



**Meeting:** Board of Directors Regularly Scheduled Meeting

**Date:** Wednesday, October 28, 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 (Natalie Sjoberg)**

- 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 September 23, 2020 and October 7, 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 October Finance Committee Minutes and September Financials

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

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept October Governance Committee Minutes and first reading of policy 532

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

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept October Facility Committee Minutes

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

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

7.1 Incident Command Team Update

**8. Closed session pursuant MN Statue sec.13D.05 to develop offers for the purchase of real property.**

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

8.1 Board Communication/Future Agenda Items- Reflection

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

WLA Board of Directors Regular Meeting

Date: November 18, 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  
DIRECTOR REPORT, OCTOBER 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 10/23/2020, we have 568 students enrolled.
- The Governance Committee met on October 14th.
- The Finance Committee met on October 8<sup>th</sup>.
- The Facilities Committee met on October 19<sup>th</sup>.
- 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*

- NWEA MAP testing concluded with student scores lower than usual nationwide. Formal assessment companies have been notifying schools that they will be adjusting testing norms due to Distance Learning last spring, in order to reflect what they believe are true reflections of abilities.
- Ongoing staff training opportunities have been delivered as part of our Friday Staff Meetings with topics covered included safety and health, anti-bullying, and special education disability awareness.

**III. Financial Management**

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

- Finances remain in solid shape with the added expected revenues coming in.

**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.*

- Kylie Griffith has moved to a part-time status as of October 19<sup>th</sup>.
- Faith Harris has been moved from serving as an in-house sub and remediation teacher, to picking up Kylie's duties with students and families, as well as assisting Katie Grubisch who has a high number on on-line students in grade three.

- Allison Youngblood has accepted the open position for on-site grade three teacher. (Formerly, Allison was serving grade three students on-line, but now all of our grade three on-site students, are on-site M-Th, rather than alternating M & W, or T & Th.)
- We have offered a position to a candidate for the new in-house sub/remediation teacher. (filling Faith's previous position)

*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. The team is much busier as we monitor the Washington County case rates increasing. (Board discussion on these details.)
- We are moving forward with planning for the gym addition and Jolene, Kathy, and Doug are meeting weekly to discuss detailed plans.
- We have a missing hamster originating in one of our grade four classrooms. "Prince Leo" is returning each evening to eat food, and students are searching for him each morning with flashlights.

## **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) once per week, (due to the uptick on COVID cases statewide) Dr. Mortensen maintains close contact with the WLA authorizer, VOA. VOA will not be conducting the annual on-site visit/audit, due to COVID.
  - 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.



**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
September 23, 2020**



**Directors Onsite:** Jessica Erickson

**Directors Attending Virtually:** Mandi Folks, Natalie Sjoberg, Jolene Skordahl

**Directors Absent:** Shannon Kelly, Jason Livingston

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

**Others in Attendance:** WLA parents

**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 Folks 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 September 23, 2020." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

**3.2 Approval of meeting minutes for August 26, 2020**

Ms Erickson moved "to approve the meeting minutes for August 26, 2020." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, 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**

There was no public comment.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms Folks shared that it has been a busy start to the school year, with lots of meetings to prepare for the safe reopening of school. She reflected that it is rewarding to see kids in the building and learning happening, both online and in person.

## **6.2 Executive Director Report**

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

- Enrollment is at 568 students and we continue to make offers to fill vacant seats.
- The VOA annual conference has been moved from January to June.
- iReady Math assessments are completed and will be shared with parents; MAP assessments are in progress and will be shared with parents in mid-October.
- The PTO will be putting on a virtual book fair this year.
- Planning is underway for Trimester II. Parent requests to change learning models at the change in trimesters will be honored, within space constraints.
- Numerous grants have been submitted and/or approved: Title funds, Covid funds, ESSA, Geer, and Literacy.
- A parent satisfaction survey will be sent out this week.

At Ms Mortensen's request, Ms Folks shared that the Incident Command Team (ICT) meets weekly to monitor COVID rates and deal with related challenges. There has been one positive case in the school and that class was quarantined for 14 days, to return to school next week. There have been no further positive cases, however other students/staff have been asked to quarantine based on symptoms. County case rates are reviewed weekly and have been slowing increasing. An update of the Covid status at WLA is communicated with stakeholders each week.

## **6.3 Financial Director Report**

Ms Kes directed Board members to the August Financial statements in the Board packet. She reviewed highlights of the August 2020 financials and noted that the working budget is set at 575 ADM.

The FY 2020 audit is near completion and will be presented at a future Board meeting.

Grant applications have been submitted and approved: Title grants, federal Cares Act corona relief funds: GEER, ESSER and CRF, and Literacy grants. She and Ms Mortensen shared plans for use of the Covid relief funds.

## **6.4 Finance Committee Report**

Ms Skordahl reported that the Finance committee met in September and topics discussed included: review of the August 2020 financial statements, review of the EL coordinator employment agreement which had previously been approved by the Board, reviewed Literacy Aid, discussed the bonding process, and the potential for revenue from gym rental. Ms Kes will provide a training on the bonding process at a future Board meeting.

### **6.4.1 Accept September Finance Committee Minutes and August Financials**

Ms Skordahl moved "to accept the September 2020 Finance Committee minutes and August 2020 Financial Statements." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, 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 met and finalized the Covid-19 policy. She reported that in reviewing policies, the committee noted that some policies in the 500 series were reviewed by Governance, but were never submitted to the Board for second reading. There was discussion.

Ms Erickson moved "to accept the August Governance Committee minutes and second reading of:

- Policy 503 Student Attendance
- Policy 506 Student Discipline
- Policy 515 Protection and Privacy of Pupil Records
- Policy 526 Hazing Prohibition
- Policy 533 Wellness, and
- The Covid-19 Policy.”

Ms Sjoberg seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

## **6.6 Facilities Committee Report**

Ms Folks provided a summary of topics covered in the August Facilities committee meeting: Andy Sharp has joined the committee, summer construction update, HVAC filter update, and an update on the formation of an ABC for the purpose of purchasing the building.

She also summarized topics covered at the two September committee meetings. WLA has been working with the owner of the building to come to agreement on terms of a sale and WLA is close to issuing a Letter of Intent which is nonbinding, but expresses interest in the purchase. Our Real Estate Advisor and Architect have been working with the city for approval to build a gym.

### **6.6.1 Accept August and September Facilities Committee Minutes**

Ms Folks moved “to add Andy Sharp to the Facilities Committee.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Skordahl and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks moved “to accept the August and September 2020 Facilities Committee minutes.”

Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Sjoberg, Ms Skordahl and Ms Folks voted for the motion; there were no votes against. Motion passed.

