



Meeting: Board of Directors Regularly Scheduled Meeting

Date: Wednesday, September 23, 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 (Shannon Kelly)

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

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

3.1 Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of meeting minutes for August 26, 2020

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 September Finance Committee Minutes and August Financials

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept August Governance Committee Minutes and Second Reading of
Policies: 503, 506, 515, 526, and 533

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept August and September Facility Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

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

7.1 Approval of Dr. Mortensen to be the WLA IOwA

7.2 Annual Meeting Update

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)

WLA Board of Directors Annual Meeting

Date: October 7, 2020

Time: 5:30 P.M.

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

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

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
August 26, 2020**



Directors Onsite: Jessica Erickson, Mandi Folks

Directors Attending Virtually: Shannon Kelly, Jason Livingston, Natalie Sjoberg, Jolene Skordahl

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BerganKDV)

Others in Attendance: WLA parents and staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

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

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Erickson read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Skordahl moved "to approve the meeting agenda for August 26, 2020." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; Ms Kelly did not vote due to technical issues; there were no votes against. Motion passed.

3.2 Approval of meeting minutes for July 30, 2020, August 6, 2020 and August 21, 2020

Ms Erickson moved "to approve the meeting minutes for July 30, 2020, August 6, 2020 and August 21, 2020." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, 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

A new WLA parent and a new staff member introduced themselves and expressed interest in observing how the Board works and what topics are addressed.

6. Board and Administration Reports

6.1 Board Report

At the request of Ms Folks, new WLA teachers on the meeting introduced themselves. Ms Folks reported she will be facilitating the first VOA Leadership meeting scheduled for August 27th and invited Board members to let her know if they ever want to attend a meeting. She shared that MDH requires schools to establish an Incident Command Team (ICT) to deal with COVID challenges. The ICT meets weekly and continually monitors COVID rates. The ICT, working with the Grade 5 teachers, have decided to change the Grade 5 model from Hybrid to on site Monday thru Thursday, online Friday. Ms Mortensen shared that a weekly update will be communicated with stakeholders.

6.2 Executive Director Report

Ms Mortensen shared 2020-21 enrollment information, reviewing enrollment numbers and section sizes by grade. She highlighted the many ongoing activities this week in preparation for the start of school: work shop, building preparations, Open House, etc.

Amy Cahlander, Health Office Attendant and ICT member, provided an overview of health and safety equipment and procedures put in place to ensure a safe learning environment for students and staff. She also reviewed MDH recommendations for COVID situations where it is appropriate for students/staff remain at school, stay home, quarantine and when it is safe to return. Ms Mortensen shared staff PPE requests for air purifiers, humidifiers, desk partitions, safety goggles, etc. MDE/MDH will be supplying schools with staff and student face masks, face shields and access for staff to a saliva COVID test.

Ms Folks reported that the HAVAC system is now cycling in outside air on a more frequent basis, and the HVAC filters will be replaced with Merv13 filters, which filter out a higher percentage of particles.

Ms Mortensen walked through staffing changes for the 2020-21 school year. She asked the Board to ratify 5 contracts for positions added to meet staffing needs: 3 classroom teachers, 1 Art teacher and a .2 FTE EL coordinator.

6.3 Financial Director Report

Ms Kes directed Board members to 2 sets of financials in the Board packet: preliminary June 30 (Fiscal 2020) and July 2020. The yearend audit starts next week. She stated that FY20 ADM of 477 is on budget, revenues are over budget and expenses under budget, resulting in a preliminary surplus of approximately \$159,000. Yearend fund balance is estimated at 18.6% for Fund 1 and 21% overall. These numbers are preliminary and may change due to the audit. The lease aid application and Title grant applications are in process. Also working on budgeting \$150,000 of federal Cares Act corona relief funds: GEER, ESSER and CRF, to be used for purposes of opening and operating schools in a safe setting in response to COVID. Ms Kes also reviewed the highlights of the July 2020 financials and the changes that have been made to the 2020 working budget.

6.4 Finance Committee Report

Ms Skordahl reported that the committee met in August and topics discussed included: review of the FY2020 and July 2020 financial statements, review of staff employment agreements, review of the Literacy Funding plan and the Lease aid application, discussion of the ABC Company, and review of the impact of updated enrollment numbers on the working budget.

6.4.1 Accept August Finance Committee Minutes and June and July Financials

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

6.5 Governance Committee Report

Ms Erickson reported that the Committee did not meet in August. At the September meeting, they will be discussing the Covid-19 policy and will bring it to the September Board meeting for 2nd reading.

6.6 Facilities Committee Report

Mr Livingston reported that an HVAC audit done earlier this summer resulted in the decision to install Merv13 filters. He reported the 3rd floor renovation project is complete and signed off. An outdoor learning area is in the works. Initial future building plans to add a full gym have been presented to the City Planning Committee.

6.6.1 Accept August Facilities Committee Minutes

August Facility Committee minutes will be presented at the next meeting.

7. Board Training, Discussion and Business

7.1 Ratify employment contracts

Ms Folks moved to “to ratify the 2020-2021 employment agreements listed in the Director’s Report pending Finance Committee review.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.2 Introduce New Staff Members to the Board

At the request of Ms Folks, new WLA teachers, not previously on the meeting, introduced themselves.

7.3 School Security Overview

School security was covered in the Director’s Report.

7.4 Discuss 2020 Annual Meeting Plan

Ms Folks reminded the Board the previous years’ annual meeting was held as an informational presentation to stakeholders. Board members shared that putting the presentations together was an informative experience in itself. Attendance was low, but those that attended were better informed. There was discussion and members agreed to continue with the same format this year.

7.5 Amend School Calendar

Ms Mortensen shared that historically, Kindergarten students start 2 days later than Grades 1-8, with the first 2 days used for Kindergarten assessments. The previously approved calendar delayed the Kindergarten start date by 4 days. Additionally, ACCESS testing needs to be added to the calendar to be in compliance with MDE requirements. Ms Mortensen requested the calendar be amended to change the Kindergarten start date to September 2nd and add the ACCESS test window in March. There was discussion. Mr Livingston moved to “to amend the 2020-2021 school calendar as presented.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Mr Livingston shared that he was encouraged to see attendees other than Board members at recent Board meetings. Ms Kelly questioned whether the ICT will be doing any future COVID related surveys of staff or families.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, September 23, 2020 at 5:30 PM. Virtual participation will be available through Zoom.

10. Adjournment

Ms Skordahl moved "to adjourn." Mr Livingston seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:44 PM.

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

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, SEPTEMBER 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 9/18/2020, we have 568 students enrolled.
- The Governance Committee met on September 9th.
- The Finance Committee met on September 10th.
- The Facilities Committee met on September 8th.
- The monthly VOA School Leaders meeting continues to be held weekly to share ideas and problem solve for the upcoming school year.

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

- Ready Math training continues with the latest session being conducted from 12:30-4:30 on Friday, September 18th.
- RAZ Kids literacy training will be conducted from 12:30-4:30 on Friday, September 25th.
- Professional Learning Community meetings (PLCs) started the week of September 14th with Kathy updating teacher groups on COVID processes, quarantine processes, use of PTO, and checking in to see how Fridays are going.
- NWEA MAP testing begins Wednesday, September 23rd. Teachers attended a meeting on September 18th to learn how to facilitate these tests.
- One of our many parent volunteers met with Kathy on September 14th to determine where we should hang all of the art pieces that have been donated by the PTO group. (We now have over fifty pieces of framed art!) The plan is to hang them near grade level classrooms that are covering the various pieces through their Core Knowledge content.
- Special education staff members met during August workshop, and have been meeting weekly to align and ensure streamlined services. Similarly, our English Language Learner staff members have been meeting and preparing for WIDA testing.

