable	122.06	0.00
															\$122.06	\$122.06	
3714	202009	03/23/2020	P	AP	VOUCH	03.23.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	89,193.88
								E	01	005	010	000	000	490	Food	15.98	0.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	6,068.03	0.00
								E	01	005	110	000	000	320	Communications Svcs	402.53	0.00
								E	01	005	110	000	000	329	Postage & Parcel Svc	6.60	0.00
								E	01	005	110	000	000	401	Sup/Mat Non-Instr.	176.24	0.00
								E	01	005	110	000	000	490	Food	560.53	0.00
								E	01	005	810	000	000	330	Utility Services	7,695.38	0.00
								E	01	005	810	000	000	350	Repair & Maint Svc	4,862.19	0.00
								E	01	005	810	000	000	370	Op. Rentals & Leases	208.89	0.00
								E	01	005	810	000	000	401	Sup/Mat Non-Instr.	399.99	0.00
								E	01	005	850	000	000	370	Op. Rentals & Leases	2,659.66	0.00
								E	01	005	850	000	348	370	Op. Rentals & Leases	63,135.07	0.00
								E	01	010	203	000	000	401	Sup/Mat Non-Instr.	983.03	0.00
								E	01	010	203	000	000	430	Sup/Mat N-Indiv Inst	950.32	0.00
								E	01	010	203	000	000	490	Food	61.62	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3714	202009	03/23/2020	P	AP	VOUCH	03.23.20 Bill.Com		E	01	010	420	000	419	433	Sup/Mat Indiv Instr	630.69	0.00
								E	01	010	640	000	316	366	Trav/Conv/Conference	377.13	0.00
																<u>\$89,193.88</u>	<u>\$89,193.88</u>
3715	202009	03/23/2020	P	AP	PAYME	03.23.20 Bill.Com	03.23.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	89,384.71
							03.23.20 Bill.Com	B	01	206	000				Other Accts Payable	89,384.71	0.00
																<u>\$89,384.71</u>	<u>\$89,384.71</u>
3716	202009	03/24/2020	P	AP	VOUCH	March Wires		B	01	206	000				Other Accts Payable	0.00	19,179.96
								B	01	215	007				Payroll Deductions - Life	2,101.04	0.00
								B	01	215	008				Payroll Deductions Health	15,910.43	0.00
								B	01	215	009				Payroll Deductions Dental	1,138.49	0.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	30.00	0.00
																<u>\$19,179.96</u>	<u>\$19,179.96</u>
3717	202009	03/24/2020	P	AP	PAYME	March Wires	March Wires	B	01	101	003				Cash & Cash Equiv	0.00	19,179.96
							March Wires	B	01	206	000				Other Accts Payable	19,179.96	0.00
																<u>\$19,179.96</u>	<u>\$19,179.96</u>
3718	202009	03/26/2020	P	AP	VOUCH	03.26.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	13,311.64
								E	01	005	760	000	733	360	Tran-Contract Priv/Pub Carr	1,157.10	0.00
								E	01	005	810	000	000	350	Repair & Maint Svc	222.70	0.00
								E	01	005	810	000	000	401	Sup/Mat Non-Instr.	1,039.37	0.00
								E	01	010	201	000	000	305	Consult/Fees For Svc	221.00	0.00
								E	01	010	203	000	000	305	Consult/Fees For Svc	442.00	0.00
								E	01	010	203	000	000	401	Sup/Mat Non-Instr.	655.84	0.00
								E	01	010	203	000	000	490	Food	66.00	0.00
								E	01	010	400	000	000	305	Consult/Fees For Svc	1,564.00	0.00
								E	01	010	401	000	740	394	To Non-Ed Agency	3,952.50	0.00
								E	01	010	408	000	740	394	To Non-Ed Agency	250.00	0.00
								E	01	010	420	000	740	394	To Non-Ed Agency	2,275.03	0.00
								E	01	010	605	000	000	580	Principal Cap. Lease	1,288.65	0.00
								E	01	010	640	000	316	366	Trav/Conv/Conference	177.45	0.00
																<u>\$13,311.64</u>	<u>\$13,311.64</u>
3719	202009	03/26/2020	P	AP	PAYME	03.26.20 Bill.Com	03.26.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	13,311.64
							03.26.20 Bill.Com	B	01	206	000				Other Accts Payable	13,311.64	0.00
																<u>\$13,311.64</u>	<u>\$13,311.64</u>
3720	202009	03/31/2020	P	AP	VOUCH	04.01.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	3,155.18
								E	01	005	110	000	000	320	Communications Svcs	394.67	0.00
								E	01	005	110	000	000	401	Sup/Mat Non-Instr.	213.57	0.00
								E	01	010	203	000	000	430	Sup/Mat N-Indiv Inst	506.94	0.00
																<u>04/09/2020</u>	

