



**Meeting:** Board of Directors Regular Meeting

**Date:** Wednesday, June 24, 2020

**Time:** 5:30 P.M.

**Location:** Virtual Meeting on Zoom.us (Zoom ID: 432 394 8884; Password: WLAROCKS)

## **AGENDA**

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

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

1.2 Roll Call (Mandi Folks, Board Chair)

### **2. WLA Mission and Vision (Jason Livingston)**

- a. The mission of WLA is to utilize leadership-based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge Curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology
- b. The vision of WLA is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face in high school and beyond.

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

3.1 Approval of meeting agenda

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

3.2 Approval of May 27, 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 (Jolene Skordahl)

6.4.1 Accept May Financials and June Finance Committee Minutes

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept June Governance Committee Minutes and First Reading of  
Policy 540

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept May and June Facility Committee Minutes

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

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

- 7.1 Ratify employment contracts
- 7.2 Ratify special education contracts for the following independent contractor
- 7.3 Ratify Gambino's for custodial services
- 7.4 Blended Learning Plan
- 7.5 2020 Board Election Results
- 7.6 Conduct the board performance evaluation
- 7.7 Approve the Board Calendar for the next fiscal year

**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, July 22, 2020

Time: 5:30 P.M.

Location: Zoom 432-394-8884, password: WLAROCKS

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

Adjournment

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote: \_\_\_\_\_

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 27, 2020**



**Directors Present:** Mandi Folks

**Directors Attending Virtually:** Jessica Erickson, Claudia George, Jason Livingston, Jolene Skordahl

**Directors Absent:** Shannon Kelly

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

**Others in Attendance:** WLA staff, Graham Gunther (Civic Intelligence LLC)

**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 George 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 May 27, 2020." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

**3.2 Approval of April 22, 2020 Board Minutes**

Ms Erickson moved "to approve the Board minutes from April 22, 2020." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, 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**

Graham Gunther of Civic Intelligence LLC introduced himself and his company, stating that they do school policy work for MN charter schools. He is attending several Board meetings to understand how schools are handling the current situation and identify relevant issues.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms Folks reported that May has been a busy month with extra Finance, Facilities meetings, and ad hoc committee meetings working on the Board election and the Director's evaluation.

## **6.2 Executive Director Report**

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

- Staff are creating contingency plans for three possible scenarios for school this fall: in-person learning, distance learning and hybrid learning (alternating days). The Governor and Commissioner of Education will be issuing further guidance on school opening in the fall.
- Current families were surveyed to determine their educational preference for the fall. Results were fairly evenly split: 1/3 classroom learning, 1/3 distance learning and 1/3 preferred a blended scenario.
- The Curriculum Committee is recommending "Ready Math" for Board approval. Ready Math allows for transitioning between onsite and virtual learning. Teachers at all grade levels were involved in the decision.
- There is a busy agenda for staff's final 4 work days: final grades and report cards, data analysis, recovering materials and technology that were distributed to homes, and planning for 2020-21.
- Monarch Transportation has agreed to a \$5,579 credit for gas savings during distance learning.
- Ms Mortenson has been working with the Finance Committee to develop a salary model to better align teacher pay with that of surrounding schools, with an additional incentive for teachers with Masters degrees or in hard to fill positions (SpEd, Math & Science). Names and credentials of newly hired teachers were reviewed.
- Covid-19 safeguards and protocols have been drafted and will be shared with staff next week, along with safety protocols and general operations for what school will look like in the fall. Both of these documents are included in the Board packet and are subject to revision as further information develops.
- Yearend activities include a virtual Band concert, Kindergarten Graduation, and an all school reverse parade.

## **6.3 Financial Director Report**

Mr Wruck reviewed several key indicators of the financial health of the school: WLA has a good cash balance, enrollment is holding steady and overall revenues and expenses are in line with the budget. He stated that at April month end, approx. 83% of the year is complete, and WLA's revenues and expenditures at April month end are in line with the 83%. He has been working with Finance to align teacher salaries as discussed above, which have been incorporated in the 20-21 budget.

## **6.4 Finance Committee Report**

Ms Skordahl reported the Finance Committee met twice during May. Topics discussed included the April Financials, submitting the Line of Credit application to Propel, and applying for small business loan funds under the Payroll Protection Program. The pros and cons of applying were discussed. The Board directed Ms Mortensen to apply and if WLA qualifies for funding, bring back to the Board for approval. Other topics discussed include the YMCA contact, IRS Form 990, 2020-21 insurance benefit changes to Preferred One and MetLife, teacher salary model changes and the 2020-21 budget. They also continued the discussion on purchasing the school building.

### **6.4.1 Accept April Financials and May Finance Committee Minutes**

Ms Skordahl moved "to accept the minutes from the May 14 and May 21, 2020 Finance Committee meetings and the April 2020 Financials." Ms Erickson seconded. A roll call vote

was taken on the motion: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

#### **6.4.2 Discussion of Small Business Loan Funds**

Item was discussed during the Finance Committee Report.

### **6.5 Governance Committee Report**

Ms Erickson reported that the Governance Committee met and reviewed policies 102 Equal Educational Opportunity and 103 Complaints which are presented to the Board for 2<sup>nd</sup> reading. They also brainstormed ideas for a Blended Learning policy, which will be further discussed at the June meeting.

#### **6.5.1 Accept May Governance Committee Minutes and Second Reading of Policies 102 and 103**

Ms Erickson moved “to accept the May 13, 2020 Governance Committee minutes and second reading of

Policy 102 Equal Educational Opportunity and Policy 103 Complaints –Students, Employees, Parents, Other Persons.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **6.6 Facilities Committee Report**

Mr Livingston reported the Facilities Committee met to review the status of the construction project: 3<sup>rd</sup> floor is ahead of schedule and should be completed mid-June, construction on 1<sup>st</sup> and 2<sup>nd</sup> floor is underway with a targeted completion in mid-July. He reported the project is currently running under budget. Ms Mortensen provided details of the project status. She clarified that Globe is funding the project and is approx. \$2,000 under budget, but WLA’s expected to cover approx. \$12,000 of the project costs. The committee further discussed purchase of the building, which will be discussed with the Board in closed session. Minutes will be presented at the next meeting.

## **7. Board Training, Discussion and Business**

### **7.1 WLA Budget model for 2020-2021**

Mr Wruck reviewed the proposed 2020-21 budget and underlying assumptions. He also reviewed a long range budget projection model. There was discussion. Ms Skordahl moved “to approve the 2020-2021 budget with General Fund revenues of \$5,513,753 and General Fund expenditures of \$5,396,851 and Fund 4 Community Service revenues of \$0 and Fund 4 transfers out of \$20,000. Seconded by Ms Erickson. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **7.2 WLA employment agreements approval**

Ms Mortensen shared a list of new and returning teachers and their positions. Salaries were not listed, but amounts are based on the updated teacher salary model and are within budget - detail is available for viewing in the office or by submitting a data request.

Ms Erickson moved to “to ratify the 2020-2021 teacher employment agreements.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Employment agreements for remaining staff positions will be presented at the June meeting.

### **7.3 Ratify contracted services agreement(s)**

Item tabled until June meeting.

#### **7.4 Update from Board of Directors Election Taskforce**

Ms Skordahl shared that online voting was in process, ending on Friday, May 29 at 4:30 PM. Results will be shared at the June meeting and elected members will be seated at the July meeting.

#### **7.5 Update on desire/need for Academic Committee**

Ms Folks reminded Board members that the idea of a Board Academic Committee was brought up at a previous meeting. There was discussion. Members decided there was not a need at this time.

#### **7.6 YMCA contract approval**

Ms Folks shared that the contract is for the school year only due to construction. Also, by limiting to the school year, it is for before and after school care of WLA students only. Ms Erickson moved "to approve the YMCA contract for the 2020-2021 school year." Mr Livingston seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

#### **7.7 Engage Legal Counsel for Affiliated Building Company**

Ms Folks shared that charter schools are able to create an affiliated building company after 6 years of existence. WLA will be eligible after June 30th. She spoke with a real estate lawyer about drafting documents to file with the state. Ms Folks moved "to engage legal counsel to begin preliminary steps for the creation of an affiliated building company to be finalized after June 30, 2020." Mr Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **8. Closed Meeting to Develop or Consider Offers or Counter Offers for the purchase or sale of real or personal property**

Ms Folks invited Ms Mortensen and Mr Wruck to join Board members for the closed session. Motion was made by Ms Folks "to close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(c3) for the purpose of developing or considering offers or counter offers for the purchase or sale of real or personal property." Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Ms Folks moved "to allow Ms Mortensen, ex officio Board member and Financial Manager, Mr Wruck, to attend the closed session to discuss the purchase or sale of real or personal property." Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Meeting closed at 7:42 PM.

### **Convene into Open Session**

The Board convened into open session at 8:19 PM. Ms Folks moved "to reopen the meeting." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms George, Mr Livingston, Ms Skordahl, and Ms Folks voted for the motion; there were no votes against. Motion passed.

### **9. Closed Meeting to Discuss Executive Director Annual Evaluation**

Ms Folks asked Ms Mortensen if she would like the meeting open or closed. Ms Mortensen stated she prefer the meeting be closed. Motion was made by Ms Folks "to close the meeting

as permitted by Minnesota Statute 13D.05, subdivision 3(a) for the purpose of discussing the Executive Director's annual evaluation." Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.  
Meeting closed at 8:21 PM.

### **Convene into Open Session**

The Board convened into open session at 9:40 PM. Ms Folks moved "to reopen the meeting." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Ms Folks summarized the closed session as a discussion of the Executive Director's performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Ms Mortensen.

## **10. Board Communication & Future Items**

### **10.1 Board Communication/Future Agenda Items – Reflection**

Ms Folks noted it was a busy, productive meeting.

## **11. Housekeeping**

### **Next regularly scheduled WLA Board of Directors Meeting**

Ms Folks stated the next regular meeting is scheduled for Wednesday, June 24, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

## **12. Adjournment**

Ms Skordahl moved "to adjourn." Ms George seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Mr Livingston, and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 9:43 PM.

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



**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, JUNE 24, 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 6/21/2020, we have 474 students enrolled.
- The Governance Committee met on June 10 and 23rd.
- The Finance Committee met on June 11<sup>th</sup>.
- The Facilities Committee met on June 9<sup>th</sup>.
- The monthly VOA School Leaders meeting is being held weekly to share ideas and problem solve for the upcoming school year.
- The construction project is on schedule, and close to being on budget. 3<sup>rd</sup> floor is largely completed, however, we are waiting on carpeting and lockers. 1<sup>st</sup> and 2<sup>nd</sup> floors are expected to be completed by mid-July. In addition to regular weekly meetings with the Project Managers, and physically walk through the building 1-2 times per week, I have also been having meetings (on and off site) with our technology group to ensure that classrooms will be set up for the various equipment we have yet to install.