III. Financial Management

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

- Title Fund grants have been completed, and approved for funding release (\$25,387, for English Language Learner staffing and student resources, and \$5,634 for professional development)

- The ESSA 90% Funding Formula application was completed, submitted, and approved (\$4,961 towards devices)
- The ESSA 9.5% Funding Formula application was completed, submitted, and approved (\$24,770 towards staffing)
- The GEER Funding Formula application was completed, submitted, and approved (\$8,510 towards devices)
- The COVID Relief Fund (CRF) application was completed, submitted, and approved (\$111,874 towards staffing)
- The Literacy Grant was completed, submitted, and approved (approximately \$41,000, moved to fund balance for FY 2020)

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.

Oversee conflict resolution and all other personnel matters

- There are no issues at this time.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- The Incident Command Team (ICT) meets weekly to assess school safety and COVID-19 county rates. Mandi Folks sends out a weekly update to Board members and Amy Cahlander will be sending out weekly updates to all other WLA stakeholder groups.
- We underwent our first classroom quarantine situation starting on September 15th, with students returning to the classroom on September 29th. WLA followed the guidance from staff members at the Minnesota Department of Health (MDH). Additionally, there has been eight students that have been sent home due to cold like symptoms. These students may return to WLA when they have been medically cleared, and/or are symptom free without the use of medication for three days.
- We held our first fire drill on September 3rd. Although everyone exited the building safely and quickly, it did take about twenty minutes to turn the alarm off. We did call Brian and the Fire Chief who both showed up quickly. We also sent a memo to homes that afternoon in the event that any of our students reported that the fire chief had arrived at the school. (He was actually applauded by some students upon his arrival.) In any case, the students seemed to be enjoying the long break in warm weather and sunshine.

VI. Communications Management

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

- During the current pandemic, WLA has implemented several communication protocols which continue to include the following:

- Dr. Mortensen attends conference calls with the Commissioner of Education once per week
- Dr. Mortensen facilitates a conference call with other school leaders through the School Leadership Team, (SLT) twice per month or as needed. Dr. Mortensen maintains close contact with the WLA authorizer, VOA
- There are frequent 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 Agenda/Minutes

Date: Thursday, September, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:30

Roll Call - Jolene Skordahl, Kathy Mortenson, Mandi Folks, Judith Darling, Brenda Kes, Tyler Dehne

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

1. Review financial statements for August, 2020. Brenda Kes reviewed all statements.
2. Contract review, English Language Coordinator, .2 FTE. Committee recommends BOD ratify contract.
3. Literacy Aid update. Mandi and Brenda reviewed and stated progress has been made to complete the project.
4. Bonding Process. Discussed process, Breenda Kes agreed to present a BOD training.
5. Gym Rental. Judith Darling reviewed pros and cons of gym rental possibilities.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: October 8, 2020

Time: 4:30

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

Adjournment @ 6:45



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

August 31, 2020

bergankDV | **DO MORE.**

Prepared by:
Brenda Kes
Outsourced CFO, School Services

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

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

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the preliminary balances as of June 30, 2020 while the ending balances reflect the year to date activity as of August 31, 2020.

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. This will be repaid by the state to the school during August, September, and October of 2020.

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 for the prior fiscal year.

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

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

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

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 August or September. 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 August 31st was \$474,372.
- Projected working budget is using 575 ADM's for fy 20-21.
- Current Enrollment is at 583 although we are keeping the projected budget at 575 to be conservative at this time especially due to COVID.
- State Aid receivable for fy 2019-20 is calculated at \$553,146. The first holdback payment was on August 30th, the next holdback payment will be September 30th.
- Income Statement: Revenues exceeded expenditures by \$390,267.
 - Revenues were 16% of the working budget
 - Expenditures were 10.2% of the working budget
- Other Items on the Radar:
 - Lease Aid Application – is in process, we will need a Certificate of Occupancy and Fire inspection for the new space.
 - Annual Audit was held on August 31st.
 - Title Grant Applications are due September 15th and are submitted.
 - Federal Cares Act Funds to budget
 - GEER, funds can be spent through September 2022
 - ESSER, funds can be spent through September 2022
 - CRF, application is due October 1st and funds to be spent by December 30th.

Supplemental Information of August 2020

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

Please feel free to contact Brenda Kes at brenda.kes@bergankdv.com at 651-280-5582 should you have questions related to the financial statements.

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

	Preliminary Balance June 30, 2020	August 31, 2020
Assets		
Current assets		
Cash and investments	\$ 520,783	\$ 681,325
Accounts receivable	750	(198)
Due from Other Funds	-	
PY state aid receivable	553,146	336,201
CY state aid receivable/(deferred rev)		246,086
Federal aids receivable	16,536	2,363
Prepaid expenses and deposits	72,463	102,216
Total assets	\$ 1,163,678	\$ 1,367,992
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 115,779	\$ (0)
Line of credit payable/loan payable	-	-
Accounts payable	36,221	20,709
Payroll deductions and contributions	99,381	44,719
Deferred revenue	-	-
Total current liabilities	251,381	65,428
Fund balance		
Fund balance 7-1-2019	807,501	912,297
Change in fund balance	104,796	390,267
Total fund balance	912,297	1,302,564
Total liabilities and fund balance	\$ 1,163,678	\$ 1,367,992
	\$ 0	0