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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
3720	202009	03/31/2020	P	AP	VOUCH	04.01.20 Bill.Com		E	01	010	408	000	740	394	To Non-Ed Agency	500.00	0.00
								E	01	010	420	000	740	394	To Non-Ed Agency	1,047.00	0.00
								E	01	010	720	000	000	305	Consult/Fees For Svc	493.00	0.00
																<u>\$3,155.18</u>	<u>\$3,155.18</u>
3722	202009	03/31/2020	P	AR	RECEI	IDEAS School Deposit		B	01	101	003				Cash & Cash Equiv	170,181.88	0.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	0.00	15.00
								E	01	010	203	000	000	369	Entry Fees/Student Travel	0.00	204.00
								R	01	005	000	000	000	092	Interest Earnings	0.00	302.83
								R	01	005	000	000	000	096	Gifts And Bequests	0.00	87.32
								R	01	005	000	000	000	211	General Education Aid	0.00	21,914.80
								R	01	005	000	000	740	360	State Aid for Spec Education	0.00	147,657.93
																<u>\$170,181.88</u>	<u>\$170,181.88</u>
3723	202009	03/31/2020	P	AP	VOUCH	March Wires		B	01	206	000				Other Accts Payable	0.00	176.37
								E	01	005	110	000	000	305	Consult/Fees For Svc	176.37	0.00
																<u>\$176.37</u>	<u>\$176.37</u>
3724	202009	03/31/2020	P	AP	PAYME	March Wires	March Wires	B	01	101	003				Cash & Cash Equiv	0.00	176.37
							March Wires	B	01	206	000				Other Accts Payable	176.37	0.00
																<u>\$176.37</u>	<u>\$176.37</u>
3725	202009	03/03/2020	P	AR	RECEI	03.02 School deposit		B	01	101	003				Cash & Cash Equiv	711.78	0.00
								R	01	005	000	000	000	621	Sale Mat-Resale Mat	0.00	711.78
																<u>\$711.78</u>	<u>\$711.78</u>
3726	202009	03/31/2020	P	SHR	S20201	S2020180 - 3/31/2020		B	01	101	003				Cash & Cash Equiv	0.00	89,437.82
								B	01	101	003				Cash & Cash Equiv	35,155.97	0.00
								B	01	215	004				Garnishment	0.00	190.83
								B	01	215	007				Payroll Deductions - Life	0.00	75.70
								B	01	215	008				Payroll Deductions Health	0.00	1,470.49
								B	01	215	009				Payroll Deductions Dental	0.00	132.91
								B	01	215	010				Payroll Deductions FICA	0.00	11,553.42
								B	01	215	011				Payroll Deductions Fed Tax	0.00	5,062.08
								B	01	215	013				Payroll Deductions MN Tax	0.00	2,670.25
								B	01	215	017				Payroll Deductions PERA	0.00	1,935.53
								B	01	215	018				Payroll Deductions TRA	0.00	9,817.01
								B	01	215	021				TSA	0.00	1,647.75
								B	01	215	022				Payroll Deductions - HSA	0.00	600.00
								E	01	005	020	000	000	110	Sal-Adm/Supervision	4,830.00	0.00
								E	01	005	020	000	000	210	Fica/Medicare	365.63	0.00
								E	01	005	020	000	000	218	Tra	382.54	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3726	202009	03/31/2020	P	SHR	S20201	S2020180 - 3/31/2020		E	01	005	105	000	000	170	N-Instr Support	1,404.65	0.00
								E	01	005	105	000	000	210	Fica/Medicare	100.87	0.00
								E	01	005	105	000	000	214	Pera	105.35	0.00
								E	01	005	110	000	000	110	Sal-Adm/Supervision	2,354.63	0.00
								E	01	005	110	000	000	210	Fica/Medicare	171.73	0.00
								E	01	005	110	000	000	214	Pera	176.60	0.00
								E	01	005	605	000	000	110	Sal-Adm/Supervision	5,039.68	0.00