**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*

- There are several plans for returning to school this Fall. See attached.
- An assessment on the effectiveness of Distance Learning was undertaken, and the results are attached.
- A course on "Cultural Competency" is being offered on-line, and facilitated by Ashley Barthel.
- Megan E. will be taking a course this summer on meeting the needs of traumatized students, and ways to engage in meaningful discussion about difficult topics. She will then be presenting materials at the August workshop for all staff members.

**III. Financial Management**

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

The Finance Committee reviewed all special education contractor contracts, and custodial contracts for referral to the Board.

Finances are on track with all hiring, and per line item expectations.

#### **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.*

- Contracts have been offered to all paras, Deans, and office personnel for renewal. All offers are within the Board approved budget. The contracts that have been reviewed by the Finance Committee, and signed by the returning employees are as follows:
  - Nancy Baumann
  - Jenny Owens
  - Andy Sharp
  - Ben Broderick
  - Steve Lock
  - Lisa Garaby
  - Suzanne Keelin
  - Pat Ballato

(Kylie Griffith has signed her contract but it hasn't been reviewed by the Finance Committee yet, Amy Cahlander, Jess Graff, Katie Christoff, and Ben Martinson haven't signed their contracts yet.)

- We have offered contracts to an additional new employee in the area of Special Education.
  - Heidi Dettman                      Special Education                      3 years teaching experience

*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*

- We are making changes and adding security measures as we reconfigure and remodel.
- On June 17<sup>th</sup>, there was a fire marshal inspection at WLA, and we passed.
- On June 19<sup>th</sup>, there was an electrical inspection at WLA, and we passed.

#### **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*

- The All-School "Reverse" Parade was held Friday, May 29<sup>th</sup>. All staff members are super excited to reconnect with students and families. It's been a tough spring for all of us and this will be an opportunity to engage!

- During the current health emergency, WLA has implemented several communication protocols and plans for staff members and stakeholders which continue to include the following, some of which have been pared back from May:
  - Dr. Mortensen attends conference calls with the Commissioner of Education once per week
  - Dr. Mortensen facilitates a conference call with seventeen other school leaders through the School Leadership Team, (SLT) once per week
  - Dr. Mortensen maintains close contact with the WLA authorizer, VOA
  - There are updates between the Board Chair, Mandi Folks, and Dr. Mortensen
  - Various memos and updates to families are sent out to various stakeholder sub-groups.



**Meeting:** Finance Committee Meeting Minutes

**Date:** Thursday, June 11, 2020

**Time:** 4:30 p.m.

**Location:** Virtual Meeting

### Meeting Minutes

#### Meeting Call to Order and Roll Call

Meeting Call to Order @4:33

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

#### 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 May Financial Statements - On track, within ranges, lease aid application, renewal of line of credit (Propel) wait till end of July or August if no cash flow issues. Expenditures a bit higher, normal for this time of year, finishing up field trips etc. KM stated ADM should be 480 as two students were not counted. MDE says additional \$30,000+ through CARES Act (use as needed) for SY 20/21 - PPP application moving forward. MF still on track to contribute to fund balance? Yes

\*Review Enrollment Figures for Bonding/Purchase of Building - Shaun Smith, discussion ensued on building usage and enrollment figures. Rent credit (per landlord) may be used.

\*Cleaning company review, proceed with Gambino's (current company), **approved contract.**

\*continue Teachers on Call, Language Bac,

\*Special Education Contracts, speech language therapist (Jenny Ballard), Adaptive PE (Reno Mothes), School Psychologist, Chris Larson (strategic staffing), Occupational Therapist (Natalie), Autism Resources, Licensure area specialists, Deaf hard of hearing services (Jennifer Smith), Audiologist Senchian Health Care, Director of Special Education Design for Learning. **Agree to Ratify all SPED Contracts.**

\*Office Staff Contracts, **board to ratify.**

\*Dr. Mortensen PTO payout, discussion ensued.

#### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: July 16, 2020

Time: 4:30

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

**Adjournment @ 5:43**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Statements

May-2020

bergankDV | **DO MORE.**

*Prepared by:*  
Steve Wruck  
Finance Manager

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

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**Woodbury Leadership Academy  
Woodbury, Minnesota  
May 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 30<sup>th</sup>, but the expense will not be realized until after July 1.

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

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

Our line of credit with Propel expired in February. At the current time Propel is working on applications for current year holdbacks and not doing applications for a possible increase in holdback. Since we do not have cash flow concerns currently, they prefer we wait until later in July or August. This will allow time to see if the Legislature meets in Special Session and make changes if any in the holdback.



## Summary of Key Indicators

- Our cash balance as of May 31 was \$481K.
- Our current projected ADM is 478 which is four less than our budgeted ADM of 482.
- The recent May 31 enrollments are steady after the COVID impact. We updated the ADM report and General Education revenue numbers and are tracking using the Working Budget on this finance report. The current model we have 485 WADM.
- Other Items on the Radar:

Lease Aid Application

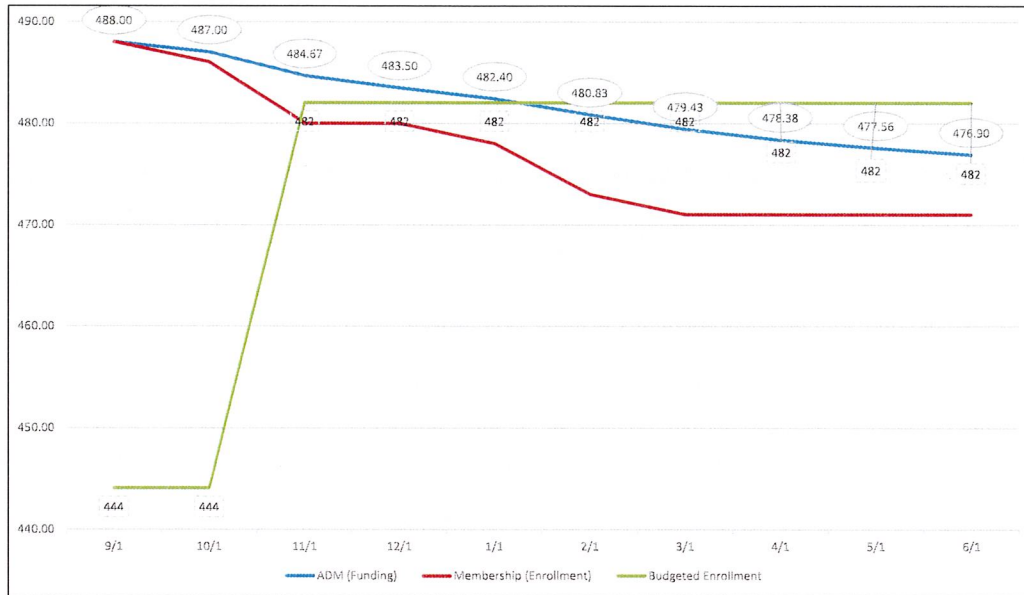
Applying for renewal of the Line of Credit

## Supplemental Information of May 2020

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

Please feel free to contact Steve Wruck at [steve.wruck@bergankdv.com](mailto:steve.wruck@bergankdv.com) at 320-229-6158 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	
<b>Grand Total</b>	<b>488</b>	<b>487</b>	<b>485</b>	<b>484</b>	<b>482</b>	<b>481</b>	<b>479</b>	<b>478</b>	<b>478</b>	<b>477</b>	

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	79	79	79	
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	34	34	34	
7	21	21	21	20	20	20	20	20	20	20	
8	16	16	15	16	16	16	16	16	16	16	
<b>Grand Total</b>	<b>488</b>	<b>486</b>	<b>480</b>	<b>480</b>	<b>478</b>	<b>473</b>	<b>471</b>	<b>471</b>	<b>471</b>	<b>471</b>	

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	
<b>Grand Total</b>	<b>444</b>	<b>444</b>	<b>482</b>	<b>482</b>	<b>482</b>	<b>482</b>	<b>482</b>	<b>482</b>	<b>482</b>	<b>482</b>	

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**  
**May 31, 2020**

	Balance July 1, 2019	Balance May 2020
<b>Assets</b>		
Current assets		
Cash and investments	\$ 624,546	\$ 480,990
Accounts receivable	9,171	-
Due from Other Funds	-	-
PY state aid receivable	344,665	7,799
CY state aid receivable/(deferred rev)		484,905
Federal aids receivable	18,473	
Prepaid expenses and deposits	67,171	52,954
<b>Total assets</b>	<b>\$ 1,064,025</b>	<b>\$ 1,026,647</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and wages payable	\$ 99,592	\$ 99,710
Line of credit payable/loan payable	-	-
Accounts payable	82,427	163
Payroll deductions and contributions	74,506	63,835
Deferred revenue	-	-
Total current liabilities	256,524	163,708
Fund balance		
Fund balance 7-1-2019	807,501	807,501
Change in fund balance		55,438
Total fund balance	807,501	862,939
<b>Total liabilities and fund balance</b>	<b>\$ 1,064,025</b>	<b>\$ 1,026,647</b>

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

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

	488.60 FY 2020 Amended Budget 482 ADM	484.76 FY 2020 Working Budget 477 ADM	92%
	FY 2019 Actual	May 2020 YTD Activity	Percent of Working Budget
<b>General Fund - 01</b>			
<b>Revenues</b>			
State revenues			
211 General education aid	\$ 2,724,265	\$ 3,434,175	90.5%
Literacy aid	23,584	23,594	-
348-300 Charter school lease aid	510,656	612,324	45.0%
Long-term facilities maintenance revenue	51,678	63,988	-
740-360 Special education aid	320,320	477,950	78.2%
PY over (under) accrual	9,513	20	-
201 Endowment aid	10,823	17,521	99.5%
342-300 Safe schools supplemental aid	-	9,020	100.0%
372-071 Medical assistance/third party billing	-	2,000	420.4%
CY estimated state aid receivable (deferred revenue)	-	484,905	-
Total state revenues	<u>3,650,839</u>	<u>4,641,099</u>	<u>91.8%</u>
Federal revenues			
Federal special education aid (FIN 419, 420, 425)	58,991	52,023	56.5%
Title I, II, V (FIN 401, 414, 433)	7,614	30,321	88.1%
Total federal revenues	<u>66,605</u>	<u>82,344</u>	<u>68.6%</u>
Local revenues			
092 Interest earnings	3,218	6,300	72.6%
96 Donations and grants	1,913	500	122.3%
200-096 Give to the Max (course 200)	6,291	5,000	100.0%
050 Fees from students (field trip, milk, pizza friday, other)	35,920	40,600	103.9%
096 Miscellaneous revenues	1,394	500	75.9%
619, 621 Sale of merchandise/fundraising - net	1,957	-	-
Total local revenues	<u>50,693</u>	<u>52,900</u>	<u>90.9%</u>
<b>Total revenues</b>	<u>\$ 3,768,137</u>	<u>\$ 4,776,343</u>	<u>\$ 4,769,186</u>
		<u>\$ 4,358,830</u>	<u>91.4%</u>