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
August 31, 2020

	484.76	484.46	558.80	589.60		0.167%
	FY 2020 Revised Budget 477 ADM	Preliminary FY 2020 Actual 477.17 ADM	FY 2021 Adopted Budget 547 ADM	FY 2021 Working Budget 575 ADM	8/31/2020 Year-to-Date	Percent of Working Budget
General Fund - 01						
Revenues						
State revenues						
211 General education aid	\$ 3,407,760	\$ 3,409,615	\$ 4,002,254	\$ 4,220,682	692,783	16.4%
PY Over (Under)		867			0	
212 Literacy aid	41,412	41,029	41,412	41,412	0	-
348-300 Charter school lease aid	612,324	613,148	734,263	774,734	0	-
317-000 Long-term facilities maintenance revenue	63,988	63,949	73,762	77,827	0	-
740-360 Special education aid	479,853	549,107	499,038	499,038	0	-
PY over (under) accrual	20	(1,152)	-	-	0	-
201 Endowment aid	17,521	17,441	13,724	17,521	0	-
342-300 Safe schools supplemental aid	9,020	9,020	-	-	0	-
372-071 Medical assistance/third party billing	2,000	897	2,000	2,000	0	-
CY estimated state aid receivable (deferred revenue)	-	-	-	-	246,086	-
Total state revenues	4,633,898	4,703,921	5,366,453	5,633,215	938,869	16.7%
Federal revenues						
Federal special education aid (FIN 419, 420, 425)	53,095	70,757	54,700	54,700	2,363	0
Title I, II, V (FIN 401, 414, 433)	33,021	25,064	38,600	30,056	0	-
Cares Act Federal - GEER & ESSER Funds, use by 9- 2022				38,241		
Cares Act Federal - CRF Funds, use by 12-31-20				111,874		
Total federal revenues	86,116	95,821	93,300	234,871	2,363	1%
Local revenues						
092 Interest earnings	6,300	4,668	7,000	7,000	144	2.1%
96 Donations and grants	2,000	2,469	-	2,500	3,905	156.2%
200-096 Give to the Max (course 200)	6,372	6,372	-	-	0	-
050 Fees from students (field trip, milk, pizza friday, other)	28,000	29,101	47,000	44,500	0	-
99 Miscellaneous revenues	6,500	5,435	-	-	0	-
619, 621 Sale of merchandise/fundraising - net	-	(2,440)	-	-	0	-
Total local revenues	49,172	45,605	54,000	54,000	4,050	7.5%
Total revenues	\$ 4,769,186	\$ 4,845,348	\$ 5,513,753	\$ 5,922,086	\$ 945,282	16.0%
Expenditures						
100's Salaries	\$ 1,595,134	\$ 1,625,563	1,965,687	\$ 1,813,325	130,913	7.2%
200's Benefits	424,301	425,257	558,017	535,331	28,514	5.3%
305 Contracted services	278,330	260,271	295,987	295,987	24,459	8.3%
315 Technology services	22,500	19,407	26,300	27,600	3,400	12.3%
320 Communications services	7,900	6,872	8,650	8,650	620	7.2%
329 Postage	2,900	1,373	3,400	3,600	1,456	40.5%
330 Utilities	92,613	87,639	122,842	122,842	30,711	25.0%
340 Property and liability insurance	15,070	15,120	17,600	18,500	7,035	38.0%
350 Repairs and maintenance	76,887	58,001	127,564	127,564	22,008	17.3%
360 Student transportation	348,004	339,604	362,476	362,476	0	-
360 Transportation for field trips	9,450	11,331	10,940	11,500	0	-
366 Travel, conferences, and staff training	30,000	22,605	10,000	10,000	7,354	73.5%
369 Field trips / registration fees	15,000	15,400	12,040	12,600	0	-
370 Building lease	687,903	681,276	815,848	860,816	201,967	23.5%
370 Other operating rentals and leases	35,218	33,996	2,000	24,000	1,995	8.3%
401 Supplies - non instructional (455/465 NI tech supplies)	46,300	41,130	54,100	56,900	7,655	13.5%
401 Maintenance supplies	15,000	17,112	17,500	18,400	4,291	23.3%
405 Non-instructional software and licensing	13,000	13,280	14,900	14,900	4,755	31.9%
406 Instructional software	11,700	9,293	13,700	14,400	0	-
430 Instructional supplies (456/466 inst. tech supplies)	53,400	58,982	62,400	65,600	1,620	2.5%
460 Textbooks and workbooks	38,500	46,547	50,000	52,300	35,596	68.1%
461 Standardized tests	8,100	5,013	9,500	9,900	0	-
470 Media/library resources	-	-	2,500	2,500	0	-
490 Food purchased	2,000	2,223	5,500	5,500	95	1.7%
520 Building improvement	140,000	131,386	70,000	70,000	18,230	26.0%
530 Furniture and other equipment	20,065	20,065	40,000	40,000	2,978	7.4%
555 Technology equipment	6,000	6,348	23,000	23,000	0	-
556 Instructional technology equipment	7,000	-	7,000	7,000	0	-
580/581 Principal and Interest capital lease	13,659	12,114	20,000	20,000	1,289	6.4%
820 Dues and memberships, fees	28,500	27,642	30,500	30,500	0	-
State special ed expenditures	515,971	590,438	536,600	536,600	15,712	2.9%
342 School Safety	9,020	5,248	-	-	0	-
372 Medical assistance/third party billing	2,000	-	2,000	2,000	-	-
Federal special education aid, FIN 419, 420, 425	53,095	70,757	54,700	54,700	2,363	4.3%
Title I, II, and V	33,021	25,064	38,600	30,056	0	-
Cares Act Federal - GEER & ESSER Funds, use by 9- 2022				38,241		
Cares Act Federal - CRF Funds, use by 12-31-20				111,874		
Directors discretionary fund	2,500	-	5,000	5,000	-	-
Total expenditures	\$ 4,660,040	\$ 4,686,353	\$ 5,396,851	\$ 5,444,163	\$ 555,014	10.2%
Changes in fund balance, General Fund	\$ 109,146	\$ 158,995	\$ 116,902	\$ 477,923	\$ 390,267	
Beginning fund balance, General Fund, July 1	714,408	714,408	873,403	873,403		
Projected fund balance, General Fund, June 30	\$ 823,554	873,403	990,305	\$ 1,351,326		
	17.7%	18.6%	18.3%	24.8%		

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

	484.76	484.46	558.80	589.60		0.167%
	FY 2020 Revised Budget 477 ADM	Preliminary FY 2020 Actual 477.17 ADM	FY 2021 Adopted Budget 547 ADM	FY 2021 Working Budget 575 ADM	8/31/2020 Year-to-Date	Percent of Working Budget
Community Services Fund - 04						
Revenues						
050 Registration revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total revenues	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenditures						
Purchased services	\$ -	\$ -		\$ -	\$ -	
Supplies and materials, snacks	-	288		-	0	
Equipment	40,000	1,325	20,000	20,000	0	
Dues and memberships	-	-	-	-	-	
Total expenditures	\$ 40,000	\$ 1,613	\$ 20,000	\$ 20,000	\$ -	-
Changes in fund balance, Community Services Fund	\$ (40,000)	\$ (1,613)	\$ (20,000)	\$ (20,000)	\$ -	
Beginning fund balance, Community Services Fund, July 1	93,102	\$ 93,102	\$ 91,489	91,489	\$ 91,489	
Projected fund balance, Community Services Fund, June 30	\$ 53,102	91,489	71,489	\$ 71,489	91,489	
Total All Funds						
Revenues						
State revenues	\$ 4,633,898	\$ 4,703,921	\$ 5,366,453	\$ 5,633,215	\$ 938,869	16.7%
Federal revenues	86,116	95,821	93,300	234,871	2,363	1.0%
Local revenues	49,172	45,605	54,000	54,000	4,050	7.5%
Transfer in	-	-	-	-	-	-
Total revenues	\$ 4,769,186	\$ 4,845,348	\$ 5,513,753	\$ 5,922,086	\$ 945,282	16.0%
Expenditures						
Salaries and wages	\$ 1,595,134	\$ 1,625,563	\$ 1,965,687	\$ 1,813,325	\$ 130,913	7.2%
Employee benefits	424,301	425,257	558,017	535,331	28,514	5.3%
Purchased services	1,621,775	1,552,895	1,815,647	1,886,135	301,004	16.0%
Supplies and materials	188,000	193,868	230,100	240,400	54,011	22.5%
Equipment	226,724	171,236	180,000	180,000	22,497	12.5%
Other (fundraising, special ed, dues, etc.)	644,107	719,148	667,400	808,972	18,075	2.2%
Total expenditures	\$ 4,700,040	\$ 4,687,966	\$ 5,416,851	\$ 5,464,163	\$ 555,014	10.2%
Change in fund balance	\$ 69,146	\$ 157,382	\$ 96,902	\$ 457,923	\$ 390,267	
Beginning fund balance, all funds, July 1	807,510	\$ 807,510	\$ 964,892	964,892		
Projected fund balance, all funds, June 30	\$ 876,656	964,892	1,061,794	\$ 1,422,815		
	19%	21%	20%	26%		