								E	01	005	605	000	000	210	Fica/Medicare	379.41	0.00
								E	01	005	605	000	000	218	Tra	399.15	0.00
								E	01	005	620	000	000	144	N-Lic Instr Sup Pers	1,168.88	0.00
								E	01	005	620	000	000	210	Fica/Medicare	86.34	0.00
								E	01	005	620	000	000	214	Pera	87.67	0.00
								E	01	005	810	000	000	170	N-Instr Support	1,273.03	0.00
								E	01	005	810	000	000	210	Fica/Medicare	94.61	0.00
								E	01	005	810	000	000	214	Pera	95.48	0.00
								E	01	005	810	000	000	230	Life Insurance	0.00	3.34
								E	01	005	810	000	000	240	Long Term Disability Insurar	0.00	10.89
								E	01	010	201	000	000	140	Lic Classroom Tchr	5,611.34	0.00
								E	01	010	201	000	000	210	Fica/Medicare	415.29	0.00
								E	01	010	201	000	000	218	Tra	444.42	0.00
								E	01	010	203	000	000	140	Lic Classroom Tchr	28,239.41	0.00
								E	01	010	203	000	000	141	N-Lic Classroom Pers	137.63	0.00
								E	01	010	203	000	000	145	Sub Tchr-Lic Personal Salar	908.38	0.00
								E	01	010	203	000	000	210	Fica/Medicare	2,190.72	0.00
								E	01	010	203	000	000	214	Pera	10.32	0.00
								E	01	010	203	000	000	218	Tra	2,308.49	0.00
								E	01	010	211	000	000	145	Sub Tchr-Lic Personal Salar	104.00	0.00
								E	01	010	211	000	000	210	Fica/Medicare	7.39	0.00
								E	01	010	211	000	000	214	Pera	7.80	0.00
								E	01	010	212	000	000	140	Lic Classroom Tchr	1,607.88	0.00
								E	01	010	212	000	000	210	Fica/Medicare	123.01	0.00
								E	01	010	212	000	000	218	Tra	127.34	0.00
								E	01	010	219	000	317	140	Lic Classroom Tchr	83.34	0.00
								E	01	010	219	000	317	141	N-Lic Classroom Pers	208.25	0.00
								E	01	010	219	000	317	210	Fica/Medicare	22.10	0.00
								E	01	010	219	000	317	214	Pera	15.62	0.00
								E	01	010	219	000	317	218	Tra	6.60	0.00
								E	01	010	220	000	000	140	Lic Classroom Tchr - English	1,607.88	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3726	202009	03/31/2020	P	SHR	S20201	S2020180 - 3/31/2020		E	01	010	220	000	000	210	Fica/Medicare	119.96	0.00
								E	01	010	220	000	000	218	Tra	127.34	0.00
								E	01	010	240	000	000	140	Lic Classroom Tchr	2,006.25	0.00
								E	01	010	240	000	000	210	Fica/Medicare	148.61	0.00
								E	01	010	240	000	000	218	Tra	158.90	0.00
								E	01	010	256	000	000	140	Lic Classroom Tchr	1,699.17	0.00
								E	01	010	256	000	000	145	Sub Tchr-Lic Personal Salar	19.50	0.00
								E	01	010	256	000	000	210	Fica/Medicare	131.48	0.00
								E	01	010	256	000	000	218	Tra	136.11	0.00
								E	01	010	258	000	000	140	Lic Classroom Tchr	1,844.21	0.00
								E	01	010	258	000	000	145	Sub Tchr-Lic Personal Salar	40.25	0.00
								E	01	010	258	000	000	210	Fica/Medicare	144.01	0.00
								E	01	010	258	000	000	214	Pera	1.56	0.00
								E	01	010	258	000	000	218	Tra	147.60	0.00
								E	01	010	260	000	000	140	Lic Classroom Tchr	3,078.48	0.00
								E	01	010	260	000	000	210	Fica/Medicare	228.45	0.00
								E	01	010	260	000	000	218	Tra	243.82	0.00
								E	01	010	260	000	000	220	Health Insurance	177.18	0.00
								E	01	010	260	000	000	230	Life Insurance	0.00	6.10
								E	01	010	260	000	000	240	Long Term Disability Insurar	0.00	26.26