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

	488.60 FY 2020 Amended Budget 482 ADM	484.76 FY 2020 Working Budget 477 ADM	4,358,830 May 2020 YTD Activity	92% Percent of Working Budget
Expenditures	3,768,137	4,776,343		
100's Salaries	\$ 1,232,897	\$ 1,632,715	1,413,820	88.6%
200's Benefits	308,056	427,837	419,658	98.9%
305 Contracted services	237,548	249,665	248,719	89.4%
315 Technology services	13,630	17,500	18,207	80.9%
320 Communications services	6,633	7,900	5,924	75.0%
329 Postage	2,439	2,900	652	22.5%
330 Utilities	59,231	91,733	87,639	94.6%
340 Property and liability insurance	12,035	13,000	15,120	100.3%
350 Repairs and maintenance	34,465	76,887	57,913	75.3%
360 Student transportation	315,595	348,004	309,432	88.9%
360 Transportation for field trips	5,970	8,887	11,331	119.9%
366 Travel, conferences, and staff training	18,094	30,000	22,554	75.2%
369 Field trips / registration fees	9,638	17,000	15,400	102.7%
370 Building lease	567,395	680,360	681,276	99.0%
370 Other operating rentals and leases	8,741	35,218	33,996	96.5%
401 Supplies - non instructional (455/465 NI tech supplies)	35,897	46,300	39,821	86.0%
401 Maintenance supplies	14,205	15,000	15,920	106.1%
405 Non-instructional software and licensing	9,084	13,000	13,280	102.2%
406 Instructional software	3,184	8,700	9,195	78.6%
430 Instructional supplies (456/466 inst. tech supplies)	46,908	56,400	58,569	109.7%
460 Textbooks and workbooks	25,561	34,900	39,837	103.5%
461 Standardized tests	3,621	8,100	5,013	61.9%
470 Media/library resources	-	2,000	-	-
490 Food purchased	6,986	9,000	2,223	111.1%
520 Building improvement	23,263	149,020	131,386	93.8%
530 Furniture and other equipment	35,883	20,000	20,065	100.0%
555 Technology equipment	1,354	6,000	6,000	-
556 Instructional technology equipment	-	7,000	-	-
580/581 Principal and interest capital lease	9,273	13,659	10,825	79.3%
820 Dues and memberships, fees	31,171	28,500	27,642	97.0%
State special ed expenditures	344,430	513,925	504,531	97.8%
342 School Safety	-	-	5,248	-
372 Medical assistance/third party billing	58,991	2,000	-	-
Federal special education aid, FIN 419, 420, 425	52,023	52,023	51,520	97.0%
BerganKDV				06/08/2020

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

	488.60	484.76			92%
	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 477 ADM	May 2020 YTD Activity		Percent of Working Budget
Title I, II, and V Directors discretionary fund	7,614	33,021	25,064	-	75.9%
	-	2,500	-	-	-
<b>Total expenditures</b>	<b>\$ 3,489,794</b>	<b>\$ 4,670,453</b>	<b>\$ 4,301,779</b>	<b>\$ 4,301,779</b>	<b>92.3%</b>
<b>Changes in fund balance, General Fund</b>	<b>\$ 278,343</b>	<b>\$ 105,891</b>	<b>\$ 109,146</b>	<b>\$ 57,051</b>	
<b>Beginning fund balance, General Fund, July 1</b>	<b>\$ 436,065</b>	<b>\$ 714,408</b>	<b>\$ 714,408</b>	<b>\$ 714,408</b>	
<b>Projected fund balance, General Fund, June 30</b>	<b>714,408</b>	<b>820,299</b>	<b>823,555</b>	<b>771,459</b>	
	20.5%	17.6%	17.7%		

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

	488.60 FY 2020 Amended Budget 482 ADM	484.76 FY 2020 Working Budget 477 ADM	May 2020 YTD Activity	92%
<b>Community Services Fund - 04</b>				
Revenues				
050 Registration revenue	\$ 360	\$ -	\$ -	-
<b>Total revenues</b>	<b>\$ 360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Expenditures				
Purchased services	-	-	-	
Supplies and materials, snacks	-	-	288	
Equipment	30,428	40,000	1,325	3.3%
Dues and memberships	-	-	-	
<b>Total expenditures</b>	<b>\$ 30,428</b>	<b>\$ 40,000</b>	<b>\$ 1,613</b>	<b>4.0%</b>
<b>Changes in fund balance, Community Services Fund</b>	<b>\$ (30,068)</b>	<b>\$ (40,000)</b>	<b>\$ (1,613)</b>	
<b>Beginning fund balance, Community Services Fund, July 1</b>	<b>\$ 123,170</b>	<b>\$ 93,102</b>	<b>\$ 93,102</b>	
<b>Projected fund balance, Community Services Fund, June 30</b>	<b>\$ 93,102</b>	<b>\$ 53,102</b>	<b>\$ 91,489</b>	
<b>Total All Funds</b>				
Revenues				
State revenues	\$ 3,650,839	\$ 4,641,099	\$ 4,633,898	91.8%
Federal revenues	66,605	82,344	59,073	68.6%
Local revenues	51,053	52,900	44,709	90.9%
Transfer in	-	-	-	-
<b>Total revenues</b>	<b>\$ 3,768,497</b>	<b>\$ 4,776,343</b>	<b>\$ 4,769,186</b>	<b>91.4%</b>
Expenditures				
Salaries and wages	\$ 1,232,897	\$ 1,632,715	\$ 1,595,134	88.6%
Employee benefits	308,056	427,837	419,658	98.9%
Purchased services	1,291,414	1,579,054	1,508,162	93.0%
Supplies and materials	145,447	193,400	188,000	98.0%
Equipment	100,202	235,679	163,601	72.2%
BerganKDV			163,601	06/08/2020

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

	488.60	484.76	92%
	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 477 ADM	Percent of Working Budget
	641,769	644,107	95.3%
Other (fundraising, special ed, dues, etc.)	442,207	614,005	
	3,520,222	4,303,392	
<b>Total expenditures</b>	<b>\$ 4,710,453</b>	<b>\$ 4,700,040</b>	<b>91.6%</b>
	248,276	55,438	
<b>Change in fund balance</b>	<b>\$ 248,276</b>	<b>\$ 69,146</b>	
	3,520,222	4,700,040	
	248,276	69,146	
	65,891	69,146	
	65,891	55,438	
<b>Beginning fund balance, all funds, July 1</b>	<b>\$ 559,234</b>	<b>\$ 807,510</b>	
<b>Projected fund balance, all funds, June 30</b>	<b>807,510</b>	<b>876,656</b>	
	807,510	876,656	
	873,400	876,656	
	873,400	862,948	

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

Period Ending	Cash Inflows (Revenues)			Prior Year State & Federal Holdback	Cash Outflows (Expenditures)			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*		Total Receipts	Salaries	Other Expenses	
Jul 31	\$ 266,506	\$ -	\$ 4,840	\$ -	\$ 271,346	\$ 82,562	\$ 291,918	\$ 521,412
Aug 31	355,464	-	584	89,709	445,756	81,388	162,110	723,670
Sept 30	319,555	-	587	156,962	477,104	124,550	412,830	663,395
Oct 31	318,615	5,778	13,680	93,528	431,602	119,720	277,143	698,134
Nov 30	353,287	-	19,443	-	372,730	116,742	320,177	633,945
Dec 31	318,838	14,925	5,602	-	339,364	112,026	235,794	625,489
Jan 31	470,064	-	1,469	162	471,695	114,962	279,167	703,055
Feb 28	327,275	-	3,986	10,673	341,934	120,750	302,076	622,163
Mar 31	349,167	-	3,941	353,108	353,108	113,148	432,788	429,336
Apr 30	348,001	-	302	348,303	348,303	117,066	224,433	436,139
May 31	<b>346,780</b>	<b>38,370</b>	<b>1,260</b>	<b>-</b>	<b>386,409</b>	<b>115,611</b>	<b>225,948</b>	<b>480,990</b>
June 30	403,438	23,272		12,104	438,814	111,189	216,356	592,258
<b>Total per Above</b>	<b>4,176,989</b>	<b>82,345</b>	<b>55,694</b>	<b>363,138</b>	<b>4,678,165</b>			<b>4,710,453</b>
Per Budget/Projection Difference	(0)	(0)	(2,794)	(0)	4,675,371			4,710,453
<b>Totals</b>	<b>4,176,989</b>	<b>82,345</b>	<b>55,694</b>	<b>363,138</b>	<b>4,678,165</b>	<b>1,329,714</b>	<b>3,380,739</b>	<b>592,258</b>

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

May 2020

bergankDV | **DO MORE.**

*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		6150		BP	1	1573	Messler & Kramer PA	No	Yes	No	USD	05/04/2020	163.41
4228	OLDN		6153		BP	1	1029	The Home Depot	No	Yes	No	USD	05/05/2020	103.30
4228	OLDN		6154		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	05/05/2020	2,992.50
4228	OLDN		6155		BP	1	1240	Keys to Communication	No	Yes	No	USD	05/05/2020	3,009.00
4228	OLDN		6156		BP	1	1272	Megan Engelsjerd	No	Yes	No	USD	05/05/2020	23.40
4228	OLDN		6157		BP	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	05/05/2020	5,898.00
4228	OLDN		6158		BP	1	1402	Kathleen Nilles	No	Yes	No	USD	05/05/2020	390.00
4228	OLDN		6159		BP	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	05/05/2020	520.00
4228	OLDN		6160		BP	1	1481	Comcast	No	Yes	No	USD	05/05/2020	394.67
4228	OLDN		6161		BP	1	1482	Katie Grubisch	No	Yes	No	USD	05/05/2020	54.75
4228	OLDN		6162		BP	1	1574	Alissa Wessel	No	Yes	No	USD	05/05/2020	40.50
4228	OLDN		6163		BP	1	1575	Ashley Barthei	No	Yes	No	USD	05/05/2020	150.00
4228	OLDN		6164		BP	1	1576	Juan Flores	No	Yes	No	USD	05/05/2020	36.88
4228	OLDN		6165		BP	1	1577	Natalie Sjoberg	No	Yes	No	USD	05/05/2020	22.00
4228	OLDN		6166		BP	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	05/07/2020	7,357.33
4228	OLDN		6167		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	05/07/2020	5,468.75
4228	OLDN		6168		BP	1	1150	JR Computer Associates	No	Yes	No	USD	05/07/2020	1,200.00
4228	OLDN		6169		BP	1	1233	Reno Mothes	No	Yes	No	USD	05/07/2020	525.00
4228	OLDN		6170		BP	1	1334	Mary Kelly	No	Yes	No	USD	05/07/2020	5,950.00
4228	OLDN		6171		BP	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	05/07/2020	1,300.00
4228	OLDN		6172		BP	1	1461	Gamino's Cleaning Company LLC	No	Yes	No	USD	05/07/2020	4,759.00
4228	OLDN		6173		BP	1	1525	Raptor Technologies	No	Yes	No	USD	05/07/2020	1,325.00
4228	OLDN		6174		BP	1	1555	DHH Consulting LLC	No	Yes	No	USD	05/07/2020	1,275.00
4228	OLDN		6175		BP	1	1578	Elizabeth Schwartz	No	Yes	No	USD	05/07/2020	17.50
4228	OLDN		6176		Wire	1	1099	MN UI Fund	No	Yes	No	USD	05/04/2020	3,716.00
4228	OLDN		6177		BP	1	1251	Kylie Griffith	No	Yes	No	USD	05/18/2020	33.95
4228	OLDN		6178		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	05/15/2020	2,580.79
4228	OLDN		6179		Wire	1	1002	Teachers Retirement Association	No	Yes	No	USD	05/15/2020	9,817.22
4228	OLDN		6180		Wire	1	1003	Internal Revenue Service	No	Yes	No	USD	05/15/2020	17,623.22
4228	OLDN		6181		Wire	1	1004	MN Department of Revenue Service	No	Yes	No	USD	05/15/2020	2,850.85
4228	OLDN		6182		Wire	1	1128	AssociatedBank	No	Yes	No	USD	05/15/2020	750.00
4228	OLDN		6183		Wire	1	1417	VOYA	No	Yes	No	USD	05/15/2020	1,647.75
4228	OLDN		6184		BP	1	1029	The Home Depot	No	Yes	No	USD	05/22/2020	62.70
4228	OLDN		6185		BP	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	05/22/2020	2,559.39
4228	OLDN		6186		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	05/22/2020	770.00
4228	OLDN		6187		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	05/22/2020	437.50
4228	OLDN		6188		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	05/22/2020	875.00
4228	OLDN		6189		BP	1	1240	Keys to Communication	No	Yes	No	USD	05/22/2020	3,995.00
4228	OLDN		6190		BP	1	1240	Keys to Communication	No	Yes	No	USD	05/22/2020	3,009.00