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

Woodbury Leadership Academy
Cash Flow Projection Summary
2020-2021

9/10/2020

Period Ending	Cash Inflows (Revenues)			Prior Year State & Federal Holdback	Total Receipts	Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*			Salaries	Other Expenses	Total Expenses		
Jul 31	346,416	-	1,851	-	348,267	136,173	258,505	394,678	\$ 520,783	
Aug 31	346,367	2,363	3,711	233,480	585,921	143,920	235,048	378,968	474,372	681,325
Sept 30	437,540	-	-	184,587	622,126	259,677	210,700	470,377	833,074	
Oct 31	437,540	-	5,400	108,367	551,307	259,677	210,700	470,377	914,004	
Nov 30	437,956	83,906	5,400	-	527,261	259,677	210,700	470,377	970,888	
Dec 31	437,540	40,360	5,400	-	483,299	259,677	210,700	470,377	983,810	
Jan 31	437,540	14,126	5,400	13,963	471,029	259,677	210,700	470,377	984,462	
Feb 28	437,956	14,126	5,400	-	457,482	259,677	210,700	470,377	971,566	
Mar 31	437,540	14,126	5,400	-	457,066	259,677	210,700	470,377	958,255	
Apr 30	437,540	14,126	5,400	-	457,066	259,677	210,700	470,377	944,944	
May 31	437,956	14,126	5,400	29,285	486,766	259,677	210,700	470,377	961,333	
June 30	438,005	14,126	1,689	-	453,820	248,404	208,719	457,123	958,030	
Total per Above	5,069,893	211,384	50,451	569,682	5,901,410	2,865,590	2,598,572	5,464,162		(0)
Per Budget/Projection Difference	5,069,893	211,384	50,451	569,682	5,901,410	2,865,590	2,598,573	5,464,163		(0)
	(0)	0	0	(0)	0	-	(0)	0		
Totals	5,069,893	211,384	50,451	569,682	5,901,410	2,865,590	2,598,572	5,464,162	958,030	

Primary Assumptions: 10% State Aid Holdback



Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Reports

August 31, 2020

bergankDV | **DO MORE.**

Prepared by:
Brenda Kes
Outsourced CFO, School Services

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		6306		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	08/05/2020	848.70
4228	OLDN		6307		Wire	1	1002	Teachers Retirement Association	No	Yes	No	USD	08/05/2020	10,033.86
4228	OLDN		6308		Wire	1	1128	AssociatedBank	No	Yes	No	USD	08/05/2020	750.00
4228	OLDN		6309		Wire	1	1417	VOYA	No	Yes	No	USD	08/05/2020	1,647.75
4228	OLDN		6310		BP	1	1029	The Home Depot	No	Yes	No	USD	08/07/2020	217.86
4228	OLDN		6311		BP	1	1029	The Home Depot	No	Yes	No	USD	08/07/2020	64.36
4228	OLDN		6312		BP	1	1029	The Home Depot	No	Yes	No	USD	08/07/2020	66.50
4228	OLDN		6313		BP	1	1029	The Home Depot	No	Yes	No	USD	08/07/2020	73.90
4228	OLDN		6314		BP	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	08/07/2020	170.00
4228	OLDN		6315		BP	1	1115	SpEd Forms, Inc.	No	Yes	No	USD	08/07/2020	2,336.15
4228	OLDN		6316		BP	1	1150	JR Computer Associates	No	Yes	No	USD	08/07/2020	1,200.00
4228	OLDN		6317		BP	1	1214	The Hanover Insurance Group	No	Yes	No	USD	08/07/2020	5,074.56
4228	OLDN		6318		BP	1	1329	Curriculum Associates	No	Yes	No	USD	08/07/2020	30,963.00
4228	OLDN		6319		BP	1	1399	Jolene Skordahl	No	Yes	No	USD	08/07/2020	65.00
4228	OLDN		6320		BP	1	1463	Region 1	No	Yes	No	USD	08/07/2020	3,380.53
4228	OLDN		6321		BP	1	1480	The Cincinnati Insurance Companies	No	Yes	No	USD	08/07/2020	1,960.00
4228	OLDN		6322		BP	1	1589	Sign Source	No	Yes	No	USD	08/07/2020	1,238.50
4228	OLDN		6324		Wire	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	08/19/2020	200.88
4228	OLDN		6325		Wire	1	1558	Bill.com	No	Yes	No	USD	08/19/2020	89.07
4228	OLDN		6326		BP	1	1015	Amplify Education, Inc.	No	Yes	No	USD	08/19/2020	10,622.88
4228	OLDN		6327		BP	1	1150	JR Computer Associates	No	Yes	No	USD	08/19/2020	1,000.00
4228	OLDN		6328		BP	1	1219	Home Depot	No	Yes	No	USD	08/19/2020	24.00
4228	OLDN		6329		BP	1	1219	Home Depot	No	Yes	No	USD	08/19/2020	818.20
4228	OLDN		6330		BP	1	1219	Home Depot	No	Yes	No	USD	08/19/2020	116.32
4228	OLDN		6331		BP	1	1254	Bureau of Education	No	Yes	No	USD	08/19/2020	279.00
4228	OLDN		6332		BP	1	1313	Nancy Baumann	No	Yes	No	USD	08/19/2020	1,814.15
4228	OLDN		6333		BP	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	08/19/2020	6,163.00
4228	OLDN		6334		BP	1	1457	MSB Holdings - Woodbury LLC	No	Yes	No	USD	08/19/2020	103,790.08
4228	OLDN		6335		BP	1	1461	Gamino's Cleaning Company LLC	No	Yes	No	USD	08/19/2020	5,500.00
4228	OLDN		6336		BP	1	1504	Assured Security Inc	No	Yes	No	USD	08/19/2020	1,069.00
4228	OLDN		6337		BP	1	1539	Toshiba Business Solutions	No	Yes	No	USD	08/19/2020	617.19
4228	OLDN		6338		BP	1	1508	First Bankcard	No	Yes	No	USD	08/26/2020	7,822.11
4228	OLDN		6339		Wire	1	1097	Principal Life Insurance Company	No	Yes	No	USD	08/31/2020	39.15
4228	OLDN		6340		Wire	1	1391	Alerus	No	Yes	No	USD	08/31/2020	30.00
4228	OLDN		6341		Wire	1	1441	Old National	No	Yes	No	USD	08/31/2020	146.73
4228	OLDN		6342		Wire	1	1001	Public Employee Retirement Association	No	No	No	USD	08/31/2020	1,157.64
4228	OLDN		6343		Wire	1	1128	AssociatedBank	No	No	No	USD	08/31/2020	350.00
4228	OLDN		6344		Wire	1	1417	VOYA	No	No	No	USD	08/31/2020	1,655.10
4228	OLDN		6345		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	08/14/2020	672.99

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		6346		Wire	1 1002		Teachers Retirement Association	No	Yes	No	USD	08/14/2020	10,471.50
4228	OLDN		6347		Wire	1 1128		AssociatedBank	No	Yes	No	USD	08/14/2020	750.00
4228	OLDN		6348		Wire	1 1417		VOYA	No	Yes	No	USD	08/14/2020	1,647.75
4228	OLDN		6350		Wire	1 1001		Public Employee Retirement Association	No	Yes	No	USD	08/21/2020	221.54
4228	OLDN		6352		Wire	1 1064		HealthPartners - Group	No	Yes	No	USD	08/31/2020	16,023.84
4228	OLDN		6291	20208	Check	1 1573		Messerli & Kramer PA	Yes	Yes	Yes	USD	08/03/2020	0.00
4228	OLDN		6349	20209	Check	1 1573		Messerli & Kramer PA	Yes	Yes	No	USD	08/19/2020	86.56
4228	OLDN		6351	20222	Check	1 1590		Mallory P Kaster	Yes	Yes	No	USD	08/31/2020	1,778.56