								E	01	010	270	000	000	140	Lic Classroom Tchr - Social	1,724.83	0.00
								E	01	010	270	000	000	210	Fica/Medicare	129.33	0.00
								E	01	010	270	000	000	218	Tra	136.61	0.00
								E	01	010	291	000	000	185	Oth Sal Pay-Lic/Cert.	337.50	0.00
								E	01	010	291	000	000	210	Fica/Medicare	24.68	0.00
								E	01	010	291	000	000	218	Tra	26.73	0.00
								E	01	010	400	000	000	140	Lic Classroom Tchr	1,440.95	0.00
								E	01	010	400	000	000	210	Fica/Medicare	107.17	0.00
								E	01	010	400	000	000	218	Tra	114.12	0.00
								E	01	010	407	000	740	140	Lic Classroom Tchr	3,823.12	0.00
								E	01	010	407	000	740	210	Fica/Medicare	289.75	0.00
								E	01	010	407	000	740	214	Pera	36.17	0.00
								E	01	010	407	000	740	218	Tra	264.58	0.00
								E	01	010	408	000	740	140	Lic Classroom Tchr	482.36	0.00
								E	01	010	408	000	740	210	Fica/Medicare	36.91	0.00
								E	01	010	408	000	740	214	Pera	36.18	0.00
								E	01	010	411	000	740	140	Lic Classroom Tchr	643.16	0.00
								E	01	010	411	000	740	210	Fica/Medicare	49.21	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3726	202009	03/31/2020	P	SHR	S20201	S2020180 - 3/31/2020		E	01	010	411	000	740	214	Pera	48.24	0.00
								E	01	010	420	000	740	161	ParaProf/Personal Care Ass	5,162.38	0.00
								E	01	010	420	000	740	186	Oth Sal Pay-Non Lic/Cert.	8.00	0.00
								E	01	010	420	000	740	210	Fica/Medicare	364.89	0.00
								E	01	010	420	000	740	214	Pera	387.77	0.00
								E	01	010	420	000	740	230	Life Insurance	0.00	8.86
								E	01	010	420	000	740	240	Long Term Disability Insurar	0.00	28.87
								E	01	010	422	000	425	161	ParaProf/Personal Care Ass	351.05	0.00
								E	01	010	422	000	425	210	Fica/Medicare	26.86	0.00
								E	01	010	422	000	425	214	Pera	26.33	0.00
								E	01	010	640	000	000	185	Oth Sal Pay-Lic/Cert.	225.00	0.00
								E	01	010	640	000	000	186	Oth Sal Pay-Non Lic/Cert.	24.00	0.00
								E	01	010	640	000	000	210	Fica/Medicare	18.30	0.00
								E	01	010	640	000	000	214	Pera	1.80	0.00
								E	01	010	640	000	000	218	Tra	17.82	0.00
															\$124,678.11	\$124,678.11	
3727	202009	03/31/2020	P	AP	VOUCH	03.31.20 PR Payables		B	01	206	000				Other Accts Payable	0.00	33,476.87
								B	01	215	004				Garnishment	190.83	0.00
								B	01	215	010				Payroll Deductions FICA	11,553.42	0.00
								B	01	215	011				Payroll Deductions Fed Tax	5,062.08	0.00
								B	01	215	013				Payroll Deductions MN Tax	2,670.25	0.00
								B	01	215	017				Payroll Deductions PERA	1,935.53	0.00
								B	01	215	018				Payroll Deductions TRA	9,817.01	0.00
								B	01	215	021				TSA	1,647.75	0.00
								B	01	215	022				Payroll Deductions - HSA	600.00	0.00
															\$33,476.87	\$33,476.87	
3728	202009	03/31/2020	P	AP	PAYME	03.31.20 PR Payables	03.31.20 PR Payables	B	01	101	003				Cash & Cash Equiv	0.00	33,286.04
							03.31.20 PR Payables	B	01	206	000				Other Accts Payable	33,286.04	0.00
															\$33,286.04	\$33,286.04	
3730	202009	03/03/2020	P	AR	RECEI	Bill.Com Refund A Sharp		B	01	101	003				Cash & Cash Equiv	32.00	0.00
								E	01	010	640	000	316	366	Trav/Conv/Conference	0.00	32.00
															\$32.00	\$32.00	