Minutes for the second meeting in September will be presented at the next meeting

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

### **7.1 Approval of Dr Mortensen to be the WLA IOwA**

Ms Mortensen explained the role of the IOwA and that this approval is needed annually.

Ms Erickson moved “for the designation of the IOwA EDIAM Designation of Identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all users access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Kathleen Mortensen to act as the Identified Official with Authority (IOwA) for Woodbury Leadership Academy 4228-07.”

Seconded by Ms Sjoberg. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

### **7.2 Annual Meeting Update**

Ms Folks reminded the Board that the previous year’s annual meeting was held as an informational presentation to stakeholders. Various ideas were discussed and members agreed to continue with the same format this year, but done virtually.

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

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



Ms Folks shared that holding meetings virtually has worked out well and there has been more attendance than when meetings were in person. She requested members share thoughts on continuing in this format. There was discussion of the pros and cons of virtual versus in person. It was suggested that a combined format may be possible in the future.

## **9. Housekeeping**

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

Ms Folks stated the Annual meeting is scheduled for Wednesday, October 7, 2020 at 5:30 PM, and the next regular meeting is scheduled for October 28, 2020 at 5:30 PM. Virtual participation will be available through Zoom for both meetings.

## **10. Adjournment**

Ms Skordahl moved "to adjourn." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 6:57 PM.

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

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Annual Meeting  
October 7, 2020**



**Directors Onsite:** Jessica Erickson, Mandi Folks

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

**Directors Absent:** None

**Administration/Advisors (Speakers) Attending Virtually:** Dr Kathleen Mortensen (Executive Director), Brenda Kes (Business Manager, BerganKDV), Shawn Smith (Real Estate Advisor, Wildamere), Diane Thiags (President, WLA PTO)

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

**I. Welcome**

Ms Folks, Board chair, welcomed everyone to the WLA Annual Board meeting.

**II. Call to Order & Approval of Agenda**

Ms Folks called to order the Annual Meeting for Woodbury Leadership Academy at 5:30 PM.

Ms Baumann took roll call.

Mr Livingston moved "to approve the agenda." Seconded by Ms Erickson. 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.

**III. Introduction of Board Members and Speakers**

Ms Folks explained the process for a typical Board meeting. She shared that the goal for tonight's annual meeting is for those attending:

- To leave more informed about what is going on at WLA,
- To be excited for the future of WLA and be glad you are a part of it, and
- To develop an appreciation and respect for the people behind the organization.

Ms Folks outlined the composition of the board and the election process. She described board member roles and responsibilities, shared current open seats on the Board and encouraged anyone interested in joining the Board to contact a board member or check on the WLA website for more information.

Ms Folks introduced herself and shared why she chose to volunteer on the WLA Board. At her request, each Board member and speaker introduced themselves and shared why they chose to serve WLA in their current capacity.

**IV. WLA's Vision and Mission**

Ms Folks read the WLA Mission Statement and Vision Statement. She shared that the Statements are read at each Board and Committee meeting to guide members in decision making. Ms Folks also shared an unofficial version of the WLA mission and vision that was developed by Board members:

WLA, where our students are:

- Known,

- Loved,
- Educationally Accomplished,
- Leaders!

## **V. Current Progress**

### **A. Strategic Goals**

Dr Mortensen shared the 4 Strategic goals identified by the Board several years ago:

1. Become a distinguished Core Knowledge school (are only 12 in the nation).
2. Develop a Leadership Program (consistent with the WLA mission).
3. Create and maintain a healthy fund balance (goal is 20% or more).
4. Develop both a short- and long-term facilities plan.

She shared that WLA has made significant progress towards meeting the goals and continues work towards achieving them.

Dr Mortensen gave an overview of the curriculum utilized by the different grade levels. Core Knowledge curriculum which, is rigorous and fast paced is used in grades K-8 and covers Language Arts, History & Geography and Science. WLA introduced a new math curriculum this year, ReadyMath, which is rich in content and vocabulary, and incorporates discussion and mathematical reasoning. It has a data component which allows teachers to easily measure academic progress.

Teacher PLC groups have developed grade level curriculum maps which outline by month the topics covered in the core subjects and help ensure instruction stays on track. WLA has a Curriculum Committee which reviews the different curriculum used at WLA on a three-year cycle.

Dr Mortensen discussed regression of students due to distance learning in the Spring, followed by the normal summer regression.

She stated that donations from the November Give to the Max fundraiser will be utilized to purchase curriculum and Leadership Library resources.

### **B. PTO Update**

Ms Thiels explained that PTO stands for Parent Teacher Organization and is a separate entity from the school. Its purpose is to support the school and students, provide activities for community building, and do some fundraising. In past years, the PTO has been very active and a list of past and future activities was shared. With Covid this year, she noted that activities are being modified and/or cancelled. For example, the Book Fair during conferences will be held virtually. Ms Thiels explained that there are no dues and everyone can become a member of the PTO. She encouraged parents to volunteer, attend events and attend PTO meetings.

### **C. Academic Update**

Dr Mortensen provided an update within item A. Strategic Goals.

### **D. Financial Update**

Ms Kes (BerganKDV) showed a breakout of WLA's revenue sources: 97% from State aid, 2% from Federal, aid and 1% from local sources. She also shared a breakout of expenses, both by object (type) and by program, noting that the largest category of expenditures is 52% are for salaries & benefits. Both revenues and expenses are increasing at WLA, driven by increasing enrollment. WLA has a healthy cash balance in the bank and a strong 18.6% fund balance (a financial indicator used by schools). She compared WLA's per student revenue and per

student expense with that of ISD 833 and the state average, noting that WLA's was less than both instances. She stated that overall, WLA is in a very strong financial position.

### **E. Facilities Update**

Mr Livingston shared the history of how WLA ended up in the Globe building, with the assistance of Sean Smith, a real estate consultant. The plan is to grow into the space, renovating as needed, and look to the future on how to make the space WLA's "forever home." In summer 2019, changes were made to the 1<sup>st</sup> floor office space, adding a health office and improving traffic flow. In spring/summer 2020, renovations were made to better serve WLA's needs, resulting in open common area spaces, brighter colors, and the addition of locker bays and other amenities, such as water filling stations. A second cafeteria was added and larger 3<sup>rd</sup> floor classrooms were constructed for the older students. 1<sup>st</sup> floor changes included relocating and expanding the Music room, moving a Kindergarten classroom and coat rooms, and adding sinks in classrooms.

Future plans include the addition of a gym. With the assistance of Mr Smith, (Wildamere), the Facilities committee is exploring options with our landlord and the City of Woodbury to build an addition to the current building. Mr Smith stated that plans are to break ground for the gym in April, with completion in late fall. The Committee continues to work with Mr Smith's assistance, to make recommendations to the Board on future facilities plans to meet WLA's needs as we grow.