Bank Total: \$235,047.91

Report Total: \$235,047.91

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt Type	Pmt Date	Invoice No	Invoice No	Check Amount	Vendor Total
1391		Alerus	4228	OLDN		Wire					
				E 01 005 110 000 000 305				Alerus cobra		\$30.00	
PO#:		Voucher #:	6848	Invoice			8/31/2020	Invoice No: 08.20.20		Paid Amt: \$30.00	Check Amount: \$30.00
											Vendor Total: \$30.00
1015		Amplify Education, Inc.	4228	OLDN		BP					
				E 01 010 201 000 000 460				FY21 CKLA Curriculum		\$2,449.44	
				E 01 010 203 000 000 460				FY21 CKLA Curriculum		\$8,173.44	
PO#:		Voucher #:	6836	Invoice			8/19/2020	Invoice No: INV-024176		Paid Amt: \$10,622.88	Check Amount: \$10,622.88
											Vendor Total: \$10,622.88
1128		AssociatedBank	4228	OLDN		Wire					
				B 01 215 022				HSA		\$750.00	
PO#:		Voucher #:	6815	Invoice			8/5/2020	Invoice No: 07.31.20		Paid Amt: \$750.00	Check Amount: \$750.00
											Vendor Total: \$750.00
1504		Assured Security Inc	4228	OLDN		Wire					
				B 01 215 022				HSA		\$350.00	
PO#:		Voucher #:	6854	Invoice			8/31/2020	Invoice No: 08.31.20		Paid Amt: \$350.00	Check Amount: \$350.00
											Vendor Total: \$350.00
1504		Assured Security Inc	4228	OLDN		Wire					
				B 01 215 022				HSA		\$750.00	
PO#:		Voucher #:	6858	Invoice			8/14/2020	Invoice No: 08.14.20		Paid Amt: \$750.00	Check Amount: \$750.00
											Vendor Total: \$1,850.00
1369		BerganKDV Outsourced Services LLC	4228	OLDN		Wire					
				E 01 005 110 000 000 305				FY21 Cut keys/rekey/locks		\$1,069.00	
PO#:		Voucher #:	6837	Invoice			8/19/2020	Invoice No: A2494		Paid Amt: \$1,069.00	Check Amount: \$1,069.00
											Vendor Total: \$1,069.00
1369		BerganKDV Outsourced Services LLC	4228	OLDN		Wire					
				E 01 005 110 000 000 305				KPay Fee		\$200.88	
PO#:		Voucher #:	6834	Invoice			8/19/2020	Invoice No: 08.17.20		Paid Amt: \$200.88	Check Amount: \$200.88
											Vendor Total: \$200.88

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Check Amount:	Vendor Total:
1369									
BerganKDV Outsourced Services LLC									
4228 OLDN									
	E	01	005	110	000	000	305	FY21 August Financial Mgmt & Acct Svs	\$6,163.00
PO#:				6838	Invoice		Invoice No: 97	8/19/2020	Paid Amt: \$6,163.00
									Check Amount: \$6,163.00
									Vendor Total: \$6,363.88
1254									
Bureau of Education									
4228 OLDN									
	E	01	005	640	000	000	316	366	FY21 Distance Learning Seminar
PO#:				6833	Invoice		Invoice No: 08.17.20	8/19/2020	Paid Amt: \$89.07
									Check Amount: \$89.07
									Vendor Total: \$89.07
1329									
Curriculum Associates									
4228 OLDN									
	E	01	010	640	000	000	316	366	FY21 Math Curriculum & Implementation
	E	01	010	640	000	000	316	366	FY21 Math Curriculum & Implementation
	E	01	010	201	000	000	460	460	FY21 Math Curriculum & Implementation
	E	01	010	203	000	000	460	460	FY21 Math Curriculum & Implementation
PO#:				6820	Invoice		Invoice No: 90650252	8/7/2020	Paid Amt: \$30,963.00
									Check Amount: \$30,963.00
									Vendor Total: \$30,963.00
1508									
First Bankcard									
4228 OLDN									
	E	01	010	640	000	000	316	366	Teaching PE Remotely training-Skordahl
	E	01	005	810	000	000	401	401	Paint for K hallways-grey
	E	01	005	810	000	000	530	530	Refund sales tax on milk cooler
	E	01	005	110	000	000	320	320	Cell phones 6/2-7/1/20
	E	01	005	810	000	000	401	401	Drywall cart for moving tables
	E	01	005	810	000	000	401	401	Paint for K hallways & classrooms
	E	01	005	810	000	000	401	401	Wall anchors-hanging white & cork boards
	E	01	005	810	000	000	401	401	Painters tape for K hallways
	E	01	005	810	000	000	401	401	1000 tennis balls-chair legs
	E	01	010	201	000	000	401	401	Book bins-14
									\$129.00
									\$50.58
									(\$212.20)
									\$158.84
									\$274.99
									\$314.53
									\$59.91
									\$49.94
									\$236.00
									\$40.50

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
1508		First Bankcard	4228	OLDN				BP
					E 01 010 203 000 000 401	Misc office supplies-classroom use		\$378.38
					E 01 010 203 000 000 430	Science supplies Gr 3-5-sandpaper		\$23.73
					E 01 010 720 000 000 401	Nitrile gloves		\$89.82
					E 01 005 810 000 000 401	Pan head screws		\$5.19
					E 01 005 110 000 000 490	Working lunch-Admin & others		\$51.77
					E 01 010 203 000 000 401	Bar stools-Gr 5 CL		\$99.99
					E 01 010 203 000 000 401	Classroom rug-Gr 5 KM		\$192.81
					E 01 010 203 000 000 430	Science supplies Gr 3-5		\$302.66
					E 01 010 201 000 000 401	Stools-10		\$59.90
					E 01 010 203 000 000 401	Shelving units & Storage bins-Gr 5 KM		\$284.83
					E 01 010 203 000 000 401	Key copies-Board files		\$12.90
					E 01 010 203 000 000 430	Science supplies Gr 3-5-eye droppes		\$32.97
					E 01 010 720 000 000 401	Infrared forehead thermometers-3		\$194.97
					E 01 010 720 000 000 401	Infrared forehead thermometers-3		\$194.97
					E 01 010 720 000 000 401	Infrared forehead thermometers-3		\$194.97
					E 01 005 110 000 000 401	Credit-office supplies undeliverable		(\$17.60)
					E 01 010 203 000 000 401	Credit-office supplies undeliverable		(\$67.59)
					E 01 010 203 000 000 430	Science supplies Gr 3-5		\$30.39
					E 01 010 203 000 000 430	Science supplies Gr 3-5		\$53.79
					E 01 010 720 000 000 401	First aid backpacks, tooth saver		\$38.00
					E 01 010 203 000 000 401	Storage bins-2nd &* 3rd floor workrooms		\$11.00
					E 01 010 720 000 000 401	Reusable gloves		\$16.00
					E 01 010 203 000 000 430	Science supplies Gr 3-5		\$91.91
					E 01 010 720 000 000 401	Sanitizing-216 washcloths		\$115.00
					E 01 010 201 000 000 401	Carpet markers		\$45.98
					E 01 010 203 000 000 430	Classroom flags-3		\$33.99
					E 01 010 203 000 000 430	Multi color duct tape-PE		\$20.99
					E 01 005 110 000 000 401	Magnetic whiteboard-Dean's office		\$33.58
					E 01 010 203 000 000 401	Classroom rug-Gr 4		\$160.00
PO#:		Voucher #:	6847	Invoice	Invoice No:	07/13/2020	8/26/2020	
		Paid Amt:			Check Amount:		\$7,822.11	\$7,822.11
		Vendor Total:						\$7,822.11