# WOODBURY LEADERSHIP ACADEMY

## Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4228	OLDN		6191		BP	1	1251	Kylie Griffith	No	Yes	No	USD	05/22/2020	205.00
4228	OLDN		6192		BP	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	05/22/2020	5,898.00
4228	OLDN		6193		BP	1	1457	MSB Holdings - Woodbury LLC	No	Yes	No	USD	05/22/2020	69,929.34
4228	OLDN		6194		BP	1	1508	First Bankcard	No	Yes	No	USD	05/22/2020	3,288.38
4228	OLDN		6195		BP	1	1539	Toshiba Business Solutions	No	Yes	No	USD	05/22/2020	620.14
4228	OLDN		6196		BP	1	1547	Andrew Sharp	No	Yes	No	USD	05/22/2020	41.63
4228	OLDN		6197		BP	1	1573	Messerli & Kramer PA	No	Yes	No	USD	05/22/2020	163.41
4228	OLDN		6198		BP	1	1579	Charlene Richardson	No	Yes	No	USD	05/22/2020	16.00
4228	OLDN		6199		BP	1	1580	Sumbal Rana	No	Yes	No	USD	05/22/2020	17.50
4228	OLDN		6200		BP	1	1581	Habitha Nukavarapu	No	Yes	No	USD	05/22/2020	17.50
4228	OLDN		6201		BP	1	1582	Liz Bauer	No	Yes	No	USD	05/22/2020	17.50
4228	OLDN		6202		BP	1	1583	Lana Vu	No	Yes	No	USD	05/22/2020	17.50
4228	OLDN		6203		BP	1	1584	Juliana Ayasi	No	Yes	No	USD	05/22/2020	17.50
4228	OLDN		6204		BP	1	1585	Khadra Hassan	No	Yes	No	USD	05/22/2020	20.00
4228	OLDN		6205		BP	1	1586	Shoalb Kandlawala	No	Yes	No	USD	05/22/2020	17.50
4228	OLDN		6206		Wire	1	1391	Alerus	No	Yes	No	USD	05/22/2020	30.00
4228	OLDN		6207		Wire	1	1064	HealthPartners - Group	No	Yes	No	USD	05/26/2020	14,730.77
4228	OLDN		6208		Wire	1	1097	Principal Life Insurance Company	No	Yes	No	USD	05/29/2020	1,419.91
4228	OLDN		6210		Wire	1	1441	Old National	No	Yes	No	USD	05/29/2020	162.83
4228	OLDN		6211		Wire	1	1558	Bill.com	No	Yes	No	USD	05/31/2020	128.74
4228	OLDN		6212		Wire	1	1001	Public Employee Retirement Association	No	No	No	USD	05/29/2020	2,572.12
4228	OLDN		6213		Wire	1	1002	Teachers Retirement Association	No	No	No	USD	05/29/2020	9,891.79
4228	OLDN		6214		Wire	1	1003	Internal Revenue Service	No	No	No	USD	05/29/2020	17,748.03
4228	OLDN		6215		Wire	1	1004	MN Department of Revenue Service	No	No	No	USD	05/29/2020	2,880.75
4228	OLDN		6216		Wire	1	1128	AssociatedBank	No	No	No	USD	05/29/2020	750.00
4228	OLDN		6217		Wire	1	1417	VOYA	No	No	No	USD	05/29/2020	1,661.35

Bank Total: \$225,947.55

Report Total: \$225,947.55





**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
3758	202011	05/04/2020	P	AP	PAYME	04.30.20 PR Payables	04.30.20 PR Payables	B	01	101	003				Cash & Cash Equiv	0.00	163.41
						04.30.20 PR Payables	04.30.20 PR Payables	B	01	206	000				Other Accts Payable	163.41	0.00
																\$163.41	\$163.41
3766	202011	05/05/2020	P	AP	VOUCT	05.05.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	13,635.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	5,898.00	0.00
								E	01	005	110	000	000	320	Communications Svcs	394.67	0.00
								E	01	005	110	000	000	329	Postage & Parcel Svc	100.15	0.00
								E	01	005	760	000	720	360	Tran-Contract Priv/Pub Carr	520.00	0.00
								E	01	005	810	000	000	401	Sup/Mat Non-Instr.	140.18	0.00
								E	01	010	401	000	740	394	To Non-Ed Agency	3,009.00	0.00
								E	01	010	402	000	740	394	To Non-Ed Agency	805.00	0.00
								E	01	010	420	000	740	394	To Non-Ed Agency	2,577.50	0.00
								E	01	010	640	000	316	366	Trav/Conv/Conference	150.00	0.00
								R	01	005	000	000	000	050	Fees From Patrons	40.50	0.00
																\$13,635.00	\$13,635.00
3767	202011	05/05/2020	P	AP	PAYME	05.05.20 Bill.Com	05.05.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	13,635.00
							05.05.20 Bill.Com	B	01	206	000				Other Accts Payable	13,635.00	0.00
																\$13,635.00	\$13,635.00
3768	202011	05/07/2020	P	AP	VOUCT	05.07.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	29,177.58
								E	01	005	110	000	000	305	Consult/Fees For Svc	2,625.00	0.00
								E	01	005	605	000	000	315	Technology Services	1,200.00	0.00
								E	01	005	810	000	000	305	Consult/Fees For Svc	4,759.00	0.00
								E	01	010	402	000	740	394	To Non-Ed Agency	2,100.00	0.00
								E	01	010	405	000	740	394	To Non-Ed Agency	1,275.00	0.00
								E	01	010	408	000	740	394	To Non-Ed Agency	1,050.00	0.00
								E	01	010	420	000	419	303	Fed Sub Award SubCont <\$	5,950.00	0.00
								E	01	010	420	000	740	394	To Non-Ed Agency	10,201.08	0.00
								R	01	005	000	000	000	050	Fees From Patrons	17.50	0.00
																\$29,177.58	\$29,177.58
3769	202011	05/07/2020	P	AP	PAYME	05.07.20 Bill.Com	05.07.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	29,177.58
							05.07.20 Bill.Com	B	01	206	000				Other Accts Payable	29,177.58	0.00
																\$29,177.58	\$29,177.58
3770	202011	05/11/2020	P	AP	VOUCT	May Wires		B	01	206	000				Other Accts Payable	0.00	3,716.00
								E	01	005	110	000	000	280	Unemployment Compensatir	3,716.00	0.00
																\$3,716.00	\$3,716.00
3771	202011	05/11/2020	P	AP	PAYME	May Wires	May Wires	B	01	101	003				Cash & Cash Equiv	0.00	3,716.00

# 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
3771	202011	05/11/2020	P	AP	PAYME	May Wires	May Wires	B	01	206	000				Other Accts Payable	3,716.00	0.00
																\$3,716.00	\$3,716.00
3772	202011	05/11/2020	P	AR	RECEII	May Cash Receipts		B	01	101	003				Cash & Cash Equiv	8,552.99	0.00
								E	01	010	420	000	419	433	Sup/Mat Indiv Instr	0.00	170.00
								R	01	005	000	000	000	050	Fees From Patrons	0.00	684.50
								R	01	005	000	000	000	096	Gifts And Bequests	0.00	186.70
								R	01	005	000	000	372	071	Med Assist Fr Dept of HS	0.00	7,511.79
																\$8,552.99	\$8,552.99
3774	202011	05/12/2020	P	JE		Moving 740 Expense to 419		E	01	010	405	000	740	433	Sup/Mat Indiv Instr	0.00	15.00
								E	01	010	420	000	419	303	Fed Sub Award SubCont <-\$	4,334.54	0.00
								E	01	010	420	000	419	433	Sup/Mat Indiv Instr	15.00	0.00
								E	01	010	420	000	419	433	Sup/Mat Indiv Instr	187.11	0.00
								E	01	010	420	000	740	307	Contracted Subs for Spec E	0.00	4,334.54
								E	01	010	420	000	740	433	Sup/Mat Indiv Instr	0.00	187.11
																\$4,536.65	\$4,536.65
3776	202011	05/14/2020	P	AR	RECEII	05.14.20 SERV		B	01	101	003				Cash & Cash Equiv	38,369.59	0.00
								R	01	005	000	000	401	400	Federal Aids & Grant	0.00	81.98
								R	01	005	000	000	414	400	Federal Aids & Grant	0.00	472.71
								R	01	005	000	000	419	400	Federal Aids & Grant	0.00	15,067.61
								R	01	005	000	000	425	400	Federal Aids & Grant	0.00	3,967.11
								R	01	005	000	000	433	400	Federal Aids & Grant	0.00	10,000.00
								R	01	005	000	011	401	400	Federal Aids & Grant	0.00	1,109.34
								R	01	005	000	011	425	400	Federal Aids & Grant	0.00	49.29
								R	01	005	000	011	433	400	Federal Aids & Grant	0.00	7,621.55
																\$38,369.59	\$38,369.59
3777	202011	05/15/2020	P	AR	RECEII	05.15.IDEAS		B	01	101	003				Cash & Cash Equiv	169,352.89	0.00
								R	01	005	000	000	000	211	General Education Aid	0.00	169,352.89
																\$169,352.89	\$169,352.89
3779	202011	05/18/2020	P	AP	VOUCH	05.18.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	33.95
								E	01	005	107	000	000	401	Sup/Mat Non-Instr.	33.95	0.00
																\$33.95	\$33.95
3780	202011	05/18/2020	P	AP	PAYME	05.18.20 Bill.Com	05.18.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	33.95
								B	01	206	000				Other Accts Payable	33.95	0.00
																\$33.95	\$33.95
3783	202011	05/15/2020	P	SHR	S20202	S2020210 - 5/15/2020		B	01	101	003				Cash & Cash Equiv	0.00	108,653.21
								B	01	101	003				Cash & Cash Equiv	50,957.21	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
3783	202011	05/15/2020	P	SHR	S20202	S2020210 - 5/15/2020		B	01	215	004				Garnishment	0.00	163.41
								B	01	215	007				Payroll Deductions - Life	0.00	1,728.35
								B	01	215	008				Payroll Deductions Health	0.00	12,911.90
								B	01	215	009				Payroll Deductions Dental	0.00	883.72
								B	01	215	010				Payroll Deductions FICA	0.00	12,247.62
								B	01	215	011				Payroll Deductions Fed Tax	0.00	5,375.60
								B	01	215	013				Payroll Deductions MN Tax	0.00	2,850.85
								B	01	215	017				Payroll Deductions PERA	0.00	2,580.79
								B	01	215	018				Payroll Deductions TRA	0.00	9,817.22
								B	01	215	021				TSA	0.00	1,647.75
								B	01	215	022				Payroll Deductions - HSA	0.00	750.00
								E	01	005	020	000	000	110	Sal-Adm/Supervision	4,830.00	0.00
								E	01	005	020	000	000	210	Fical/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
								E	01	005	020	000	000	240	Long Term Disability Insurar	58.00	0.00
								E	01	005	105	000	000	170	N-Inst Support	2,573.50	0.00
								E	01	005	105	000	000	210	Fical/Medicare	190.62	0.00
								E	01	005	105	000	000	214	Pera	193.01	0.00
								E	01	005	105	000	000	220	Health Insurance	609.57	0.00
								E	01	005	105	000	000	230	Life Insurance	10.33	0.00
								E	01	005	105	000	000	235	Dental Insurance	43.45	0.00
								E	01	005	105	000	000	240	Long Term Disability Insurar	28.35	0.00
								E	01	005	110	000	000	110	Sal-Adm/Supervision	2,354.63	0.00
								E	01	005	110	000	000	210	Fical/Medicare	171.72	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	Fical/Medicare	379.44	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