### **VI. Recognition Awards**

#### **Recognition of "Staff Members of the Year"**

Dr Mortensen shared that she is adding a third category this year for support staff, and that the decision was difficult since so many contribute to the success of the school. Based on staff input:

- Suzanne Keelin was recognized as 2019-20 Supporting Staff Member of the year.
- Katie Morales was recognized as the 2020-21 New Teacher of the year, and
- Megan Engelsjerd was recognized as 2019-20 Teacher of the year.

#### **Recognition of "2020 Volunteer of the Year"**

Ms Thiels stated that the PTO is grateful and thankful to all the parents that have volunteered at WLA during the year. Ms Thiels reported the PTO Board selected Ashley Ptacek as the 2020 Volunteer of the Year. Ms Ptacek has volunteered at numerous events at WLA.

#### **Recognition of "2020 Board Member of the Year"**

Based on Board member input, Ms Folks recognized Jessica Erickson as 2020 Board Member of the Year. The Board selected Ms Erickson because of her dedication to the school over many years, including service on the Board of Directors, as Board Treasurer and Secretary, and chair of the Governance Committee.

A short Question & Answer session was held.

### **VII. Adjournment of Annual Meeting**

Ms Skordahl moved "to adjourn." 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. The meeting adjourned at 7:20 PM.

Ms Folks invited everyone to attend the next regular WLA Board of Directors Meeting which is scheduled for October 28, 2020 at 5:30 PM. Virtual participation will be available through Zoom.

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



**Meeting:** Finance Committee Meeting Agenda/Minutes

**Date:** Thursday, October 8, 2020

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

**Location:** Virtual Meeting

#### **Meeting Minutes**

#### **Meeting Call to Order and Roll Call @ 4:34**

Meeting Call to Order

Roll Call - Jolene Skordahl, Mandi Folks, Judith Darling, Brenda Kes Absent - Kathy Mortensen

#### **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 September, 2020. Brenda Kes reviewed all statements. Discussed budget revisions for November meeting, to present to board.
2. Letter of Intent - Mandi Folks reviewed the process and funds needed to proceed with Letter of Intent. Brenda Kess suggested that WLA follow up on fire inspection. Will follow up with Kathy to finalize. Agreed Shawn can proceed with start up costs with pre-bonding process

#### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: November 12, 2020

Time: 4:30

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

**Adjournment @ 5:05**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Statements

September 30, 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  
September 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 September 30, 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 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 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 September 30<sup>th</sup> was \$883,222.
- Projected working budget is using 575 ADM's for fy 20-21.
- Current Enrollment is at 565.
- State Aid receivable for fy 2019-20 is calculated at \$553,146. The first holdback payment was on August 30<sup>th</sup>, the second holdback payment was September 30<sup>th</sup>, the next holdback payment will be October 30<sup>th</sup>.
- Income Statement: Revenues exceeded expenditures by \$456,548.
  - Revenues were 24% of the working budget
  - Expenditures were 17.7% 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 31<sup>st</sup>.
  - Title Grant Applications were due September 15<sup>th</sup> 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 was due October 1<sup>st</sup> and funds to be spent by December 30<sup>th</sup>.

## Supplemental Information of September 2020

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

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

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Balance Sheet**  
**September 30, 2020**

	Preliminary Balance June 30, 2020	September 30, 2020
<b>Assets</b>		
Current assets		
Cash and investments	\$ 520,783	\$ 883,222
Accounts receivable	750	(198)
Due from Other Funds	-	
PY state aid receivable	553,146	123,383
CY state aid receivable/(deferred rev)		357,694
Federal aids receivable	16,536	4,709
Prepaid expenses and deposits	72,463	63,221
<b>Total assets</b>	<b>\$ 1,163,678</b>	<b>\$ 1,432,030</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and wages payable	\$ 115,779	\$ 12,829
Line of credit payable/loan payable	-	-
Accounts payable	36,221	-
Payroll deductions and contributions	99,381	50,356
Deferred revenue	-	-
Total current liabilities	251,381	63,185
Fund balance		
Fund balance 7-1-2019	807,501	912,297
Change in fund balance	104,796	456,548
Total fund balance	912,297	1,368,845
<b>Total liabilities and fund balance</b>	<b>\$ 1,163,678</b>	<b>\$ 1,432,030</b>
	\$ 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**  
**September 30, 2020**

	484.76 FY 2020 Revised Budget 477 ADM	484.46 Preliminary FY 2020 Actual 477.17 ADM	558.80 FY 2021 Adopted Budget 547 ADM	589.60 FY 2021 Working Budget 575 ADM	9/30/2020 Year-to-Date	25% Percent of Working Budget
<b>General Fund - 01</b>						
<b>Revenues</b>						
<b>State revenues</b>						
211 General education aid	\$ 3,407,760	\$ 3,409,615	\$ 4,002,254	\$ 4,220,682	876,114	20.8%
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	163,848	32.8%
PY over (under) accrual	20	(1,152)	-	-	0	-
201 Endowment aid	17,521	17,441	13,724	17,521	10,147	57.9%
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)	-	-	-	-	357,694	
Total state revenues	4,633,898	4,703,921	5,366,453	5,633,215	1,407,804	25.0%
<b>Federal revenues</b>						
Federal special education aid (FIN 419, 420, 425)	53,095	70,757	54,700	54,700	4,709	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	4,709	2%
<b>Local revenues</b>						
092 Interest earnings	6,300	4,668	7,000	7,000	213	3.0%
96 Donations and grants	2,000	2,469	-	2,500	8,123	324.9%
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	1,089	2.4%
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	9,425	17.5%
<b>Total revenues</b>	<b>\$ 4,769,186</b>	<b>\$ 4,845,347</b>	<b>\$ 5,513,753</b>	<b>\$ 5,922,086</b>	<b>\$ 1,421,937</b>	<b>24.0%</b>
<b>Expenditures</b>						
100's Salaries	\$ 1,595,134	\$ 1,625,563	1,965,687	\$ 1,813,325	312,197	17.2%
200's Benefits	424,301	425,257	558,017	535,331	79,962	14.9%
305 Contracted services	278,330	260,271	295,987	295,987	40,643	13.7%
315 Technology services	22,500	19,407	26,300	27,600	4,600	16.7%
320 Communications services	7,900	6,872	8,650	8,650	1,014	11.7%
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	22,612	17.7%
360 Student transportation	348,004	339,604	362,476	362,476	35,560	9.8%
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	8,377	83.8%
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	7,745	13.6%
401 Maintenance supplies	15,000	17,112	17,500	18,400	26,872	146.0%
405 Non-instructional software and licensing	13,000	13,280	14,900	14,900	6,657	44.7%
406 Instructional software	11,700	9,293	13,700	14,400	4,836	33.6%
430 Instructional supplies (456/466 inst. tech supplies)	53,400	58,982	62,400	65,600	17,970	27.4%
460 Textbooks and workbooks	38,500	46,547	50,000	52,300	54,626	104.4%
461 Standardized tests	8,100	5,013	9,500	9,900	5,988	60.5%
470 Media/library resources	-	-	2,500	2,500	0	-
490 Food purchased	2,000	2,223	5,500	5,500	497	9.0%
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	7,719	19.3%
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	3,866	19.3%
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	57,545	10.7%
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	4,709	8.6%
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	-	-
<b>Total expenditures</b>	<b>\$ 4,660,040</b>	<b>\$ 4,686,353</b>	<b>\$ 5,506,951</b>	<b>\$ 5,444,163</b>	<b>\$ 995,389</b>	<b>17.7%</b>
<b>Changes in fund balance - General Fund</b>	<b>\$ 109,146</b>	<b>\$ 158,995</b>	<b>\$ 116,802</b>	<b>\$ 477,923</b>	<b>\$ 456,548</b>	
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**  
**September 30, 2020**