Meeting: Governance Committee
Date: Wednesday, March 8, 2020
Time: 4:30 p.m.
Location: WLA School zoom.us account

Minutes:

The meeting was called to order by Jessica Erickson at 4:3 p.m.
Members Present: Jessica Erickson, Claudia George, Ro Krejci, Kathy Mortensen and Kylie Griffith
Members Absent: None

Development, Discussion, and Recommendations

Discussion on 709: Transportation and 101: Access to Public Data

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting
Date: Wednesday, May 13, 2020
Time: 4:30 p.m.
Location: Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

Meeting adjourned at 5:40 p.m.

Policy 101: Access to Public Data

Updated: **Adopted:** July 12th, 2016

Revised:

~~Pursuant to Minn. Stat. §15.17, Chapter 13, MN Rules 1205.0300, subp.4~~

You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows the agency to charge for copies. You have the right to look at data free of charge, before deciding to request copies.

Government data collected, created, received, maintained or disseminated by Woodbury Leadership Academy (WLA) is public unless classified by statute, or temporary classification, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. On request to WLA, a person is permitted to inspect public government data at reasonable times and places, and, on request, informed of the data's meaning. If a person requests copies or electronic transmittal of the data to the person, WLA will require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data.

1. Requests for Public Data are accepted in written form and may be mailed to the Responsible Authority for processing; request form follows.
2. A person requesting access for the purpose of inspection, is not assessed a charge to inspect data. Inspection(s) will take place by appointment only. Contact the Business office to make an appointment. Inspection does not include the printing of copies by WLA or its designee.
3. In the event of requests for copies or electronic transmittal of the data, WLA requires the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data.
4. If 100 or fewer pages of black and white, single side, letter or legal size paper copies or electronic images are requested, actual costs are not used and WLA will charge 25 cents for each copy or image provided. If WLA or its designee is not able to provide copies or electronic images at the time a request is made, copies will be supplied as soon as reasonably possible.
5. Requests for copies or images resulting in charges/fees of \$10.00 or more will be invoiced and collected before delivery of the material(s).

Method to Access Data: Inspection Copies Both
Inspection and Copies

Describe the data you are requesting. Please be specific. Use additional pages if necessary.

You are not required to provide contact information however if you are requesting to receive copies of data it is necessary that we have a method to prove that data to you. In addition, failure to provide contact information may delay processing of your request. If the Woodbury Leadership Academy (**WLA**) does not understand your request and needs to get clarification from you, without contact information WLA may not be able to process at all, or a portion of, your request until you contact WLA again.

Contact Information:

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Return this form to:

Woodbury Leadership Academy

600 Weir Drive **8089 Globe Drive** Woodbury, MN 55125

Or, PDF scanned copy to info@woodburyleadershipacademy.com send to info@wlamn.org

Adopted: July 22, 2014

Revised: February 24, 2020

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

~~A. School Bus Safety Week~~

~~Woodbury Leadership Academy may designate a school bus safety week.~~

A. ~~B.~~ Student Training

1. Woodbury Leadership Academy **must shall** provide **all** students enrolled in kindergarten through grade eight with age-appropriate school bus safety training **by the end of the third week of school** in the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe **street or road** ~~vehicle lane~~ crossing; and
- g. school bus evacuation ~~and other emergency procedures~~.

2. ~~All students grades K through 8 who may ride a school bus, even only occasionally during the year, will receive the school bus safety training.~~ **All students in kindergarten through grade eight will receive school bus safety**

training by the end of the third week of school. Students in kindergarten through third grade must receive the school bus safety training twice each school year.

3. Woodbury Leadership Academy will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

III. ELIGIBLE RIDERS

A. It is the decision of Woodbury Leadership Academy to transport students that live outside the district in which the charter school is located. Woodbury Leadership Academy is not required, but may go outside the district boundaries, to provide transportation.