**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
3783	202011	05/15/2020	P	SHR	S20202	S2020210 - 5/15/2020		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	1,582.45	0.00
								E	01	005	620	000	000	210	Fica/Medicare	117.98	0.00
								E	01	005	620	000	000	214	Pera	118.68	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	010	201	000	000	140	Long Term Disability Insurar	5,611.34	0.00
								E	01	010	201	000	000	210	Lic Classroom Tchr	415.29	0.00
								E	01	010	201	000	000	210	Fica/Medicare	444.42	0.00
								E	01	010	201	000	000	218	Tra	610.77	0.00
								E	01	010	201	000	000	220	Health Insurance	18.30	0.00
								E	01	010	201	000	000	230	Life Insurance	51.34	0.00
								E	01	010	201	000	000	235	Dental Insurance	88.23	0.00
								E	01	010	201	000	000	240	Long Term Disability Insurar	30,009.19	0.00
								E	01	010	203	000	000	140	Long Term Disability Insurar	403.75	0.00
								E	01	010	203	000	000	141	Lic Classroom Tchr	2,275.23	0.00
								E	01	010	203	000	000	210	N-Lic Classroom Pers	30.28	0.00
								E	01	010	203	000	000	210	Fica/Medicare	2,376.69	0.00
								E	01	010	203	000	000	214	Pera	3,740.05	0.00
								E	01	010	203	000	000	218	Tra	105.52	0.00
								E	01	010	203	000	000	220	Health Insurance	281.14	0.00
								E	01	010	203	000	000	230	Life Insurance	477.09	0.00
								E	01	010	203	000	000	235	Dental Insurance	1,607.88	0.00
								E	01	010	203	000	000	240	Long Term Disability Insurar	123.01	0.00
								E	01	010	212	000	000	140	Long Term Disability Insurar	127.34	0.00
								E	01	010	212	000	000	210	Lic Classroom Tchr	6.10	0.00
								E	01	010	212	000	000	210	Fica/Medicare	26.26	0.00
								E	01	010	212	000	000	218	Tra	83.34	0.00
								E	01	010	212	000	000	230	Life Insurance	153.00	0.00
								E	01	010	212	000	000	240	Long Term Disability Insurar	17.83	0.00
								E	01	010	219	000	317	140	Long Term Disability Insurar	11.48	0.00
								E	01	010	219	000	317	141	Lic Classroom Tchr	6.60	0.00
								E	01	010	219	000	317	141	N-Lic Classroom Pers	14.16	0.00
								E	01	010	219	000	317	210	Fica/Medicare	1.10	0.00
								E	01	010	219	000	317	210	Fica/Medicare	1.23	0.00
								E	01	010	219	000	317	214	Pera	4.05	0.00
								E	01	010	219	000	317	214	Pera		
								E	01	010	219	000	317	218	Tra		
								E	01	010	219	000	317	220	Health Insurance		
								E	01	010	219	000	317	230	Life Insurance		
								E	01	010	219	000	317	235	Dental Insurance		
								E	01	010	219	000	317	240	Long Term Disability Insurar		

**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
3783	202011	05/15/2020	P	SHR	S20202	S2020210 - 5/15/2020		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
								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	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	129.98	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	1,434.37	0.00
								E	01	010	258	000	000	144	N-Lic Instr Sup Pers	550.00	0.00
								E	01	010	258	000	000	210	Fica/Medicare	150.52	0.00
								E	01	010	258	000	000	214	Pera	41.25	0.00
								E	01	010	258	000	000	218	Tra	113.60	0.00
								E	01	010	258	000	000	220	Health Insurance	124.13	0.00
								E	01	010	258	000	000	230	Life Insurance	8.43	0.00
								E	01	010	258	000	000	235	Dental Insurance	9.82	0.00
								E	01	010	258	000	000	240	Long Term Disability Insurar	36.33	0.00
								E	01	010	260	000	000	140	Lic Classroom Tchr	3,229.96	0.00
								E	01	010	260	000	000	210	Fica/Medicare	209.44	0.00
								E	01	010	260	000	000	218	Tra	255.81	0.00
								E	01	010	260	000	000	220	Health Insurance	712.12	0.00
								E	01	010	260	000	000	230	Life Insurance	9.96	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	56.74	0.00
								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	129.34	0.00
								E	01	010	270	000	000	218	Tra	136.61	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
3783	202011	05/15/2020	P	SHR	S20202	S2020210 - 5/15/2020		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	400	000	000	140	Lic Classroom Tchrr	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	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 Tchrr	3,823.12	0.00
								E	01	010	407	000	740	210	Fica/Medicare	289.62	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 Tchrr	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	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 Tchrr	643.16	0.00
								E	01	010	411	000	740	210	Fica/Medicare	49.21	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	161	ParaProf/Personal Care Ass	8,182.70	0.00
								E	01	010	420	000	740	170	N-Instnr Support	418.50	0.00
								E	01	010	420	000	740	210	Fica/Medicare	649.81	0.00
								E	01	010	420	000	740	214	Pera	645.10	0.00
								E	01	010	420	000	740	220	Health Insurance	808.10	0.00
								E	01	010	420	000	740	230	Life Insurance	42.24	0.00
								E	01	010	420	000	740	235	Dental Insurance	49.39	0.00
								E	01	010	420	000	740	240	Long Term Disability Insurar	137.20	0.00
								E	01	010	422	000	425	161	ParaProf/Personal Care Ass	607.75	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
3783	202011	05/15/2020	P	SHR	S20202	S2020210 - 5/15/2020		E	01	010	422	000	425	210	Fica/Medicare	46.49	0.00
								E	01	010	422	000	425	214	Pera	45.58	0.00
								E	01	010	422	000	425	230	Life Insurance	3.18	0.00
								E	01	010	422	000	425	240	Long Term Disability Insurar	10.68	0.00
															<b>\$159,610.42</b>	<b>\$159,610.42</b>	
3784	202011	05/15/2020	P	AP	VOUC†	05.15.20 PR Payables		B	01	206	000				Other Accts Payable	0.00	35,433.24
								B	01	215	004				Garnishment	163.41	0.00
								B	01	215	010				Payroll Deductions FICA	12,247.62	0.00
								B	01	215	011				Payroll Deductions Fed Tax	5,375.60	0.00
								B	01	215	013				Payroll Deductions MN Tax	2,850.85	0.00
								B	01	215	017				Payroll Deductions PERA	2,580.79	0.00
								B	01	215	018				Payroll Deductions TRA	9,817.22	0.00
								B	01	215	021				TSA	1,647.75	0.00
								B	01	215	022				Payroll Deductions - HSA	750.00	0.00
															<b>\$35,433.24</b>	<b>\$35,433.24</b>	
3785	202011	05/15/2020	P	AP	PAYME	05.15.20 PR Payables	05.15.20 PR Payables	B	01	101	003				Cash & Cash Equiv	0.00	35,269.83
							05.15.20 PR Payables	B	01	206	000				Other Accts Payable	35,269.83	0.00
															<b>\$35,269.83</b>	<b>\$35,269.83</b>	
3786	202011	05/22/2020	P	AP	VOUC†	05.22.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	91,812.08
								E	01	005	110	000	000	305	Consult/Fees For Svc	5,898.00	0.00
								E	01	005	110	000	000	320	Communications Svcs	194.92	0.00
								E	01	005	110	000	000	329	Postage & Parcel Svc	379.25	0.00
								E	01	005	110	000	000	401	Sup/Mat Non-Instr.	619.95	0.00
								E	01	005	110	000	000	820	Dues-Memberships-Lic-Fee	119.00	0.00
								E	01	005	640	000	316	366	Trav/Conv/Conference	41.63	0.00
								E	01	005	810	000	000	330	Utility Services	6,815.38	0.00
								E	01	005	810	000	000	350	Repair & Maint Svc	4,862.19	0.00
								E	01	005	810	000	000	401	Sup/Mat Non-Instr.	248.47	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	55,592.11	0.00
								E	01	010	201	000	000	430	Sup/Mat N-Indiv Inst	206.90	0.00
								E	01	010	203	000	000	430	Sup/Mat N-Indiv Inst	907.37	0.00
								E	01	010	203	000	000	460	Textbooks/Workbooks	377.89	0.00
								E	01	010	401	000	740	394	To Non-Ed Agency	7,004.00	0.00
								E	01	010	402	000	740	394	To Non-Ed Agency	770.00	0.00
								E	01	010	408	000	740	394	To Non-Ed Agency	437.50	0.00
								E	01	010	420	000	419	433	Sup/Mat Indiv Instr	154.86	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
3786	202011	05/22/2020	P	AP	VOUCH	05.22.20 Bill.Com		E	01	010	420	000	740	394	To Non-Ed Agency	3,434.39	0.00
								E	01	010	420	000	740	433	Sup/Mat Indiv Instr	112.47	0.00
								E	01	010	605	000	000	580	Principal Cap. Lease	620.14	0.00
								E	01	010	640	000	316	366	Trav/Conv/Conference	215.00	0.00
								R	01	005	000	000	000	050	Fees From Patrons	141.00	0.00
															\$91,812.08	\$91,812.08	
3787	202011	05/22/2020	P	AP	PAYME	05.22.20 Bill.Com	05.22.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	91,975.49
							05.22.20 Bill.Com	B	01	206	000				Other Accts Payable	91,975.49	0.00
3788	202011	05/22/2020	P	AP	VOUCH	May Wires		B	01	206	000				Other Accts Payable	0.00	30.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	30.00	0.00
															\$30.00	\$30.00	
3789	202011	05/22/2020	P	AP	PAYME	May Wires	May Wires	B	01	101	003				Cash & Cash Equiv	0.00	30.00
							May Wires	B	01	206	000				Other Accts Payable	30.00	0.00
															\$30.00	\$30.00	
3790	202011	05/22/2020	P	AR	RECEI	FY20 Amazon Smile		B	01	101	003				Cash & Cash Equiv	84.70	0.00
								R	01	005	000	000	000	096	Gifts And Bequests	0.00	84.70
															\$84.70	\$84.70	
3791	202011	05/26/2020	P	AP	VOUCH	May Wires		B	01	206	000				Other Accts Payable	0.00	14,730.77
								B	01	215	008				Payroll Deductions Health	13,752.63	0.00
								B	01	215	009				Payroll Deductions Dental	978.14	0.00
															\$14,730.77	\$14,730.77	
3792	202011	05/26/2020	P	AP	PAYME	May Wires	May Wires	B	01	101	003				Cash & Cash Equiv	0.00	14,730.77
							May Wires	B	01	206	000				Other Accts Payable	14,730.77	0.00
															\$14,730.77	\$14,730.77	
3793	202011	05/26/2020	P	AR	RECEI	Correcting Coding		B	01	101	003				Cash & Cash Equiv	0.00	0.00
								R	01	005	000	000	000	092	Interest Earnings	100.00	0.00
								R	01	005	000	000	000	096	Gifts And Bequests	0.00	100.00
															\$100.00	\$100.00	
3794	202011	05/29/2020	P	AR	RECEI	IDEAS and Donation		B	01	101	003				Cash & Cash Equiv	169,944.82	0.00
								R	01	005	000	000	000	096	Gifts And Bequests	0.00	30.00
								R	01	005	000	000	000	211	General Education Aid	0.00	169,914.82
															\$169,944.82	\$169,944.82	
3795	202011	05/29/2020	P	AP	PAYME	May Wires	May Wires	B	01	101	003				Cash & Cash Equiv	0.00	1,419.91
							May Wires	B	01	206	000				Other Accts Payable	1,419.91	0.00
															\$1,419.91	\$1,419.91	