	484.76 FY 2020 Revised Budget 477 ADM	484.46 Preliminary FY 2020 Actual 477.17 ADM	558.80 FY 2021 Adopted Budget 547 ADM	589.60 FY 2021 Working Budget 575 ADM	9/30/2020 Year-to-Date	25% Percent of Working Budget
<b>Community Services Fund - 04</b>						
<b>Revenues</b>						
OSD Registration revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Expenditures</b>						
Purchased services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies and materials, snacks	-	288	-	-	0	-
Equipment	40,000	1,325	20,000	20,000	0	-
Dues and memberships	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 40,000</b>	<b>\$ 1,613</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>-</b>
<b>Change in fund balance, Community Services Fund</b>	<b>\$ (40,000)</b>	<b>\$ (1,613)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>	<b>\$ -</b>	<b>-</b>
<b>Beginning fund balance, Community Services Fund, July 1</b>	<b>\$ 93,102</b>	<b>\$ 93,102</b>	<b>\$ 91,489</b>	<b>\$ 91,489</b>	<b>\$ 91,489</b>	<b>-</b>
<b>Projected fund balance, Community Services Fund, June 30</b>	<b>\$ 53,102</b>	<b>\$ 91,489</b>	<b>\$ 71,489</b>	<b>\$ 71,489</b>	<b>\$ 91,489</b>	<b>-</b>
<b>Total All Funds</b>						
<b>Revenues</b>						
State revenues	\$ 4,633,898	\$ 4,703,921	\$ 5,366,453	\$ 5,633,215	\$ 1,407,804	25.0%
Federal revenues	86,116	95,821	93,300	234,871	4,709	2.0%
Local revenues	49,172	45,605	54,000	54,000	9,425	17.5%
Transfer in	-	-	-	-	-	-
<b>Total revenues</b>	<b>\$ 4,769,186</b>	<b>\$ 4,845,347</b>	<b>\$ 5,513,753</b>	<b>\$ 5,922,086</b>	<b>\$ 1,421,938</b>	<b>24.0%</b>
<b>Expenditures</b>						
Salaries and wages	\$ 1,595,134	\$ 1,625,563	\$ 1,965,687	\$ 1,813,325	\$ 312,197	17.2%
Employee benefits	424,301	425,257	558,017	535,331	79,962	14.9%
Purchased services	1,621,775	1,552,895	1,815,647	1,886,135	355,969	18.9%
Supplies and materials	188,000	193,868	230,100	240,400	125,191	52.1%
Equipment	226,724	171,236	180,000	180,000	29,815	16.6%
Other (fundraising, special ed, dues, etc.)	644,107	719,148	667,400	808,972	62,254	7.7%
<b>Total expenditures</b>	<b>\$ 4,700,040</b>	<b>\$ 4,687,966</b>	<b>\$ 5,416,841</b>	<b>\$ 5,464,133</b>	<b>\$ 965,989</b>	<b>17.7%</b>
<b>Change in fund balance</b>	<b>\$ 69,146</b>	<b>\$ 157,382</b>	<b>\$ 96,902</b>	<b>\$ 457,923</b>	<b>\$ 456,949</b>	<b>-</b>
<b>Beginning fund balance, all funds, July 1</b>	<b>\$ 807,510</b>	<b>\$ 807,510</b>	<b>\$ 964,892</b>	<b>\$ 964,892</b>	<b>\$ 964,892</b>	<b>-</b>
<b>Projected fund balance, all funds, June 30</b>	<b>\$ 876,656</b>	<b>\$ 964,892</b>	<b>\$ 1,061,794</b>	<b>\$ 1,422,815</b>	<b>\$ 1,422,815</b>	<b>-</b>
	19%	21%	20%	26%		

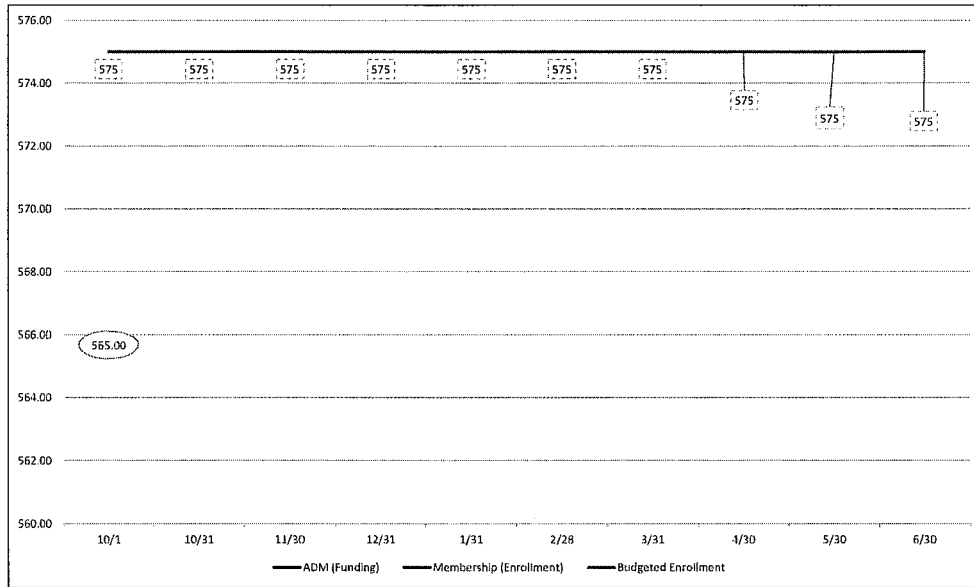
Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