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1313 Nancy Baumann								
		4228		OLDN			BP	
				E 01 005 110 000 000 401	Reim:Office storage		\$16.00	
				E 01 005 110 000 000 490	Reim: Piada Admin Lunch		\$42.76	
				E 01 005 810 000 000 320	Comcast 7/21-8/20/20		\$394.67	
				E 01 005 810 000 000 320	Comcast 7/21-8/20/20		(\$394.67)	
				E 01 005 110 000 000 320	Comcast		\$394.67	
PO#:		Voucher #:		6846 Invoice	Invoice No: 8/13/2020	8/19/2020		Paid Amt: \$1,814.15
								Check Amount: \$1,814.15
								Vendor Total: \$1,814.15
1441 Old National								
		4228		OLDN			Wire	
				E 01 005 110 000 000 305	August service charge		\$146.73	
PO#:		Voucher #:		6851 Invoice	Invoice No: 08.31.20	8/31/2020		Paid Amt: \$146.73
								Check Amount: \$146.73
								Vendor Total: \$146.73
1097 Principal Life Insurance Company								
		4228		OLDN			Wire	
				B 01 215 007	September Life, ADD, STD		\$39.15	
PO#:		Voucher #:		6849 Invoice	Invoice No: 08.24.20	8/31/2020		Paid Amt: \$39.15
								Check Amount: \$39.15
								Vendor Total: \$39.15
1001 Public Employee Retirement Association								
		4228		OLDN			Wire	
				B 01 215 017	Payroll Deductions PERA		\$848.70	
PO#:		Voucher #:		6816 Invoice	Invoice No: 07.31.20	8/5/2020		Paid Amt: \$848.70
								Check Amount: \$848.70
								Vendor Total: \$848.70
1313 Nancy Baumann								
		4228		OLDN			Wire	
				B 01 215 017	Payroll Deductions PERA		\$1,157.64	
PO#:		Voucher #:		6852 Invoice	Invoice No: 08.31.20	8/31/2020		Paid Amt: \$1,157.64
								Check Amount: \$1,157.64
								Vendor Total: \$1,157.64
1313 Nancy Baumann								
		4228		OLDN			Wire	
				B 01 215 017	Payroll Deductions PERA		\$672.99	
PO#:		Voucher #:		6855 Invoice	Invoice No: 08.14.20	8/14/2020		Paid Amt: \$672.99
								Check Amount: \$672.99
								Vendor Total: \$672.99

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1001		Public Employee Retirement Association					
		4228		OLDN			
			B	01	215	017	Wire
							\$221.54
	PO#:	Voucher #:	6860	Invoice	Invoice No:	08.21.20	
							Paid Amt: \$221.54
							Check Amount: \$221.54
							Vendor Total: \$2,900.87
1463		Region 1					
		4228		OLDN			
			E	01	005	108	BP
							\$3,380.53
	PO#:	Voucher #:	6823	Invoice	Invoice No:	9558	
							Paid Amt: \$3,380.53
							Check Amount: \$3,380.53
							Vendor Total: \$3,380.53
1589		Sign Source					
		4228		OLDN			
			E	01	010	203	BP
							\$1,238.50
	PO#:	Voucher #:	6824	Invoice	Invoice No:	65429	
							Paid Amt: \$1,238.50
							Check Amount: \$1,238.50
							Vendor Total: \$1,238.50
1115		SpEd Forms, Inc.					
		4228		OLDN			
			E	01	010	420	BP
							\$2,336.15
	PO#:	Voucher #:	6825	Invoice	Invoice No:	1190	
							Paid Amt: \$2,336.15
							Check Amount: \$2,336.15
							Vendor Total: \$2,336.15
1002		Teachers Retirement Association					
		4228		OLDN			
			B	01	215	018	Wire
							\$10,033.86
	PO#:	Voucher #:	6817	Invoice	Invoice No:	07.31.20	
							Paid Amt: \$10,033.86
							Check Amount: \$10,033.86
							Vendor Total: \$10,033.86
		4228		OLDN			
			B	01	215	018	Wire
							\$10,471.50
	PO#:	Voucher #:	6857	Invoice	Invoice No:	08.14.20	
							Paid Amt: \$10,471.50
							Check Amount: \$10,471.50
							Vendor Total: \$20,505.36

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt Type	Pmt Date	Description	Invoice No:	Invoice Date	Check Amount:	Vendor Total:
1480 The Cincinnati Insurance Companies												
		4228		OLDN								
				E 01	005 940 000 000 340	BP	8/17/2020	Liability Insurance 7/17/20-7/17/21		8/7/2020	\$1,960.00	\$1,960.00
PO#:		Voucher #:		6826	Invoice				1000436769 07.23.20		\$1,960.00	\$1,960.00
											Vendor Total:	\$1,960.00
1214 The Hanover Insurance Group												
		4228		OLDN								
				E 01	005 940 000 000 340	BP	8/7/2020	Commercial Package Policy		8/7/2020	\$5,074.56	\$5,074.56
PO#:		Voucher #:		6827	Invoice				7/23/2020		\$5,074.56	\$5,074.56
											Vendor Total:	\$5,074.56
1029 The Home Depot												
		4228		OLDN								
				E 01	005 810 000 000 401	BP	8/7/2020	FY21 Janitorial Supplies		8/7/2020	\$217.86	\$217.86
PO#:		Voucher #:		6828	Invoice				562524942		\$217.86	\$217.86
											Vendor Total:	\$217.86
		4228		OLDN								
				E 01	005 810 000 000 401	BP	8/7/2020	FY21 Janitorial Supplies		8/7/2020	\$64.36	\$64.36
PO#:		Voucher #:		6829	Invoice				562524959		\$64.36	\$64.36
											Vendor Total:	\$64.36
		4228		OLDN								
				E 01	005 810 000 000 401	BP	8/7/2020	FY21 Janitorial Supplies		8/7/2020	\$66.50	\$66.50
PO#:		Voucher #:		6830	Invoice				563314210		\$66.50	\$66.50
											Vendor Total:	\$66.50
		4228		OLDN								
				E 01	005 810 000 000 401	BP	8/7/2020	FY21 Janitorial Supplies		8/7/2020	\$73.90	\$73.90
PO#:		Voucher #:		6831	Invoice				563611482		\$73.90	\$73.90
											Vendor Total:	\$422.62
1539 Toshiba Business Solutions												
		4228		OLDN								
				E 01	010 203 000 000 401	BP	8/19/2020	Copier access charges 6/1-7/1/00		8/19/2020	\$617.19	\$617.19
PO#:		Voucher #:		6835	Invoice				5011469372		\$617.19	\$617.19
											Vendor Total:	\$617.19

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1417		VOYA						
		4228		OLDN				
				B 01	215 021		Wire	
							\$1,647.75	
PO#:		Voucher #:		6818	Invoice	8/5/2020		
					Invoice No: 07.31.20			
							Paid Amt: \$1,647.75	
							Check Amount: \$1,647.75	
		4228		OLDN				
				B 01	215 021		Wire	
							\$1,655.10	
PO#:		Voucher #:		6853	Invoice	8/31/2020		
					Invoice No: 08.31.20			
							Paid Amt: \$1,655.10	
							Check Amount: \$1,655.10	
		4228		OLDN				
				B 01	215 021		Wire	
							\$1,647.75	
PO#:		Voucher #:		6856	Invoice	8/14/2020		
					Invoice No: 08.14.20			
							Paid Amt: \$1,647.75	
							Check Amount: \$1,647.75	
							Vendor Total:	\$4,950.60
							Report Total:	\$235,047.91