**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
3796	202011	05/29/2020	P	AP	VOUCH	May Wires		B	01	206	000				Other Accts Payable	0.00	1,582.74
								B	01	215	007				Payroll Deductions - Life	1,419.91	0.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	162.83	0.00
																\$1,582.74	\$1,582.74
3797	202011	05/29/2020	P	AP	PAYME	May Wires	May Wires	B	01	101	003				Cash & Cash Equiv	0.00	162.83
							May Wires	B	01	206	000				Other Accts Payable	162.83	0.00
																\$162.83	\$162.83
3798	202011	05/31/2020	P	AR	RECEI	FY20 Old National Interest		B	01	101	003				Cash & Cash Equiv	104.31	0.00
								R	01	005	000	000	000	092	Interest Earnings	0.00	104.31
																\$104.31	\$104.31
3800	202011	05/15/2020	P	AP	VOUCH	May Wires		B	01	206	000				Other Accts Payable	0.00	128.74
								E	01	005	110	000	000	305	Consult/Fees For Svc	128.74	0.00
																\$128.74	\$128.74
3801	202011	05/15/2020	P	AP	PAYME	May Wires	May Wires	B	01	101	003				Cash & Cash Equiv	0.00	128.74
							May Wires	B	01	206	000				Other Accts Payable	128.74	0.00
																\$128.74	\$128.74
3802	202011	05/31/2020	P	SHR	S2020	S202020 - 5/29/2020		B	01	101	003				Cash & Cash Equiv	0.00	95,135.93
								B	01	101	003				Cash & Cash Equiv	37,186.62	0.00
								B	01	215	004				Garnishment	0.00	163.41
								B	01	215	007				Payroll Deductions - Life	0.00	169.48
								B	01	215	008				Payroll Deductions Health	0.00	1,223.18
								B	01	215	009				Payroll Deductions Dental	0.00	126.51
								B	01	215	010				Payroll Deductions FICA	0.00	12,312.12
								B	01	215	011				Payroll Deductions Fed Tax	0.00	5,435.91
								B	01	215	013				Payroll Deductions MN Tax	0.00	2,880.75
								B	01	215	017				Payroll Deductions PERA	0.00	2,572.12
								B	01	215	018				Payroll Deductions TRA	0.00	9,891.79
								B	01	215	021				TSA	0.00	1,661.35
								B	01	215	022				Payroll Deductions - HSA	0.00	750.00
								E	01	005	020	000	000	110	Sal-Adm/Supervision	4,830.00	0.00
								E	01	005	020	000	000	210	Fical/Medicare	365.64	0.00
								E	01	005	020	000	000	218	Tra	382.54	0.00
								E	01	005	105	000	000	170	N-Instr Support	2,616.13	0.00
								E	01	005	105	000	000	210	Fical/Medicare	193.78	0.00
								E	01	005	105	000	000	214	Pera	196.21	0.00
								E	01	005	110	000	000	110	Sal-Adm/Supervision	2,354.63	0.00
								E	01	005	110	000	000	210	Fical/Medicare	171.73	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
3802	202011	05/31/2020	P	SHR	S20201	S2020220 - 5/29/2020		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	379.42	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	1,582.45	0.00
								E	01	005	620	000	000	210	Fica/Medicare	117.97	0.00
								E	01	005	620	000	000	214	Pera	118.68	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	415.28	0.00
								E	01	010	201	000	000	218	Tra	444.42	0.00
								E	01	010	203	000	000	140	Lic Classroom Tchr	30,009.19	0.00
								E	01	010	203	000	000	141	N-Lic Classroom Pers	352.75	0.00
								E	01	010	203	000	000	210	Fica/Medicare	2,272.30	0.00
								E	01	010	203	000	000	214	Pera	26.46	0.00
								E	01	010	203	000	000	218	Tra	2,376.69	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	219	000	317	140	Lic Classroom Tchr	83.34	0.00
								E	01	010	219	000	317	141	N-Lic Classroom Pers	178.50	0.00
								E	01	010	219	000	317	210	Fica/Medicare	19.79	0.00
								E	01	010	219	000	317	214	Pera	13.39	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
								E	01	010	220	000	000	210	Fica/Medicare	119.95	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	210	Fica/Medicare	129.99	0.00
								E	01	010	256	000	000	218	Tra	134.57	0.00
								E	01	010	258	000	000	140	Lic Classroom Tchr	1,646.00	0.00
								E	01	010	258	000	000	144	N-Lic Instr Sup Pers	450.00	0.00
								E	01	010	258	000	000	210	Fica/Medicare	159.24	0.00
								E	01	010	258	000	000	214	Pera	33.75	0.00
								E	01	010	258	000	000	218	Tra	130.36	0.00
								E	01	010	260	000	000	140	Lic Classroom Tchr	3,229.96	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
3802	202011	05/31/2020	P	SHR	S202020	S2020220 - 5/29/2020		E	01	010	260	000	000	210	Fica/Medicare	209.45	0.00
								E	01	010	260	000	000	218	Tra	255.81	0.00
								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	129.35	0.00
								E	01	010	270	000	000	218	Tra	136.61	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
								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	289.65	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	36.90	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	49.20	0.00
								E	01	010	411	000	740	214	Pera	48.24	0.00
								E	01	010	420	000	740	161	ParaProf/Personal Care Ass	6,625.92	0.00
								E	01	010	420	000	740	170	N-Inst Support	644.00	0.00
								E	01	010	420	000	740	186	Oth Sal Pay-Non Lic/Cert.	1,624.14	0.00
								E	01	010	420	000	740	210	Fica/Medicare	671.14	0.00
								E	01	010	420	000	740	214	Pera	646.66	0.00
								E	01	010	420	000	740	218	Tra	21.54	0.00
								E	01	010	422	000	425	161	ParaProf/Personal Care Ass	607.75	0.00
								E	01	010	422	000	425	210	Fica/Medicare	46.49	0.00
								E	01	010	422	000	425	214	Pera	45.58	0.00
															<b>\$132,322.55</b>	<b>\$132,322.55</b>	
3803	202011	05/29/2020	P	AP	VOUCH	05.29.20 Payables		B	01	206	000				Other Accts Payable	0.00	35,667.45
								B	01	215	004				Garnishment	163.41	0.00
								B	01	215	010				Payroll Deductions FICA	12,312.12	0.00
								B	01	215	011				Payroll Deductions Fed Tax	5,435.91	0.00
								B	01	215	013				Payroll Deductions MN Tax	2,880.75	0.00
								B	01	215	017				Payroll Deductions PERA	2,572.12	0.00
								B	01	215	018				Payroll Deductions TRA	9,891.79	0.00
								B	01	215	021				TSA	1,661.35	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
3803	202011	05/29/2020	P	AP	VOUCt	05.29.20 Payables		B	01	215	022				Payroll Deductions - HSA	750.00	0.00
																\$35,667.45	\$35,667.45
3804	202011	05/29/2020	P	AP	PAYME	05.29.20 Payables	05.29.20 Payables	B	01	101	003				Cash & Cash Equiv	0.00	35,504.04
							05.29.20 Payables	B	01	206	000				Other Accts Payable	35,504.04	0.00
																\$35,504.04	\$35,504.04



**Meeting:** Governance Committee  
**Date:** Tuesday, June 09, 2020  
**Time:** 3:30 p.m.  
**Location:** WLA School zoom.us account

**Minutes:**

The meeting was called to order by Jessica Erickson at 3:36 p.m.  
Members Present: Jessica Erickson, Claudia George, Ro Krejci, Kathy Mortensen  
Non Members Present: Ben Broderick  
Members Absent: Kylie Griffith

**Development, Discussion, and Recommendations**

Discussed ideas for the Distance Learning Plan for the 2020-2021 School Year

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting  
Date: Tuesday, June 23, 2020  
Time: 2:30 p.m.  
Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 4:30 p.m.

## WLA SPRING 2020 DISTANCE LEARNING EFFECTIVENESS

*Measuring the effectiveness of Distance Learning (DL) during the Spring of 2020, is a difficult endeavor. Difficulties included: comparing student performance across trimesters, across school years, and across student groupings. However, at the end of the school year, teachers were directed to provide summative data, and reflect upon, the effectiveness of DL.*

Specifically, teachers were asked to provide information on the following:

1. One of the questions we want to address is what did student achievement look like under the Distance Learning program. To answer this question, we need to dive into the following data:
  - a. How were your students doing academically, in the areas of math and reading, during the first two trimesters of the 2019-2020 school year compared to how they were doing during the third trimester of the 2019-2020 school year?
    - i. What anecdotal information do you base that analysis on?
    - ii. What informal assessment information do you base that analysis on?
    - iii. What formal assessment information do you base that analysis on?
    - iv. What patterns did you notice, and what assumptions can be made based on these patterns?
  - b. How did your student's progress academically in the areas of reading and math when you compare class and grade level averages between the 2018-2019 and 2019-2020 school years?
    - i. What were your year-end class averages in math and reading for the 2018-2019 school year, and what were those averages based on?
    - ii. What are your year-end class averages in math and reading for the 2019-2020 school year, and what were those averages based on?
    - iii. When comparing those averages, is there correlation for the basis on which you are comparing them?
    - iv. If there is more than a 5% difference in the averages for the two school years, what do you attribute those differences to, and why?
2. Another question we want to address is if you were able to cover all of the content for your grade level. To answer this question, we need to dive into the following data:
  - a. In regard to covering state standards content, were you able to cover all the grade level standards? If not, what standards do you feel were not adequately covered? Also, if there were standards that were not covered, what do you attribute this to? (Do you feel that your students were running a bit behind prior to changing to the Distance Learning format, or do you feel that they were on track to complete the covering of all standards prior to changing to the Distance Learning format?)
  - b. When covering state standards, were there any standards that you feel were not covered in depth? If so, what do you attribute this to? (The change to Distance Learning, a class that was underperforming in general since earlier in the school year previous to Distance Learning, and so forth.)
  - c. In regard to covering Core Knowledge content, were you able to cover all the grade level CK content? If not, what CK areas do you feel were not adequately covered? Also, if

there were CK areas that were not covered, what do you attribute this to? (Do you feel that your students were running a bit behind prior to changing to the Distance Learning format, or do you feel that they were on track to complete the covering of all CK content prior to changing to the Distance Learning format?)

- d. When covering CK content, were there any areas that you feel were not covered in depth? If so, what do you attribute this to? (The change to Distance Learning, a class that was underperforming in general since earlier in the school year previous to Distance Learning, and so forth.)

*In response to the questions above, it looks as though the Distance Learning environment at WLA was successful for most students at all grade levels, and that very few state standards or Core Knowledge concepts were left uncovered. Detailed information from teachers and teacher teams was paraphrased and summarized as follows:*

#### Grade K

Student Achievement 2019-20 and 2018-19: Students performed similarly across all three trimesters, less than 10 students showed any academic decrease in third trimester. This is based on worksheets and unit assessments. Students who struggled on worksheets also struggled on formal assessments during all trimesters. We saw the same achievement patterns across both of the last two school years, with the main difference being that we were not able to assess reading levels and sight word mastery as extensively via DL. We did notice strong correlations across both the previous two school years, with at least 90% of students ending the year at grade level.

Core Knowledge and State Standards Coverage: We were unable to cover the Core Knowledge concept of magnetism, and some of our afternoon optional activities were not done due to DL. Similarly, we were only able to partially cover the state standards of maps (seven continents, states) and long vowels. The eight planning days in March, and the five workshop days in June, took away some time to cover all areas.

#### Grade 1

Student Achievement 2019-20 and 2018-19: Some students did better during the third trimester depending on the amount of support they received from parents at home. We used assignments submitted on Seesaw and Morning Meeting to determine academic achievement. We found that students who had support at home turned in assignments regularly. We also found that some students who struggled earlier in the year did better at home, possibly due to parent support. We do not feel that comparing the data from 2018-2019 to 2019-2020 is not reliable since the average student ability differed significantly between the two years, and since some students seemed to be getting more support at home during DL. However, the majority of averages between the two years, was higher during the 2019-2020 school year.

Core Knowledge and State Standards Coverage: We were not able to cover electricity, life cycles, ½ of the science biographies and some poetry. In other areas we were not able to go to the depth we usually do. Part of this was due to parents potentially feeling overwhelmed. (We went to an “every other day” format.)

### Grade 2

Student Achievement 2019-20 and 2018-19: No significant changes from the first two trimesters and the trimester spent on DL. Similarly, no significant changes from end of the year performances from the 2018-2019 school year to the 2019-2020 school year.

Core Knowledge and State Standards Coverage: All Core Knowledge and MN standards were covered, but not to the depth expected.

### Grade 3

Student Achievement 2019-20 and 2018-19: Used work completion, classroom observation, participation, 1:1 conversation, and small group activities to assess academic progress. They also used exit slips, homework checks, Kahoot!, in-class work, and discussions. The teachers noticed that students who struggled in class (specifically with focus) had more personalized support at home and had fewer distractions. The teachers felt that this helped the students succeed in the digital learning environment in relation to the first two trimesters. They also noticed that many students carried their struggles with independence into DL depending on family structure. Also, that math was more successful on-line because students were given the opportunity to do assignments and watch videos as many times as needed. Teachers believe that the variance they saw in reading and math between the 2018-2019 and 2019-2020 school years was due to the different make-up of students.

Core Knowledge and State Standards Coverage: The teachers reported that they were able to cover every math topic during third trimester, but not to the mastery level. They would like to have had more time to work on multiplication and division. However, in CKLA, history, and science, they were able to cover all content.

### Grade 4

Student Achievement 2019-20 and 2018-19: Students that were independent and responsible in the classroom did equally well in DL, or better in DL. Students who needed a lot of prompting during the first two trimesters struggled in DL on work completion and they produced lower quality work. Information retention is likely going to be an issue with those students as they move into 5<sup>th</sup> grade. However, the majority of students did well in DL. Throughout the school year teachers measured academic achievement using unit assessments, participation and classwork.

For the end of the year assessments the teachers used tests in math, reading, and topics such as the Middle Ages, Geology, and comprehensive final exams in all subject areas. Again, for the end of the year assessments the teachers found that the students who were of lower ability did not do as well on tests in the DL environment where they may have received "1's and 2's", whereas when they were on-site the same students would have scored higher on assessments. The teachers surmised that this was due to lack of teacher promptings during assessments.

Based on year-end assessments, there was a drop in performance between the 2018-2019 and 2019-2020 school year groups of students. The teachers feel that this could have been impacted by DL, but also attributed to the different average level between the two groups of students. Also, the teachers feel they were more lenient with grading during DL which could attribute to the imbalance of the two groups. In summary, for reading 77% of the 4<sup>th</sup> grade students passed with above average scores. For math, 73% of the 4<sup>th</sup> grade students passed with above average scores.

In summary, the teachers felt their student compositions varied somewhat between the two school years, and that in at least one of the classrooms there was a lack of motivation with some students to perform their very best, or lacked intrinsic motivation. Those students digressed in the quantity and quality of work they performed, missing teacher check-ins, and requiring lots of teacher prompting to get their assignments completed.

Core Knowledge and State Standards Coverage: Most everything was covered. However, Chinese Dynasties and relative pronouns were missed, and chemistry concepts and social reformers were not covered in depth. Teachers were on track with all units but DL slowed things down.

#### Grade 5

Student Achievement 2019-20 and 2018-19: Teachers were able to connect 1:1 with students throughout the school year which allowed for student confidence to grow. Teachers believe that these connections added to the academic growth of their students, and progress was measured by work completion and unit tests. Patterns that the teachers noticed was that the students who were dedicated in the classroom setting also did well on DL, and a handful of students that struggled in the classroom were also successful with DL. However, there was also a handful of students that did really well on-site but who struggled on-line with work completion and the quality of their work. Teachers attributed these differences to the home environment where some students had more tutelage than other students. In summary, for reading 57% of the 5<sup>th</sup> grade students passed with above average scores. For math, 77% of the 5<sup>th</sup> grade students passed with above average scores.

Core Knowledge and State Standards Coverage: All state standards were covered. Core Knowledge concepts that were not fully covered included cells, science biographies, Westward Expansion, and Native Americans.

#### Grade Middle School

Student Achievement 2019-20 and 2018-19: According to the teachers, Middle School (MS) student performance remained relatively consistent. This information was based on classroom attendance, work completion, and time and effort. Informal reading assessments revolved around reading short stories and poetry, as well as having students demonstrate their knowledge of Language Arts concepts on figurative language, mood, setting, plot, and so forth. 15% of the MS students did not complete their Language Arts assessments, however, some of the 85% of students who completed their formal assessments performed higher on DL than on-site. The teachers feel that the data is mixed overall, as to the effectiveness of DL. In regard to math achievement student achievement there were no significant changes from the first two trimesters and the trimester spent on DL.

Core Knowledge and State Standards Coverage: All state standards were covered despite the switch to DL. The Google classroom setting allowed for not only instruction, but also for virtual meetings where teachers could give more feedback to students and/or they could email their questions. Teachers were actually better able to provide feedback and to re-teach concepts in the Google classroom format. They know their students appreciated the interactions, but the teachers missed in person interactions and discussion. Similarly, all Core Knowledge concepts were covered including media research, speaking and listening, vocabulary, fiction, drama, and grammar. (However, grammar usage was more difficult to cover in the DL environment.) Next year, the teachers would like to better cover Native American literature and Greek mythology, WW II and Canadian geography.





**WOODBURY  
LEADERSHIP ACADEMY**

**PROGRAM MODELS  
AND LOGISTICS FOR THE  
2020-2021 SCHOOL YEAR**

**Dr. Mortensen  
June 20, 2020**

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**COMMISSIONER'S UPDATE FROM JUNE 19, 2020**

All schools in Minnesota have been directed to plan for three program scenarios.

- Scenario 1 All students return on-site to schools and no social distancing is required. This scenario would be in the case of COVID-19 cases in Minnesota being stable, or declining.
- Scenario 2 Students would return to school in a Hybrid model, with alternating "A" and "B" days. Students would be expected to maintain social distancing practices. This scenario would be in the case of COVID-19 cases in Minnesota being somewhat stable, with various pockets of increase in other counties, or regional areas, where your individual school is not located.
- Scenario 3 Students would return to school in the Distance Learning model. This scenario would be in the case of COVID-19 cases in Minnesota increasing, or in the case of an outbreak in your school district or a specific school building in your district.

The Commissioner and her team pointed out that it is highly likely that each school district and even, each school building, will fluctuate across all models throughout the school year, depending on the number of outbreaks within each building. For example, a school may start the year on a Hybrid model, (per the Governor's directive) and a few weeks into the school year, have a confirmed COVID-19 case in the school building. That may result in the entire student body moving immediately into the Distance Learning model for a two-week period, before returning to the school building in a Hybrid model. Thus, as we plan what each model will look like, we need to understand that we will likely be migrating across models, throughout the school year. Finally, we will also be operating a Blended model for those families that prefer that their children remain at-home with work packets or on-line, until a vaccine comes out, or until they are more comfortable with the situation. The next significant report from the Commissioner and Governor is expected in late July, when the Governor will let stakeholders what conditions they may open under.

**REVIEW OF LEARNING PLATFORMS:**Definitions:

**Distance Learning** – Distance Learning is currently mandated by the Governor of Minnesota. It requires that students receive an equitable educational experience across areas of disparity, including addressing the needs of various socio-economic levels, the need for special education services, and the need to address specific issues related to Indian education, rural education, suburban education, and urban center education programs. When the Governor lifts this portion of his executive order, schools will need to determine what other models they may want to utilize in addition to on-site programming. Distance Learning, as mandated by the Governor is fully funded.

**E-Learning** – E-Learning is largely to be used in short term, unpredictable circumstances such as for snow emergency days, and other similar types of school closures. The MDE allows for up to five E-Learning days per year, to be fully funded.

**On-Line Learning** – On-Line Learning is a technology based learning platform that is completely on-line. The application process for this program model takes between 18-24 months for MDE approval. With this model, students do not attend “brick and mortar” buildings for any parts of their educational experience. MDE funds on-line programs differently than other program models. (Lower ADM rates)

**Blended Learning** – Blended Learning is a combination of “brick and mortar”, on-site programming, combined with technology based, off-site, educational programming. It means that students need to be on-site part-time, but doesn’t define what part-time is. While the Blended Learning model does not require MDE approval, schools should have policies and/or protocols that determine the specifics for this model. For example, will your school allow students to attend on-site every other day, (due to social distancing needs) require them to attend on-site once per week, (parent preference) allow for extended lengths of time off-site but expect frequent check-ins and work completion standards (extended trips abroad) and so forth. Families can also be provided with “Family Plans” that specify that they request their child to work off-site due to health issues, such as concern with COVID-19, flu outbreaks and so forth. Students that are utilizing a blended Learning program are fully funded, as if they are on-site.

### **SHARED PERSPECTIVES FROM WLA TEACHING STAFF REGARDING PLANNING FOR THE FALL OF 2020 (All of their input was in regard to how a hybrid model would look at WLA)**

Grades K-1: Ideally these students would be seen *every day*, for either the morning or afternoon session. Kindergarten teachers are concerned with students losing their routines if only seen on alternating days, the loss of instruction, and the ability to monitor what is being accomplished at home, on days when students are not in school. First grade teachers while advocating for alternating weeks, (rather than alternating days), are concerned about screen time for young students on their days at home. Having morning and afternoon sessions, would thus, address both of these concerns. However, the additional transportation costs for a half day model would be approximately \$90,000 in addition to the regular annual cost of busing.

For the alternating “A” and “B” full day rotations, the kindergarten teachers plan on using an asynchronous model. When students are on-site teachers will be working on the skills that are paramount to teach in person, and they plan on having some assignment reinforcement/work packets and specialist work that can be done at home, and doesn’t require technology for the days when students are not present at the school site. They do not feel that screen time at home, for the younger students is fully effective. Finally, they plan on collaborating as a team to organize and prep for the lesson content, so that the work load is manageable. (One teacher prepares all math materials, lessons, and packets for the group, another teacher preps all science, or social studies, or language arts and so forth. Furthermore, each teacher prepares for their content area for the on-site setting as well as the packets and activities that are worked on by students at their homes.)

Grade 2: While grade 2 teachers completed their end of year data analysis, they have not yet submitted their ideas for meeting the needs of students across multiple learning platforms.

Grade 3: The teachers in grade 3 would prefer alternating days “A” being Monday and Wednesday, with “B” being Tuesday and Thursday, and all students being on-line Fridays. They intend their on-line days to be more introductory, with on-site days being more hands-on. They would like Fridays to serve as teacher workdays with teachers available for questions for students.

Grades 4-5: For the alternating “A” and “B” full day rotations, the grades 4-5 teachers plan on using an asynchronous model. The teachers in grades 4-5 are united in their commitment to share workloads as the means to efficiency with prepping instructional materials. (One teacher will prep all science for both the on-site and off-site students, one teacher will prep for social studies for both on-site and off-site students, and so forth.) Grade four has determined that their students will concentrate on math and language arts curriculum when they are on-site, and deliver much of the science and social studies content when their students are off-site and in a packet or an on-line environment. The grade four teachers are also planning on dedicating Fridays (whether students are on-site or off-site) to remediation, projects, specials, and general catch-up. They plan/hope to use Google classroom, and believe it should be used across all grade levels for consistency.

Middle School: Middle School (MS) teachers are planning on “live classes” all day, every day. (synchronous) Thus, students on-line, receive the same curriculum and instruction as the students who are receiving it in person at WLA. There is no repeating of lessons, or curriculum, as the lessons and units roll along whether the student is on or off-site. This will require WLA supplying chrome books for students who do not have access to technology at home. The MS teachers have also requested that two para professionals be assigned to MS, and the MS teacher team will determine where they are needed each week, and schedule them accordingly. For example, if there is the expectation of significant dialogue in a particular class, they may want one of the paras to be present in that classroom in order to address and integrate the questions and comments coming in from the students who are off-site that day. In this way, questions and comments from those students off-site, can be addressed without the teacher losing traction with delivering the lesson content. The MS teachers do not anticipate added prep time needed as they will not be developing two learning platforms. Also, there will be opportunities to run the “flipped classroom”, where the students on-site may be working on a lesson, while the students at home are reading and doing early preparation about what they are going to be doing the next day. Finally, it is likely that they will have a syllabus and time management program in place to assist students to keep track of their work loads and due dates. In agreement with grades 4-5, they prefer Google classroom, for consistency K-8.

Specialists: It is expected that specialists will provide instruction for students on-site for grades K-8. They may also be able to provide instruction for students through work packets, and projects that can be done off-site. (For example: fitness plans, art scavenger hunts, reports on musical eras, reading for enjoyment!) Finally, they will need to deliver curriculum and instruction to their students who are on the Blended Learning platform.

Remediation, and English Language Learner Support: These staff members will be providing services in both on-site and off-site situations. Students will need to be supported, with minimal pull-out from the regular classroom setting, yet, much of this type of work is best done face to face. Thus, it will depend on the student, teacher, content and family input. It will also depend on which platform the student is on.

Special Education Services: The special education team is prepared to deliver support to students in person and on-line, as they already proved during Distance Learning. This includes the special education contractors, who demonstrated that were adept with providing services across settings as needed. (speech, occupational therapy and so forth) It is anticipated that services that can be delivered on-line, will occur on-line in order to minimize student time taken away from their classroom settings. However, this will vary greatly depending on the student, teacher, content, and family input as identified through IEP plans. Again, it will also depend on which platform the student is on.

#### **WLA HYBRID PLAN FOR GRADES K-8**

- WLA will operate on the hybrid plan of alternating “A” and “B” days, with each group of students alternating on-site on Fridays.
- “A” group composed of surnames A-L, on-site Monday, Wednesday, and alternating Fridays
- “B” group composed of surnames M-Z, on-site Tuesday, Thursday, and alternating Fridays
- On-site and on-line hours continue to be 9:20-3:50, Monday-Friday
- Grades K-2 will be using an asynchronous model. When students are on-site teachers will be working on the skills that are paramount to teach in person, and they will send work packets to homes for the days that students are off-site. These assignments will serve as lesson introductions, lesson reinforcement, and specialist work that can be done at home, and doesn’t require technology.
- Grades 3-5 will also be using an asynchronous model. Again, when students are on-site teachers will be working on the skills that are paramount to teach in person, as well as hands-on based lessons, and they will send work packets to homes for the days that students are off-site. These assignments will serve as lesson introductions, lesson reinforcement, and specialist work that can be done at home, and doesn’t require technology, but may suggest some limited use of technology.

- Middle School students will be in a synchronous environment. When students are off-site, they will still be required to participate “live” with their classmates who are on-site.
- All teachers will use Google classroom as the main delivery model for blended, hybrid, and distance learning platforms.
- All teachers will divide and share workloads.

#### **STAFFING PLANS FOR THE HYBRID AND BLENDED PLANS:**

According to survey results and phone calls to homes, approximately 25% of our WLA families have stated that they plan on keeping their students in an on-line environment until there is a vaccine available, or due to underlying health conditions in their families. An additional 8% are decided as to whether they want their children to return on-site in the fall. The Commissioner of Education has directed school districts to ensure that they plan adequately for such families. At WLA we have broken down the survey results per grade level as follows to draft out staffing plans. Also, a handful of teachers have indicated that they would be willing to serve as on-line teachers if needed to do so, and have all requested to teach out of their WLA classroom settings. Due to the anticipated number of students who will be on the blended learning model, it is expected that teachers will be needed to serve students on-line at each grade level, although kindergarten is unknown. The teachers that will be serving these students will need to work on-site due to other supervisory duties as we balance shifting workloads. In general, the staffing plan will look as follows:

<b>Grade Level</b>	<b>Hybrid</b>	<b>Blended</b>	<b>Sections and Class Sizes</b>
Kindergarten	80	0	4 @ 20 each (four teachers on-site with students daily)
First Grade	66	22	3 @ 22 each, 11 “A” day, 11 “B” day (three teachers on-site with students daily) 1 @ 22, 22 for students with full day off-site (one teacher on-site, but serving only the “Blended Learning” group, as well as on-site supervision such as lunch duty, bus pick-up)
Second Grade	50	16	2 @ 25, 12 on “A” day, 13 on “B” day (two teachers on-site with students daily) (one teacher on-site, but serving only the “Blended Learning” group, as well as on-site supervision such as lunch duty, bus pick-up)
Third Grade	48	21	2 @ 23, 12 on “A” day, 12 on “B” day (two teachers on-site with students daily)

			(one teacher on-site, but serving only the “Blended Learning” group, as well as on-site supervision such as lunch duty, bus pick-up)
Fourth Grade	50	16	2 @ 25, 12 on “A” day, 13 on “B” day (two teachers on-site with students daily) (one teacher on-site, but serving only the “Blended Learning” group, as well as on-site supervision such as lunch duty, bus pick-up)
Fifth Grade	46	20	2 @ 24, 12 on “A” day, 13 on “B” day (two teachers on-site with students daily) (one teacher on-site, but serving only the “Blended Learning” group, as well as on-site supervision such as lunch duty, bus pick-up)
Middle School	120	36	Various teacher groupings, “Blended Learning” students easily addressed with the “Live Classroom” structure in place

**POTENTIAL CHANGES TO THE SCHOOL CALENDAR:**

In the event that teachers feel they need additional prep days, there may be a need to change the school calendar, add additional teacher prep days and/or thus extend the school year. We want our teachers to feel that they are valued and supported in their efforts to provide a quality education program. If additional workshop days are added, this may mean that school does not release for the summer of 2021 until mid to late June.



**WOODBURY LEADERSHIP ACADEMY  
BOARD OF DIRECTORS MEETINGS  
2020-2021 SCHOOL YEAR**

*August 26, 2020*

*September 23, 2020*

*October 7, 2020 \*\* Annual Meeting Presentation*

*October 28, 2020*

*November 18, 2020*

*December 16, 2020*

*January 27, 2021*

*February 24, 2021*

*March 24, 2021*

*April 28, 2021*

*May 26, 2021*

*June 23, 2021*

*All meetings will be held at 5:30pm and will be held at 8089  
Globe Drive unless otherwise posted.*