Woodbury Leadership Academy  
Cash Flow Projection Summary  
2020-2021

Period Ending	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback	Total Receipts	Salaries	Other Expenses	Total Expenses	Cash Balance	Ties to SMART 101-003
Jul 31	346,416	-	1,851	-	348,267	134,423	261,455	395,878	\$ 520,783	
Aug 31	346,367	2,363	3,711	233,480	585,921	142,720	255,843	398,563	473,172	
Sept 30	357,326	-	22,270	212,818	592,414	193,080	176,642	369,722	883,222	883,222
Oct 31	446,643	23,225	2,513	108,367	580,748	266,152	211,626	477,778	986,192	
Nov 30	446,643	23,225	2,513	-	472,380	266,152	211,626	477,778	980,795	
Dec 31	446,643	23,225	2,513	-	472,380	266,152	211,626	477,778	975,397	
Jan 31	446,643	23,225	2,513	15,016	487,396	266,152	211,626	477,778	985,016	
Feb 28	446,643	23,225	2,513	-	472,380	266,152	211,626	477,778	979,619	
Mar 31	446,643	23,225	2,513	-	472,380	266,152	211,626	477,778	974,222	
Apr 30	446,643	23,225	2,513	-	472,380	266,152	211,626	477,778	968,824	
May 31	446,643	23,225	2,513	-	472,380	266,152	211,626	477,778	963,427	
June 30	446,643	23,225	2,513	-	472,380	266,152	211,626	477,778	958,030	
<b>Total per Above</b>	5,069,893	211,384	50,451	569,681	5,901,410	2,865,590	2,598,573	5,464,163		
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	-	-	-		
<b>Totals</b>	5,069,893	211,384	50,451	569,681	5,901,410	2,865,590	2,598,573	5,464,163	958,030	

Primary Assumptions: 10% State Aid Holdback

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Attendance / Enrollment Report  
2020-21**



Average Daily Membership (ADM)											
Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	86										
1	93										
2	71										
3	78										
4	69										
5	68										
6	51										
7	29										
8	20										
Grand Total	565	0	0	0	0	0	0	0	0	0	0

Membership (Enrollment) as of:											
Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	86										
1	93										
2	71										
3	78										
4	69										
5	68										
6	51										
7	29										
8	20										
Grand Total	565	0	0	0	0	0	0	0	0	0	0

Budgeted Enrollments as of:											
Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	80	80	80	80	80	80	80	80	80	80	80
1	80	80	80	80	80	80	80	80	80	80	80
2	66	66	66	66	66	66	66	66	66	66	66
3	68	68	68	68	68	68	68	68	68	68	68
4	68	68	68	68	68	68	68	68	68	68	68
5	70	70	70	70	70	70	70	70	70	70	70
6	70	70	70	70	70	70	70	70	70	70	70
7	50	50	50	50	50	50	50	50	50	50	50
8	23	23	23	23	23	23	23	23	23	23	23
Grand Total	575	575	575	575	575	575	575	575	575	575	575

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, MN  
District 4228

Supplemental Reports

September 30, 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		6353		BP	1	1029	The Home Depot	No	Yes	No	USD	09/15/2020	316.07
4228	OLDN		6354		BP	1	1029	The Home Depot	No	Yes	No	USD	09/15/2020	406.75
4228	OLDN		6355		BP	1	1029	The Home Depot	No	Yes	No	USD	09/15/2020	80.70
4228	OLDN		6356		BP	1	1029	The Home Depot	No	Yes	No	USD	09/15/2020	166.40
4228	OLDN		6357		BP	1	1029	The Home Depot	No	Yes	No	USD	09/15/2020	339.06
4228	OLDN		6358		BP	1	1029	The Home Depot	No	Yes	No	USD	09/15/2020	267.85
4228	OLDN		6359		BP	1	1029	The Home Depot	No	Yes	No	USD	09/15/2020	222.01
4228	OLDN		6360		BP	1	1053	Core Knowledge Foundation	No	Yes	No	USD	09/15/2020	15,780.69
4228	OLDN		6361		BP	1	1089	Learning A-Z	No	Yes	No	USD	09/15/2020	1,679.25
4228	OLDN		6362		BP	1	1150	JR Computer Associates	No	Yes	No	USD	09/15/2020	1,200.00
4228	OLDN		6363		BP	1	1208	Abdo, Eick & Meyers LLP	No	Yes	No	USD	09/15/2020	7,000.00
4228	OLDN		6364		BP	1	1241	Sheila Merzer	No	Yes	No	USD	09/15/2020	500.00
4228	OLDN		6365		BP	1	1251	Kylie Griffith	No	Yes	No	USD	09/15/2020	88.00
4228	OLDN		6366		BP	1	1251	Kylie Griffith	No	Yes	No	USD	09/15/2020	6.13
4228	OLDN		6367		BP	1	1313	Nancy Baumann	No	Yes	No	USD	09/15/2020	2,333.61
4228	OLDN		6368		BP	1	1329	Curriculum Associates	No	Yes	No	USD	09/15/2020	3,250.00
4228	OLDN		6369		BP	1	1387	Kathleen Mortensen	No	Yes	No	USD	09/15/2020	673.38
4228	OLDN		6370		BP	1	1461	Gamino's Cleaning Company LLC	No	Yes	No	USD	09/15/2020	32.78
4228	OLDN		6371		BP	1	1461	Gamino's Cleaning Company LLC	No	Yes	No	USD	09/15/2020	15,521.00
4228	OLDN		6372		BP	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	09/15/2020	35,559.84
4228	OLDN		6373		BP	1	1481	Comcast	No	Yes	No	USD	09/15/2020	393.35
4228	OLDN		6374		BP	1	1497	Brian Ingvalson and Associates	No	Yes	No	USD	09/15/2020	1,000.00
4228	OLDN		6375		BP	1	1504	Assured Security Inc	No	Yes	No	USD	09/15/2020	2,813.92
4228	OLDN		6376		BP	1	1541	Business Essentials	No	Yes	No	USD	09/15/2020	557.38
4228	OLDN		6377		BP	1	1554	AmeriPride	No	Yes	No	USD	09/15/2020	111.35
4228	OLDN		6378		BP	1	1554	AmeriPride	No	Yes	No	USD	09/15/2020	111.35
4228	OLDN		6379		BP	1	1555	DHH Consulting LLC	No	Yes	No	USD	09/15/2020	578.50
4228	OLDN		6380		BP	1	1591	PreferredOne Insurance Company	No	Yes	No	USD	09/15/2020	3,217.71
4228	OLDN		6381		BP	1	1591	PreferredOne Insurance Company	No	Yes	No	USD	09/15/2020	9,635.13
4228	OLDN		6382		BP	1	1592	JOJ School Nurse Consulting LLC	No	Yes	No	USD	09/15/2020	410.00
4228	OLDN		6383		BP	1	1593	Tee Jay North Inc	No	Yes	No	USD	09/15/2020	382.00
4228	OLDN		6384		BP	1	1594	InstantWhip- Minneapolis	No	Yes	No	USD	09/15/2020	228.37
4228	OLDN		6385		BP	1	1029	The Home Depot	No	Yes	No	USD	09/24/2020	211.77
4228	OLDN		6386		BP	1	1029	The Home Depot	No	Yes	No	USD	09/24/2020	35.80
4228	OLDN		6387		BP	1	1029	The Home Depot	No	Yes	No	USD	09/24/2020	80.19
4228	OLDN		6388		BP	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	09/24/2020	2,385.00
4228	OLDN		6389		BP	1	1112	NWEA	No	Yes	No	USD	09/24/2020	5,987.50
4228	OLDN		6390		BP	1	1299	School Outfitters	No	Yes	No	USD	09/24/2020	4,740.81
4228	OLDN		6391		BP	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	09/24/2020	6,163.00