1. Woodbury Leadership Academy may charge a fee for to-and-from school transportation services if the student lives outside the district or if the student lives less than two miles from the school.

IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. Woodbury Leadership Academy's general student behavior rules are in effect for all students on school buses.

B. Consequences for school bus/bus stop misconduct will be imposed by Woodbury Leadership Academy under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to Woodbury Leadership Academy's Director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

If these rules are broken, the school's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school.

~~Riding the school bus is considered an extension of the school day. Policies that apply to student behavior at school also apply on the bus and at the bus stop. The school bus safety rules are to be posted on every bus. If these rules are broken, Woodbury Leadership Academy's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's~~

~~responsibility to report unacceptable behavior to Woodbury Leadership Academy's School Office.~~

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. **Stay sit** in your seat **with your feet on the floor and facing** forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body **and objects** inside the bus.

- e. ~~Keep your arms, legs, and belongings to yourself.~~
Keep your whole body, objects and negative comments to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. ~~Do not bring any~~ Keep all weapons, dangerous and harmful objects ~~on~~ off the school bus.
- j. Do not damage the school bus or equipment.
- k. Electronic devices may be used without sound or with the use of headphones/earbuds and may not be used to record.
- l. The bus driver has the authority to assign seating on the bus.
- m. Keep the bus clean.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of Woodbury Leadership Academy. Parents or guardians will be notified of any suspension of bus privileges. ~~Consequences may include, but are not limited to: parent meeting, suspension of bus riding privileges, or expulsion from riding the bus.~~

i. Other Discipline

~~Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.~~

Bus Referral Process [the below added]

Level	Behavior	Consequence
Level 1 Offense	<ul style="list-style-type: none"> • Failure to follow driver's directions • Standing, not sitting and facing forward while bus in motion • Excessive noise • Horseplay • Food or drink on bus 	<p>First Offense: Written warning</p> <p>Second Offense: Written warning and up to 3-day bus suspension</p> <p>Third Offense: Written warning and up to 5-day bus suspension</p> <p>Fourth Offense: Written warning and up to 10-day bus suspension</p> <p>Fifth Offense: Written warning and up to 15-day bus suspension or expulsion from riding bus</p>
Level 2 Offense	<ul style="list-style-type: none"> • Threatening comments (intimidation) • Disrespecting others • Distracting the driver • Use of obscene or profane actions/language • Body parts out the window • Throwing objects • Inappropriate use of electronic devices • Harassing others • Stealing 	<p>First Offense: Written warning</p> <p>Second Offense: Written warning and up to 5-day bus suspension</p> <p>Third Offense: Written warning and up to 10-day bus suspension</p> <p>Fourth Offense: Written warning and up to 15-day bus suspension or expulsion from riding bus</p> <p>Fifth Offense: Written warning and up to 20-day bus suspension or expulsion from riding bus</p>
Level 3 Offense	<ul style="list-style-type: none"> • Possession of tobacco, drugs or alcohol • Possession of a weapon (including look alike toys) • Assault, violent toward bus driver or students • Confirmed cases of bullying • Vandalism to bus 	<p>First Offense: Written warning, up to 5-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed</p> <p>Second Offense: Written warning, up to 10-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed</p> <p>Third Offense: Written warning, up to 30-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed.</p>

ii. Records

Records of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and

substantial danger to the student or surrounding persons or property will be provided by Woodbury Leadership Academy **and** ~~to~~ the Department of Public Safety in accordance with state and federal law.

iii. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

iv. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are ~~to be posted~~ on each school bus.

v. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

Woodbury Leadership Academy school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

~~B. Parents/Guardians Responsibilities for Transportation Safety~~

Parents/Guardians are responsible to:

1. Become familiar with school rules, policies, regulations, and the principles

- of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
 3. Communicate safety concerns to their school administrators;
 4. Monitor bus stops, if possible;
 5. Have their children to the bus stop five minutes before the bus arrives;
 6. Have their children properly dressed for the weather; and
 7. Have a plan in case the bus is late;
 8. Recognize their responsibility for the actions of their children;
 9. Assisting students in understanding safety guidelines and encouraging them to comply;
 10. When appropriate, assisting students in safely crossing local streets before boarding and after leaving the bus;
 11. Communicate, in writing, and medical conditions their student has that may need attention on the school bus (i.e. seizures, bee stings, heart condition);
 12. Notification must be received by the office regarding contact information changes, such as telephone or address changes.

~~V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES FOR BUSES OWNED, LEASED, OR CONTRACTED BY WOODBURY LEADERSHIP ACADEMY~~

~~A. All school bus drivers should have proper Minnesota licensure for the vehicle driven~~

~~7~~

~~B. Woodbury Leadership Academy will ask hired bus companies to conduct mandatory~~

~~drug and alcohol testing of all school bus drivers in accordance with state and federal law and school policy.~~

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

~~2. A student will only be transported on his or her assigned school bus unless prior arrangements have been made in writing by the student's parent or guardian and the adult responsible for picking the child up from the non-assigned school bus.~~

~~3.~~ **2. Only students assigned to the school bus by the school's office shall be transported.** The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

~~4.~~ **3.** The parent/guardian may designate, pursuant to school policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.

VI. EXPECTED DRIVER RESPONSIBILITIES AND DUTIES

- A. Report on time, rested and prepared to drive defensively, in an alcohol/drug-free condition.**
- B. Drive defensively and faithfully obey all traffic laws.**
- C. Check the passenger compartment of the vehicle after each run for sleeping or hiding children, lost items and vandalism.**

- D. Discharge passengers only at designated stops unless given prior approval from Woodbury Leadership Academy's office.
- E. The driver has the authority to assign seating on the bus.
- F. For all student violations, write a bus conduct report and provide to the school within a reasonable amount of time.



Meeting: Facilities Committee

Date: Tuesday, April 14th, 2020

Time: 4:30 pm

Location: Video Conference

Minutes:

The meeting was called to order by Jason Livingston at 4:35 p.m.

Members Present:	Guests Present:
Jason Livingston	Shawn Smith
Jolene Skordahl	Judith Darling
Diane Thiigs	
Mandi Folks	
Dr. Kathy Mortenson	

Agenda Items:

- 2nd and 3rd floor project update
 - Project on schedule – looking for areas to speed up progress due to school being closed.
 - 3rd floor scheduled to be completed the first week of June, 2020
 - 2nd floor currently scheduled to start the first week of June, but will likely start earlier.
 - 2nd floor scheduled for completion by end of July.
 - Painting of classrooms has started on 2nd floor.
 - Upgraded lighting to high-efficiency LED lights
- Bonding Update
 - If interested, we need to draft an LOI to submit to the property owner.
 - Shawn S. is drafting preliminary terms for an LOI to be reviewed by the board.
 - Need a board vote to authorize the facilities committee to move forward with drafting an LOI.
- Playground
 - Branches need to be trimmed. Kathy is talking to the grounds keepers.
 - Plan for Gaga Ball pit move in August after the build out is complete. (dumpsters)
- General upkeep – nothing to report
- Covid-19 related changes
 - Additional cleanliness and sterilization practices have been implemented.

Housekeeping

Next meeting of the WLA Board of Directors Facilities Committee:

Date: Tuesday, May 12th, 2020

Time: 4:30 p.m.

Location: Video Conference

Jason Livingston adjourned the meeting @ 6:15 pm

S	M	T	W	Th	F	S
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	28	29	30	31		

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	22	23	24	25	26	27
	29	30				20

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	17	18	19	20	21	22
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	26	27	28	29	30	31
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S	M	T	W	Th	F	S
M						1
A	3	4	5	6	7	8
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	17	18	19	20	21	22
	24	25	26	27	28	29
	31					
						20

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A				1	2	3
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	18	19	20	21	22	23
	25	26	27	28	29	30
						31

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	27	28	29	30	31	
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	22	23	24	25	26	27
	29	30	31			
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E	2	3	4	5	6	7
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	16	17	18	19	20	21
	23	24	25	26	27	28
						29
						18

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A				1	2	3
P	5	6	7	8	9	10
R	12	13	14	15	16	17
I	19	20	21	22	23	24
L	26	27	28	29	30	
						22

S	M	T	W	Th	F	S
J						
U		1	2	3	4	5
N	7	8	9	10	11	12
E	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			
						4