WOODBURY LEADERSHIP ACADEMY Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1632	4228	OLDN	CR082C														
	FY21	GiveMN		1635	Credit	A	08/06/20	4228	R	01 005 000 000 000 096	M		Miscellaneous Customer			20.00	0.00
														Receipt Total:	\$20.00	\$0.00	
														Deposit Total:	\$20.00	\$0.00	
1635	4228	OLDN	CR082C														
	FY21	Amazon Smile		1638	Credit	A	08/13/20	4228	R	01 005 000 000 000 096	M		Miscellaneous Customer			63.49	0.00
														Receipt Total:	\$63.49	\$0.00	
														Deposit Total:	\$63.49	\$0.00	
1636	4228	OLDN	CR082C														
	FY21	IDEAS		1639	Credit	A	08/14/20	4228	R	01 005 000 000 000 211	1001		MN DEPT OF EDUCATION		173,416.12	0.00	
														Receipt Total:	\$173,416.12	\$0.00	
														Deposit Total:	\$173,416.12	\$0.00	
1637	4228	OLDN	CR082C														
	FY21	School Deposit		1640	Credit	A	08/18/20	4228	B	01 115 001	1003		SCHOOL DEPOSIT		208.39	0.00	
														Receipt Total:	\$208.39	\$0.00	
														Deposit Total:	\$208.39	\$0.00	
1638	4228	OLDN	CR082C														
	FY21	School Deposit		1641	Credit	A	08/18/20	4228	B	01 131 000	1003		SCHOOL DEPOSIT		777.32	0.00	
														Receipt Total:	\$777.32	\$0.00	
														Deposit Total:	\$777.32	\$0.00	
1639	4228	OLDN	CR082C														
	FY21	SERVS		1642	Credit	A	08/20/20	4228	B	01 122 000	1001		MN DEPT OF EDUCATION		619.69	0.00	
														Receipt Total:	\$619.69	\$0.00	
														Deposit Total:	\$619.69	\$0.00	

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1640	4228	OLDN	CR082C														
	FY21	SERVS		1643	Credit	A	08/27/20		Check	1	1001	MN DEPT OF EDUCATION					
							4228	B 01 122 000			FY20 Special Education					13,984.49	0.00
							4228	B 01 122 000			FY20 Special Education					1,000.00	0.00
																\$14,984.49	\$0.00
																\$14,984.49	\$0.00
1641	4228	OLDN	CR082C														
	FY21	IDEAS		1644	Credit	A	08/28/20		Check	1	1001	MN DEPT OF EDUCATION					
							4228	B 01 121 000			FY20 General Education					81,799.60	0.00
							4228	B 01 121 000			FY20 Special Education					124,061.16	0.00
							4228	B 01 121 000			FY20 Charter School Lease					9,657.36	0.00
							4228	B 01 121 000			FY20 LT Fac Maintenance					1,426.63	0.00
							4228	R 01 005 000 000 211			FY21 General Education Aid					172,950.83	0.00
																\$389,895.58	\$0.00
																\$389,895.58	\$0.00
1642	4228	OLDN	CR082C														
	FY21	Old National		1645	Credit	A	08/31/20		Check	1	1006	Old National					
							4228	R 01 005 000 000 092			FY21 Old National Interest					63.60	0.00
																\$63.60	\$0.00
																\$63.60	\$0.00
1643	4228	OLDN	CR082C														
	FY21	Bergan Adjustment		1646	Credit	A	08/05/20		Check	1	M	Miscellaneous Customer					
							4228	B 01 215 022			FY21 BerganKDV Adjustment					750.00	0.00
																\$750.00	\$0.00
																\$750.00	\$0.00
1644	4228	OLDN	CR082C														
	FY21	Square Deposit		1648	Credit	A	08/27/20		Check	1	1007	Square					
							4228	R 01 005 000 000 096			FY21 Math Donations					1,966.18	0.00
																\$1,966.18	\$0.00
																\$1,966.18	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1645	4228	OLDN	CR082C	Credit	A	08/27/20	4228 R 01 005 000 000 096	Check 1	1007	Square					1,255.62		0.00
										FY21 Math Donations				Receipt Total:	\$1,255.62	\$0.00	
														Deposit Total:	\$1,255.62	\$0.00	
1646	4228	OLDN	CR082C	Credit	A	08/31/20	4228 R 01 005 000 000 096	Check 1	1007	Square					555.20		0.00
										FY21 Math Donation				Receipt Total:	\$555.20	\$0.00	
														Deposit Total:	\$555.20	\$0.00	
1647	4228	OLDN	CR082C	Credit	A	08/21/20	4228 R 01 005 000 000 096	Check 1	1007	Square					24.94		0.00
										FY21 Math Donations				Receipt Total:	\$24.94	\$0.00	
														Deposit Total:	\$24.94	\$0.00	
														Report Total:	\$585,921.18	\$0.00	

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
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Meeting: Governance Committee
Date: Wednesday, September 9, 2020
Time: 4:30 p.m.
Location: WLA School zoom.us account

Minutes:

The meeting was called to order by Jessica Erickson at 4:30 p.m.
Members Present: Jessica Erickson, Natalie Sjoberg, and Kathy Mortensen
Members Absent: Claudia George and Kylie Griffith

Development, Discussion, and Recommendations

Covid-19 Policy
500 Policies that have not gone through second reading (503, 506, 515, 526, and 533)

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting
Date: Thursday, October 8, 2020
Time: 4:30 p.m.
Location: Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

Meeting adjourned at 5:30 p.m.

TO: GOVERNANCE TEAM MEMBERS

DA: JULY 7, 2020

FR: KATHLEEN MORTENSEN

RE: COVID-19 POLICY COMPONENTS

As we convene to work on WLA policies, we need to create a COVID-19 policy to support the overall health and wellbeing of our students and staff members, and to mitigate (not eliminate) risks. The Minnesota Department of Health (MDH), the Minnesota Department of Education (MDE), the Center for Disease Control. (CDC), and the American Association of Pediatricians (AAP) all have requirements and/or recommendations for what needs to be/should be included in policy. I have outlined the policy components as follows:

1. Assign a COVID-19 Program Coordinator: This person will identify or serve as, the district and building point of contact and collaborate with the building nurse. This person will also communicate concerns, challenges, and lessons learned, as well as communicate preventative activities as needed with staff, students, families, leadership, and local health officials. (The WLA COVID-19 Program Coordinator will be Dr. Kathleen Mortensen, WLA Executive Director.)
2. Social Distancing and Minimizing Exposure: This refers to keeping space between yourself and others, and is critical for decreasing the spread of COVID-19. Schools should create as much space as possible while recognizing that it is not always feasible to have 6' of social distancing in the classroom.
 - a. Requirements for scenario 1 and 2
 - i. Provide floor and seat markings in waiting and reception areas
 - ii. Review transportation capacity to create as much space between riders as possible
 - iii. Review classroom spaces with the goal of creating space between students, and recognizing that 6' social distancing is not always feasible. 3' for students is reasonable. (AAP)
 - iv. Mark 6' of spacing to remind staff and students to always stay apart from each other during lunch, arrival, dismissal, restroom use, locker rooms and so forth.
 - v. Have staff members monitor arrival and dismissal to curtail congregating and ensure that students go straight from vehicles to classrooms and vice versa.
 - vi. Nonessential visitors, volunteers, and activities involving external groups or organizations should be restricted.
 - vii. Discontinue self-service with meals and beverages.
 - b. Additional Requirements for Scenario 2
 - i. Limit number of students on buses or in the building to 50%
 - ii. Ensure 6' social distancing is followed

- iii. Implement contactless pick-up and delivery of instructional materials
 - iv. Implement a school age program for critical care workers
 - c. Requirements for Scenario 3
 - i. Implement contactless pick-up and delivery of instructional materials
 - ii. Implement a school age program for critical care workers
 - d. Recommendations for Scenarios 1 and 2
 - i. Keep cohorts of students and staff together throughout the day as much as possible. Limit mixing of students in lunchrooms, bathrooms, arrival, dismissal and recess.
 - ii. Minimize opportunities for exposure by social distancing
 - 1. Arrange classroom seating so that students are 6' apart if possible, and consider facing all students in the same direction
 - 2. Consider the use of transparent dividers to separate individuals
 - 3. If social distancing is not possible in the lunchroom, consider serving lunches in classrooms
 - 4. Use visual aids to illustrate traffic flow through the building
 - 5. Space out furniture in common areas
 - iii. Stagger arrival and dismissal times if possible
 - 1. Use visual cues, signage and barriers to direct traffic flow
 - 2. Consider using several entry points to avoid funneling students through one entry
 - iv. Place physical barriers such as plexiglass for protection at reception desk or similar areas
 - v. Hold physical education and music classes outside as much as possible
 - 1. Be aware that COVID-19 spreads rapidly among groups that are singing or physically exercising
 - vi. Discontinue activities that bring large groups of people together, including assemblies, field trips, and large group use of playground equipment. Staff members will sanitize the playground and recess equipment as needed.
 - vii. Consider having staff using alternative spaces for discretionary preparation time.