# 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		6392		BP	1508		First Bankcard	No	Yes	No	USD	09/24/2020	15,667.15
4228	OLDN		6393		BP	1539		Toshiba Business Solutions	No	Yes	No	USD	09/24/2020	1,288.65
4228	OLDN		6394		BP	1594		InstantWhip- Minneapolis	No	Yes	No	USD	09/24/2020	174.16
4228	OLDN		6395		BP	1595		John Kwame Awuku	No	Yes	No	USD	09/24/2020	52.00
4228	OLDN		6396		Wire	1001		Public Employee Retirement Association	No	Yes	No	USD	09/30/2020	1,927.69
4228	OLDN		6397		Wire	1002		Teachers Retirement Association	No	Yes	No	USD	09/30/2020	13,794.93
4228	OLDN		6398		Wire	1002		Teachers Retirement Association	No	Yes	No	USD	09/30/2020	13,013.57
4228	OLDN		6399		Wire	1128		AssociatedBank	No	Yes	No	USD	09/30/2020	819.18
4228	OLDN		6400		Wire	1369		BerganKDV Outsourced Services LLC	No	Yes	No	USD	09/30/2020	306.68
4228	OLDN		6401		Wire	1369		BerganKDV Outsourced Services LLC	No	Yes	No	USD	09/30/2020	348.53
4228	OLDN		6402		Wire	1391		Alerus	No	Yes	No	USD	09/30/2020	30.00
4228	OLDN		6403		Wire	1417		VOYA	No	Yes	No	USD	09/30/2020	1,655.10
4228	OLDN		6404		Wire	1441		Old National	No	Yes	No	USD	09/30/2020	159.96
4228	OLDN		6405		Wire	1539		Toshiba Business Solutions	No	Yes	No	USD	09/30/2020	1,288.65
4228	OLDN		6406		Wire	1558		Bill.com	No	Yes	No	USD	09/30/2020	92.94
4228	OLDN		6420	20225	Check	1572		Jill Van Koolwijk	Yes	Yes	No	USD	09/15/2020	305.91
4228	OLDN		6421	20226	Check	1590		Mallory P Kaster	Yes	Yes	No	USD	09/30/2020	1,250.57

Bank Total: \$176,642.32

Report Total: \$176,642.32

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No		Pmt/Void Date	Pmt Type
1208	Abdo, Eick & Meyers LLP	OLDN				BP
	4228	E 01	005 010 000 000 305	FY20 Audit Progress Billing		\$7,000.00
			6898 Invoice	Invoice No: 434135	9/15/2020	
						Paid Amt: \$7,000.00
						Check Amount: \$7,000.00
						Vendor Total: \$7,000.00
1391	Alerus	OLDN				Wire
	4228	E 01	005 110 000 000 305	Alerus cobra		\$30.00
			6886 Invoice	Invoice No: 9.21.20	9/30/2020	
						Paid Amt: \$30.00
						Check Amount: \$30.00
						Vendor Total: \$30.00
1554	AmeriPride	OLDN				BP
	4228	E 01	005 810 000 000 350	Mat-Classic-Cleated		\$111.35
			6868 Invoice	Invoice No: 1004853629	9/15/2020	
						Paid Amt: \$111.35
						Check Amount: \$111.35
						Vendor Total: \$111.35
1128	AssociatedBank	OLDN				Wire
	4228	B 01	215 022	HSA		\$819.18
			6879 Invoice	Invoice No: 9.15.20	9/30/2020	
						Paid Amt: \$819.18
						Check Amount: \$819.18
						Vendor Total: \$819.18
1504	Assured Security Inc	OLDN				BP
	4228	E 01	005 810 000 000 401	Card Reader Install, Software & Training		\$2,813.92
			6870 Invoice	Invoice No: 20060405	9/15/2020	
						Paid Amt: \$2,813.92
						Check Amount: \$2,813.92
						Vendor Total: \$2,813.92
1369	BerganKDY Outsourced Services LLC	OLDN				BP
	4228	E 01	005 110 000 000 305	FY21 September Financial Management and Ac		\$6,163.00
			6911 Invoice	Invoice No: 149	9/24/2020	
						Paid Amt: \$6,163.00
						Check Amount: \$6,163.00
						Vendor Total: \$6,163.00



# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1053		Core Knowledge Foundation					
		4228	OLDN				
		E 01	010	203	000 000 460	Elementary Textbooks/Workbooks	BP
							\$13,788.74
PO#:		Voucher #:	6863	Invoice	Invoice No: 7/26/2020	9/15/2020	
							Paid Amt: \$15,780.69
							Check Amount: \$15,780.69
							Vendor Total: \$15,780.69
1329		Curriculum Associates					
		4228	OLDN				
		E 01	010	201	000 000 460	Kindergarten Textbooks/Workbooks	BP
							\$650.00
		E 01	010	203	000 000 460	Elementary Textbooks/Workbooks	
							\$2,600.00
PO#:		Voucher #:	6903	Invoice	Invoice No: 90674066	9/15/2020	
							Paid Amt: \$3,250.00
							Check Amount: \$3,250.00
							Vendor Total: \$3,250.00
1555		DHH Consulting LLC					
		4228	OLDN				
		E 01	010	405	000 740 394	Indirect Services 6.5HRs @ \$89/Hr	BP
							\$578.50
PO#:		Voucher #:	6893	Invoice	Invoice No: 1061	9/15/2020	
							Paid Amt: \$578.50
							Check Amount: \$578.50
							Vendor Total: \$578.50
1508		First Bankcard					
		4228	OLDN				
		E 01	010	203	000 000 430	CC Purchases 8/14-/13/20 4988 6562 4659 64E	BP
							\$15,667.15
PO#:		Voucher #:	6913	Invoice	Invoice No: 4988 6562 4659 6487	9/24/2020	
							Paid Amt: \$15,667.15
							Check Amount: \$15,667.15
							Vendor Total: \$15,667.15
1461		Gamino's Cleaning Company LLC					
		4228	OLDN				
		E 01	005	810	000 000 401	Reimbursement: Painting Supplies	BP
							\$32.78
PO#:		Voucher #:	6865	Invoice	Invoice No: 8/27/2020	9/15/2020	
							Paid Amt: \$32.78
							Check Amount: \$32.78
							Vendor Total: \$32.78
		4228	OLDN				
		E 01	005	810	000 000 401	Janitorial Services Carpet Cleaning Window Cle	BP
							\$15,521.00
PO#:		Voucher #:	6894	Invoice	Invoice No: 2763	9/15/2020	
							Paid Amt: \$15,521.00
							Check Amount: \$15,521.00
							Vendor Total: \$15,553.78

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1594		InstantWhip- Minneapolis		4228	OLDN			
				E 01	010 203 000 000 490	Lunch Milk		
								\$228.37
		PO#: Voucher #:		6897 Invoice	Invoice No: 4300772010	9/15/2020	Paid Amt:	\$228.37
							Check Amount:	\$228.37
				4228	OLDN			
				E 01	010 203 000 000 490	Lunch Milk		
								\$174.16
		PO#: Voucher #:		6912 Invoice	Invoice No: 4300772320	9/24/2020	Paid Amt:	\$174.16
							Check Amount:	\$174.16
							Vendor Total:	\$402.53
1054		Integrative Therapy, LLC.		4228	OLDN			
				E 01	010 420 000 419 433	FY20 OT Services: 27 hours @ \$90/hr		\$2,385.00
				E 01	010 420 000 419 433	FY20 OT Services: 27 hours @ \$90/hr		(\$2,385.00)
				E 01	010 420 000 740 394	FY20 OT Services: 27 hours @ \$90/hr		\$2,385.00
		PO#: Voucher #:		6909 Invoice	Invoice No: 9/11/2020	9/24/2020	Paid Amt:	\$2,385.00
							Check Amount:	\$2,385.00
							Vendor Total:	\$2,385.00
1572		Jill Van Koolwijk		4228	OLDN 20225			
				B 01	201 000	Payroll: 09.15.20	Check	\$305.91
		PO#: Voucher #:		6930 Invoice	Invoice No: 09.15.20	9/15/2020	Paid Amt:	\$305.91
							Check Amount:	\$305.91
							Vendor Total:	\$305.91
1595		John Kwame Awuku		4228	OLDN			
				R 01	005 000 000 000 050	Reimbursement: Overpayment		\$52.00
		PO#: Voucher #:		6905 Invoice	Invoice No: 08.24.20	9/24/2020	Paid Amt:	\$52.00
							Check Amount:	\$52.00
							Vendor Total:	\$52.00
1592		JOJ School Nurse Consulting LLC		4228	OLDN			
				E 01	010 720 000 000 305	Contracted Health Services		\$60.00
				E 01	010 640 000 316 366	Saff Training- Osha?BBP/COVID and Emergent		\$350.00
		PO#: Voucher #:		6892 Invoice	Invoice No: 1005	9/15/2020	Paid Amt:	\$410.00
							Check Amount:	\$410.00
							Vendor Total:	\$410.00







# 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				Wire	
			B	01	215	017		\$1,927.69
								Payroll Deductions PERA
PO#:		Voucher #:		6880	Invoice	9/30/2020		
								Invoice No: 9.15.20
								Paid Amt: \$1,927.69
								Check Amount: \$1,927.69
								Vendor Total: \$1,927.69
1299		School Outfitters						
		4228	OLDN				BP	
			E	01	005	810 000 000 530		\$4,740.81
								Student Chairs: 5 Pack- 20 @ 491.98
PO#:		Voucher #:		6915	Invoice	9/24/2020		
								Invoice No: QUO11233905
								Paid Amt: \$4,740.81
								Check Amount: \$4,740.81
								Vendor Total: \$4,740.81
1241		Sheila Merzer						
		4228	OLDN				BP	
			E	01	010	408 000 740 394		\$500.00
								2 hrs @ 125/Hr x 2 Consultants
PO#:		Voucher #:		6873	Invoice	9/15/2020		
								Invoice No: 22367
								Paid Amt: \$500.00
								Check Amount: \$500.00
								Vendor Total: \$500.00
1002		Teachers Retirement Association						
		4228	OLDN				Wire	
			B	01	215	018		\$13,794.93
								TRA
PO#:		Voucher #:		6881	Invoice	9/30/2020		
								Invoice No: 8.31.20
								Paid Amt: \$13,794.93
								Check Amount: \$13,794.93
								Vendor Total: \$13,794.93
1593		Tee Jay North Inc						
		4228	OLDN				Wire	
			B	01	215	018		\$13,013.57
								TRA
PO#:		Voucher #:		6882	Invoice	9/30/2020		
								Invoice No: 9.15.20
								Paid Amt: \$13,013.57
								Check Amount: \$13,013.57
								Vendor Total: \$26,808.50
1593		Tee Jay North Inc						
		4228	OLDN				BP	
			E	01	005	810 000 000 350		\$382.00
								Front Entry Door Repair
PO#:		Voucher #:		6896	Invoice	9/15/2020		
								Invoice No: 38732
								Paid Amt: \$382.00
								Check Amount: \$382.00
								Vendor Total: \$382.00
1029		The Home Depot						
		4228	OLDN				BP	
			E	01	005	810 000 000 401		\$316.07
								Janitorial Supplies
PO#:		Voucher #:		6874	Invoice	9/15/2020		
								Invoice No: 566778072
								Paid Amt: \$316.07
								Check Amount: \$316.07