3. Cloth Face Coverings: These are recommended to protect other people in case the wearer doesn't know they are infected.

- a. Recommendations for Scenarios 1 and 2
 - i. Use cloth masks and non-medical face shields if possible when on buses or school grounds, particularly when 6' social distancing isn't possible.

1. Schools are recommended to maintain some stock of masks for people that have forgotten to bring a mask.

ii. Masks should not be worn by people who are having difficulty breathing, who is incapacitated and cannot remove the mask themselves, or anyone who cannot tolerate a cloth covering due to developmental, medical, or behavioral health needs. The MDE is suggesting that after three infractions where parents and school staff have spoken, have a meeting with parents and discuss moving the student to the on-line option. The Commissioner stated that suspending students for these behaviors is not acceptable, and that schools must work with families to resolve the problem.

4. Protect Vulnerable Populations:

a. The CDC considers the following individuals to be of high risk:

i. Chronic lung disease, asthma, serious heart conditions, compromised immune system, severe obesity, diabetes, chronic kidney disease, liver disease, hemoglobin disorder

b. Requirements for Scenario 1 and 2

i. Create a process for students/families, and staff to self-identify, and have a plan to address requests for alternative learning arrangements, or work reassignments

ii. Evaluate all current health plans (504's, IEPs) and update accordingly.

iii. Offer blended learning for students/families who are medically vulnerable or unwilling to return in-person to the school setting.

c. Recommendations for Scenarios 1 and 2

i. When a student uses a nebulizer, staff should disinfect the area prior to having other children enter that area.

5. Hygiene Practices:

a. Requirements for Scenarios 1 and 2

i. Ensure that appropriate supplies are available to support healthy hygiene, and develop a process for checking and refilling supplies

ii. Build routines for hand hygiene, teach and reinforce hand washing with soap and water for at least 20 seconds and/or the use of hand sanitizer with at least 60% alcohol content (per MDH)

iii. Supervise student hand washing

iv. Reinforce handwashing during key times throughout the day, such as before lunch, and whenever touching objects that others have touched.

b. Recommendations for Scenarios 1 and 2

i. Use media and posters to reinforce health etiquette, in highly visible areas.

6. Cleaning and Materials Handling:

- a. Requirements for Scenarios 1 and 2
 - i. Establish a schedule for routine cleaning and disinfecting on high-touch surfaces and shared equipment. Increase the frequency of cleaning throughout the day.
 - ii. Do not use cleaning products near children, and ensure that there is adequate ventilation when using products. Securely store products away from children.
 - iii. Use diluted bleach to clean or disinfectants on the Environmental Protection Agency (EPA) list "N", for products that are safe for humans and safe for the environment.
 - iv. Ensure that adequate supplies are stocked, and minimize sharing of supplies and equipment
 - 1. Avoid sharing electronic devices, books, toys, and other games or learning aids, whenever possible.
 - 2. Have students keep personal items in individual cubbies or lockers.
 - 3. Handle non-disposable food service items minimally and wash with hot water and soap in a dishwasher.
- b. Recommendations for Scenarios 1 and 2
 - i. Discourage the use of items that are difficult to clean and disinfect.

7. Monitoring and Excluding for Illness: Regular screening and self-monitoring can help identify and reduce exposure. Staff or students who develop symptoms during the school day must notify health services immediately. The CDC does not recommend universal testing at this time.

- a. Requirements for Scenarios 1 and 2
 - i. Require that staff or students stay home if they have tested positive for, or are showing COVID-19 symptoms, until they meet the criteria to return.
 - ii. They have recently had close contact with a person who has tested positive with COVID-19, or until they meet the requirements to return. (follow the MDH Decision Tree for People with COVID-19 symptoms in Youth, Student, and Child Care Programs)
 - iii. Conduct symptom screening for every person entering the building, and communicate the expectations and process for entering the building.
 - iv. Establish action steps for students and staff that arrive to the school building with symptoms, and develop plans for back-filling positions of employees on sick leave.
- b. Recommendations for Scenarios 1 and 2
 - i. Conduct daily temperature checks with a fever defined as 100.4 or above.
 - ii. Determine any PPE needs
 - iii. Enforce sick policies for staff members
 - iv. Establish liberal use of sick days for students and staff members.

8. Handling Suspected or Confirmed Positive Cases of COVID-19:
 - a. Requirements for Scenarios 1 and 2
 - i. Designate a staff member who will be responsible for responding to COVID-19 concerns (WLA will designate Amy Cahlander, Health Services) who will help coordinate with health authorities. All school staff and families should know who this person is, and how to contact them.
 - ii. Put systems in place for staff and families to self-report COVID-19 symptoms, or a positive case, and ensure that FERPA and HIPAA are adhered to.
 - iii. Post signage requesting that people with symptoms not enter the building. (Follow recommended guidance for return to school.)
 - iv. Establish a dedicated space for symptomatic students to wait to go home and ensure that they are under visual supervision. Both students and staff should wear masks. The space should accommodate social distancing needs if possible, and there should be a cleaning process for this area.
 - v. Develop a plan to transport staff or students to homes if necessary.
 - vi. Notify MDH of confirmed COVID-19 cases as established by MN rule.
 - vii. Develop a system for notifying families, staff, and the public as needed if a person with COVID-19 was on-site while infectious, while maintaining FERPA and all other state and federal laws.
9. Water and Ventilation Systems:
 - a. Recommendations for Scenarios 1 and 2
 - i. Ensure that all water systems and features are safe to use after a prolonged building shut-down.
 - ii. Ensure ventilation systems are working. Open windows and doors after a prolonged building shut-down.
 - iii. Clean and sanitize drinking fountains and encourage staff and students to bring their own water bottles.
10. Transportation:
 - a. Requirements for Scenarios 1 and 2
 - i. Review bus capacity with social distancing considerations.
 - ii. Clean and disinfect vehicles regularly, focusing on touched surfaces, and keep doors and windows open when cleaning vehicles.
 - iii. Follow symptom screening procedures for all people boarding the bus.
 - iv. Require people who become ill during the day, to find alternative transportation home.
 - b. Additional Requirements for Scenario 2
 - i. Ensure that social distancing is adhered to.
 - c. Provide hand sanitizer and keep bus windows open if appropriate.

11. Support Mental Health and Wellness: The COVID-19 pandemic is causing stress, fear, and anxiety for many people. It's important that people have access to mental health resources as needed to stay healthy during this challenging time.

- a. Requirements for Scenarios 1 and 2
 - i. Provide staff and students with information on how to access resources for mental health and wellness.
- b. Recommendations for Scenarios 1 and 2
 - i. Increase capacity to offer social support
 - ii. Encourage staff, students and families to talk with people they trust about their feelings and concerns regarding COVID-19.