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1029		The Home Depot						
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6875	Invoice	Invoice No: 567573027		9/15/2020	\$406.75	Paid Amt: \$406.75
								Check Amount: \$406.75
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6876	Invoice	Invoice No: 568101919		9/15/2020	\$80.70	Paid Amt: \$80.70
								Check Amount: \$80.70
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6899	Invoice	Invoice No: 570488825		9/15/2020	\$166.40	Paid Amt: \$166.40
								Check Amount: \$166.40
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6900	Invoice	Invoice No: 570488833		9/15/2020	\$339.06	Paid Amt: \$339.06
								Check Amount: \$339.06
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6901	Invoice	Invoice No: 570766865		9/15/2020	\$267.85	Paid Amt: \$267.85
								Check Amount: \$267.85
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6902	Invoice	Invoice No: 570766873		9/15/2020	\$222.01	Paid Amt: \$222.01
								Check Amount: \$222.01
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6908	Invoice	Invoice No: 9/10/2020		9/24/2020	\$211.77	Paid Amt: \$211.77
								Check Amount: \$211.77
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6906	Invoice	Invoice No: 9/3/2020		9/24/2020	\$35.80	Paid Amt: \$35.80
								Check Amount: \$35.80
	4228			OLDN			BP	
			E 01	005 810 000 000 401	Janitorial Supplies			
PO#:	Voucher #:	6914	Invoice	Invoice No: 572135176		9/24/2020	\$80.19	Paid Amt: \$80.19
								Check Amount: \$80.19
								Vendor Total: \$2,126.60

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1539		Toshiba Business Solutions					
		4228	OLDN				
		E 01	010	605	000 580	FY21 Copier Lease	BP
							\$1,288.65
PO#:		Voucher #:	6907	Invoice	Invoice No: 9/5/2020		
							Paid Amt: \$1,288.65
							Check Amount: \$1,288.65
		4228	OLDN				Wire
		E 01	010	605	000 580	Copier Lease	
							\$1,288.65
PO#:		Voucher #:	6916	Invoice	Invoice No: 5011469372		
							Paid Amt: \$1,288.65
							Check Amount: \$1,288.65
							Vendor Total: \$2,577.30
1417		VOYA					
		4228	OLDN				
		B 01	215	021		TSA	Wire
							\$1,655.10
PO#:		Voucher #:	6878	Invoice	Invoice No: 9.15.20		
							Paid Amt: \$1,655.10
							Check Amount: \$1,655.10
							Vendor Total: \$1,655.10
							Report Total: \$176,642.32



# 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	
1653	4228	OLDN	CR092C	Credit	A	09/30/20		Check	1	M						0.00	
Deposit: 09.18.2020																	
						4228	R 01 005 000 000 000 050			Miscellaneous Customer					1,141.00		
														Receipt Total:	\$1,141.00	\$0.00	
														Deposit Total:	\$1,141.00	\$0.00	
1654	4228	OLDN	CR092C	Credit	A	09/30/20		Check	1	m						0.00	
Deposit: 09.18.2020																	
						4228	R 01 005 000 000 000 096			Math Workbook Donations					4,027.00		
														Receipt Total:	\$4,027.00	\$0.00	
														Deposit Total:	\$4,027.00	\$0.00	
1655	4228	OLDN	CR092C	Credit	A	09/01/20		Check	1	m					69.82		0.00
Square Deposit: 09.01.20																	
						4228	R 01 005 000 000 000 096			Math Workbook Donations					\$69.82		\$0.00
														Receipt Total:	\$69.82	\$0.00	
														Deposit Total:	\$69.82	\$0.00	
1656	4228	OLDN	CR092C	Credit	A	09/11/20		Check	1	m					50.55		0.00
Square Deposit: 09.11.20																	
						4228	R 01 005 000 000 000 096			Math Workbook Donations					\$50.55		\$0.00
														Receipt Total:	\$50.55	\$0.00	
														Deposit Total:	\$50.55	\$0.00	
1657	4228	OLDN	CR092C	Credit	A	09/22/20		Check	1	m					24.94		0.00
Square Deposit: 09.17.20																	
						4228	R 01 005 000 000 000 096			Math Workbook Donations					\$24.94		\$0.00
														Receipt Total:	\$24.94	\$0.00	
														Deposit Total:	\$24.94	\$0.00	
1658	4228	OLDN	CR092C	Credit	A	09/22/20		Check	1	m					25.22		0.00
Square Deposit: 09.22.20																	
						4228	R 01 005 000 000 000 096			Math Workbook Donations					\$25.22		\$0.00
														Receipt Total:	\$25.22	\$0.00	
														Deposit Total:	\$25.22	\$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	
1659	4228	OLDN	CR092C															
				1662	Credit	A	09/18/20		Check	1	M	Miscellaneous Customer				819.18		0.00
				4228	B	01	215	022			Payroll Deductions - HSA							
Receipt Total:																\$819.18	\$0.00	
Deposit Total:																\$819.18	\$0.00	
Report Total:																\$592,414.41	\$0.00	

**WOODBURY LEADERSHIP ACADEMY**  
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
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**Meeting:** Governance Committee

**Date:** Thursday, October 8, 2020

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

**Location:** WLA School zoom.us account

**Minutes:**

The meeting was called to order by Jessica Erickson at 4:30 pm.

Members Present: Jess Erickson, Natalie Sjoberg, Claudia George, and Kathy Mortensen

Members Absent: Kylie Griffith

**Development, Discussion, and Recommendations**

- Protocol for working from home when you or a family member have to, or choose to, self-quarantine.
- Policy 532 will be reviewed by all governance committee members and discussed at our November meeting.
- Discussion on adding to that students should sit by the window when they are on the bus to the bussing policy.

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, November 11, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 5:10 p.m.



**Meeting:** Facilities Committee  
**Date:** Monday, October 19, 2020  
**Time:** 4:30 p.m.  
**Location:** Virtual Meeting  
Zoom ID: 432 394 8884  
Password: WLAROCKS

**Minutes:**

The meeting was called to order by Jason Livingston at 4:36 p.m.  
Members Present:, Jason Livingston, Andy Sharp, Judith Darling, Kathy Mortensen, Mandi Folks, Jolene Skordahl, Diane Thiigs  
Members Absent: None  
Others in attendance: Shawn Smith, Doug Feickert  
The meeting ended at 5:38 p.m.

**Development, Discussion, and Recommendations**

- Purchase Agreement Update

First draft has been circulated. Waiting for Seller's response. Goal of having final draft ready for 10/28/20 Board meeting.

- Discussed Lease Aid Application Status
- Photographer visited 10/15/20
- Financing/Bonding Summary:

Baird/Bruce will be reaching out with a tentative schedule & weekly update meetings for Project Team;

We will be establishing some smaller teams that can meet more regularly

1) Project Team (2-3 WLA people) - Needs to meet weekly through the closing during the

day for ~30-60 minutes on a given week.

2) Design Team - Expect weekly until site plan review application Submittal, then as-needed through closing (March).

There will be several contracts that will be coming soon that we'll need to sign: 1) Colliers and 2) Wenck and 3) Geotechnical.

- Review and Comment for MDE - Judith and Kathy will discuss who from WLA is going to

lead.

- There are two property assessments owed on the property that will need to be paid off.
- The seller has agreed to appeal the real estate tax assessment to hopefully lower the amount of taxes that we'll have to pay until the point in time our tax-exempt status is finalized.

### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, November 10, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS