



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

**Date:** Wednesday, November 18, 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** (Jolene Skordahl)

- 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 October 28, 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 November Finance Committee Minutes and October Financials

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

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept November Governance Committee Minutes, second reading of policy 532, and the first reading of 401, 402, 406, 410, 412, 413, 417, 418, 419, and 425.

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

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept September and November Facility Committee Minutes

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

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

7.1 Audit Results (2019-2020 School Year)

7.2 Incident Command Team Update

7.3 New Para-Professional Employment Agreements

**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: December 16, 2020

Time: 5:30 P.M.

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

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

Adjournment

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

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
October 28, 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), Shawn Smith (Wildamere – joined at 6:25 PM)

**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 Sjoberg read the WLA Mission and Vision Statements.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Meeting Agenda**

Ms Kelly moved “to approve the meeting agenda for October 28, 2020.” Ms Erickson 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.

**3.2 Approval of meeting minutes for September 23, 2020 and October 7, 2020**

Ms Kelly moved “to approve the meeting minutes for the September 23 and October 7, 2020 board meetings.” Ms Erickson 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 parent expressed their concern about how the rising number of Covid-19 cases in the county could impact the school’s decision to change learning models. Ms Folks noted that this will be addressed later in the agenda. No further delegation needed.

**6. Board and Administration Reports**

**6.1 Board Report**



Ms Folks shared that WLA's authorizer, Volunteers of America (VOA), has rescheduled its annual conference from January to June 16-18 in Bemidji. This year's theme is "Get Out," with a lot of outdoor sessions. Sessions will focus on changes in education post Covid. She invited Board members to contact her if they are interested. VOA will pay for two attendees, and budgeted funds may be available if additional board members want to attend.

She also shared that VOA will be offering a virtual Board Governance & Finance training on November 17<sup>th</sup>. The trainings are at no cost and meets the requirements of Board training.

## **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.
- She shared a summary of NWEA MAP test scores for math and reading.
- Teachers meet weekly in grade level teams and are overall keeping on pace with the schedule for delivering instruction this year.
- WLA has been approved for a grant through Washington County for Covid relief funds.
- Recent staffing changes were shared, including several changes in duties, and a new hire
- Ms Mortensen asked for input on modifying the PTO (Paid time off) plan as it relates to time off used for Covid related purposes. There was discussion. A draft plan will be presented at a future meeting.
- Planning is underway for all staff positions in the event that employees are out due to Covid and either working from home or unable to work.
- Presented a proposed COVID plan drafted by the ICT which takes into consideration county and school rates, both at the Elementary and Middle School levels. Ms Folks explained the data points that are taken into consideration in the risk dashboard:
  - County 14-Day COVID rate (released by MDE)
  - County % Positive Rates
  - School Absentee Rate for "Covid Watch"
  - School-wide Positive Cases at one time

The model is in line with the guidance in the MN Safe Learning Plan and will be reviewed in a joint consultation call with MDE, MDH and the ICT. The dashboard will be used to drive the ICT discussion of changing learning models at WLA. There was discussion.

- 95% of parents participated in Fall conferences, reflecting a high level of parent involvement in student learning.
- A parent survey of requests to change learning models at the change in trimesters is underway. Requests will be honored, within space constraints.

## **6.3 Financial Director Report**

Ms Skordahl directed Board members to the September Financial statements in the Board packet, stating that the Finance Committee reviewed them and financials are on track with budget. Ms Folks shared that she had applied for a Woodbury Foundation grant for an outdoor classroom and it has been approved. Ms Mortensen shared that the audit report will be presented at the November meeting, along with a training on the audit process.

## **6.4 Finance Committee Report**

Ms Skordahl combined this information in the Financial Director Report.

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

Ms Skordahl moved "to accept the minutes from the October Finance Committee meeting and the September 2020 Financial Statements." Ms Erickson 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 met and discussed protocols for working at home. They also reviewed policy 532 and safety recommendations to add to the busing policy.

#### **6.5.1 Accept October Governance Committee Minutes and First Reading of Policy 532**

Ms Erickson moved “to accept the October Governance Committee minutes and to put Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPS from School Grounds into first reading.” 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.

### **6.6 Facilities Committee Report**

Mr Livingston provided a summary of topics covered at the October 19 facilities committee meeting: An update on the purchase agreement, how a building purchase fits in the school’s finances and lease aid, and the committee continues to move forward with planning for future facility needs of the school. Two smaller working groups have been established: 1) a Design Team to work on planning the gym addition, and 2) a Project Team to focus on contracts and legal documents. He stated that more details will be shared with Board members in the closed session.

#### **6.6.1 Accept October Facilities Committee Minutes**

Mr Livingston moved “to accept the Facilities Committee minutes for October 19, 2020.” Ms Erickson 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.

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

### **7.1 Incident Command Team (ICT) Update**

Ms Folks shared that the ICT proposed COVID plan was discussed as part of the Director’s report. She shared the names of the members of the ICT. MDE publishes new county rolling average case count numbers on Thursdays and the ICT meets on Fridays to discuss. A Covid update is sent each week to stakeholders.

## **8. Closed Session Pursuant to MN Statute sec. 13D.05 to Develop Offers for the Purchase of Real Property**

Ms Folks moved “to allow Kathy Mortensen, Director and Shawn Smith, Real Estate Consultant, to attend the closed session to discuss pursuant to MN Statute sec. 13D.05 to develop offers for the purchase of real property.” Seconded by Ms Kelly. 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.

A motion was made by Ms Folks “to close the board meeting as permitted by Minnesota Statute 13D.05, to develop offers for the purchase of real property.” Seconded by Ms Erickson. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Skordahl and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Meeting closed at 6:51 PM.

## **Convene into Open Session**

The Board convened into open session. Ms folks moved “to reopen the meeting.” Ms Erickson 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. Meeting opened at 7:44 PM.

Ms Folks summarized the closed session as a discussion of purchase of real property.

**9. Board Communication & Future Items**

**9.1 Board Communication/Future Agenda Items – Reflection** Dr. Mortensen discussed how that we will have the audit for next week, ratification for a para, information for working at home and PTO.

**10. Housekeeping**

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

Ms Folks stated the next regular meeting of the WLA Board of Directors is scheduled for Wednesday, November 18, 2020 at 5:30 PM. Virtual participation will be available through Zoom for both meetings.

**11. Adjournment**

Ms Kelly moved “to adjourn.” Ms Erickson 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: 50PM.

DRAFT

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



**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, NOVEMBER 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 571 students enrolled.
- The Governance Committee met on November 11th.
- The Finance Committee met on November 12th.
- The Facilities Committee met on November 10<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.
- All homes were contacted earlier this month to consider students who wanted to move from on-site to online, and online to on-site. Overall, approximately twenty students/families expressed interest in making changes. Two students chose to move to the online setting, and we were able to accommodate some moves from online to on-site. However, a large majority of our families preferred to maintain their first trimester positions. (Nancy will share details.)

**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*

- With the current move to Distance Learning in grade K-8, teams will be meeting weekly with myself as well as with their deans to address continuity with the delivery of instruction grade level wide, as well as providing a high quality, high rigor, educational on-line programming.
- Ongoing staff training opportunities are being planned in the area of the Responsive Classroom.

**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.*



- In the event that the Governor doesn't extend his Executive Order in regard to "COVID PTO" days, I would like to request that the board give me permission to provide up to ten days where staff members can use "COVID" PTO rather than using their own PTO. This would be for circumstances where staff members are self-quarantined waiting for test results, or they are out sick with a confirmed positive case of COVID.
- WLA has hired two para-professionals to work in the areas of remediation, English Language Learner instruction, and potentially to serve as in-house substitutes. Christina has a background as a teacher, most recently teaching in Russia for three years. Denise comes to us with years of experience as a para professional in a private school district.
- So far this school year, partly due to the difficulty of getting substitute teachers, and partly because we anticipated the substitute teacher shortage, and hired extra staff members to cover in-house substitution needs, we have been able to cover all of our needs so far. However, we are having difficulty finding two substitutes for our pending kindergarten and grade one teacher leaves. Faith Harris will be able to fill one of the positions, and we will continue to pursue options for the second position, including assigning deans for coverage if needed.
- Heidi Dettman, Special Education teacher's hours are being reduced from full-time to .20 (or ten hours per week) She will continue to write IEPs and conduct limited assessments mostly from off-site, beginning December 2<sup>nd</sup>.
- The employment agreements for Kylie Griffith and Allison Youngblood have been revised to reflect the changes in their responsibilities.
  - Ms. Griffith's agreement has been reduced by 30% effective October 19, 2020.
  - Ms. Youngblood's agreement has been changed from a para-professional/in-house substitute to a full-time, third grade teacher.

*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 sends out weekly updates to all other WLA stakeholder groups. (Board discussion on these details.)
- All staff members and families have been advised on how "inclement weather" days will be managed.
- We are moving forward with planning for the gym addition and Jolene, Andy, Kathy, and Doug are meeting weekly to discuss detailed plans. I have also been meeting with Judith to ensure that the enrollment projections and space needs are workable.
- We will be having another set of fire and lock-down drills this week.
- During the K-8 Distance Learning period:
  - We will be providing on-site childcare for Tier One health care workers.
  - The YMCA will continue to provide childcare but they will not be using the WLA site to do so.

- We will continue utilizing our custodial service, as well as our snow removal service. We will also be deep cleaning the building (shampooing carpets, disinfecting lockers and so forth) as well as organizing and touching up all areas.
- We will have some students coming and going on-site for special education services, remediation, and English Language Learner support.
- We will have the option of running the “Magic Bus” to families that cannot make it to WLA to pick-up or drop-off needed items.
- Office staff, administration, and para-professionals will be working “hybrid” schedules with some days on-site, and other days from home.

## **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.
  - Mandi Folks also facilitates a Leadership call with other VOA school board chairs and board members. This helps leadership share advice and remain connected.
  - 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, November 12, 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 - Mandi Folks, Dr. Mortensen, Jolene Skordahl, Judith Darling, Brenda Kess, Tyler Dehne

#### WLA Mission & Vision – Mandi Folks

**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 October 2020. Brenda reviewed statements. Judith recommended to follow up on the security deposit, discussion ensued. Discussion of Community Ed fund spend down. Agreed to wait until the building project is complete. Discussion of line of credit, approval at a higher limit, Brenda to follow up on.
2. Review budget revisions for November meeting, to present to the board. Brenda reviewed the proposed budget and will continue revisions to present to BOD at a later date.
3. Board training funds available. Funds are available for board members to attend training.
4. Discuss spending grant money, allocation. Dr. Mortensen reviewed all grants and where spending occurred, on new staff, technology and books.
5. Review revised contracts for Ms. Griffith & Ms. Youngblood. Dr. Mortensen reviewed revised contracts and new contracts to be ratified by BOD at the next board meeting.
6. Discuss additional classroom and enrollment numbers for bonding. Dr. Mortensen and Judith Darling will be meeting after the Finance meeting to review and update projected enrollment for the new building project and bonding.
7. Review Purchase agreement and approve projected two installments of \$25,000 earnest money. The funds will be available when needed.
8. Discuss Woodbury Community Foundation grant, (\$2,000). Brenda will code to track in budget when funds are available.
9. Brenda and Tyler reviewed the job description flow chart prepared by BKDV. Discussed staffing and duties.



**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: December 10, 2020

Time: 4:30

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

**Adjournment @ 5:48**

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Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Statements

October 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  
October 2020 Financial Statements**

**Executive Summary**

**Balance Sheet**

The beginning balances shown on the Balance Sheet are based on the audited balances as of June 30, 2020 while the ending balances reflect the year to date activity as of October 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 was mostly repaid by the state to the school during August, September, and October of 2020. The remaining amounts are repaid throughout the rest of the year.

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.

We will work with Propel to renew the line of credit in the event of an increase in the state aids holdback.

## Summary of Key Indicators

- Our cash balance as of October 31<sup>st</sup> was \$833,173.
- Projected working budget is using 575 ADM's for fy 20-21.
- Current Enrollment is at 567.
- State Aid receivable for fy 2019-20 balance is \$65,625. The first payment was on August 30<sup>th</sup>, the second holdback payment was September 30<sup>th</sup>, the third holdback payment was on October 30<sup>th</sup>. The remaining amounts will be paid out during the fiscal year.
- Income Statement: Revenues exceeded expenditures by \$471,851.
  - Revenues were 33.6% of the working budget
  - Expenditures were 27.7% 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 submitted by October 1<sup>st</sup> and funds to be spent by December 30<sup>th</sup>.

## Supplemental Information of **October 2020**

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during October 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**  
**October 31, 2020**

	Preliminary Balance June 30, 2020	October 31, 2020
<b>Assets</b>		
Current assets		
Cash and investments	\$ 520,783	\$ 833,173
Accounts receivable	750	(0)
Due from Other Funds	-	
PY state aid receivable	604,292	65,625
CY state aid receivable/(deferred rev)		480,431
Federal aids receivable	16,536	70,086
Prepaid expenses and deposits	72,463	63,221
<b>Total assets</b>	<b>\$ 1,214,824</b>	<b>\$ 1,512,536</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and wages payable	\$ 115,779	\$ 25,744
Line of credit payable/loan payable	-	-
Accounts payable	36,221	-
Payroll deductions and contributions	99,381	51,498
Deferred revenue	-	-
Total current liabilities	251,381	77,242
Fund balance		
Fund balance 7-1-2019	807,501	963,443
Change in fund balance	155,942	471,851
Total fund balance	963,443	1,435,294
<b>Total liabilities and fund balance</b>	<b>\$ 1,214,824</b>	<b>\$ 1,512,536</b>
	\$ -	-

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



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

	484.76	484.46	558.80	589.60		25%
	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	10/31/2020 Year-to-Date	Percent of Working Budget
<b>General Fund - 01</b>						
<b>Revenues</b>						
State revenues						
211 General education aid	\$ 3,407,760	\$ 3,411,497	\$ 4,002,254	\$ 4,220,682	1,222,645	29.0%
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	549,365	499,038	499,038	163,848	32.8%
PY over (under) accrual	20	(1,153)	-	-	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)	-	-	-	-	480,431	-
Total state revenues	4,633,898	4,706,059	5,366,453	5,633,215	1,877,072	33.3%
Federal revenues						
Federal special education aid (FIN 419, 420, 425)	53,095	68,056	54,700	54,700	70,086	1
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	93,120	93,300	234,871	70,086	30%
Local revenues						
092 Interest earnings	6,300	4,668	7,000	7,000	295	4.2%
96 Donations and grants	2,000	2,469	-	2,500	9,551	382.0%
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	1,894	4.3%
99 Miscellaneous revenues	6,500	5,435	-	-	28,553	0.0%
619, 621 Sale of merchandise/fundraising - net	-	(2,440)	-	-	0	-
Total local revenues	49,172	45,605	54,000	54,000	40,294	74.6%
<b>Total revenues</b>	<b>\$ 4,769,186</b>	<b>\$ 4,844,785</b>	<b>\$ 5,513,753</b>	<b>\$ 5,922,086</b>	<b>\$ 1,987,451</b>	<b>33.6%</b>
<b>Expenditures</b>						
100's Salaries	\$ 1,595,134	\$ 1,625,563	1,965,687	\$ 1,813,325	487,475	26.9%
200's Benefits	424,301	427,043	558,017	535,331	130,046	24.3%
305 Contracted services	278,330	260,271	295,987	295,987	45,962	15.5%
315 Technology services	22,500	19,407	26,300	27,600	5,800	21.0%
320 Communications services	7,900	6,872	8,650	8,650	1,407	16.3%
329 Postage	2,900	1,373	3,400	3,600	1,476	41.0%
330 Utilities	92,613	87,639	122,842	122,842	40,947	33.3%
340 Property and liability insurance	15,070	15,120	17,600	18,500	8,994	48.6%
350 Repairs and maintenance	76,887	58,001	127,564	127,564	30,060	23.6%
360 Student transportation	348,004	339,604	362,476	362,476	109,320	30.2%
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	269,954	31.4%
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	42,035	54,100	56,900	9,245	16.2%
401 Maintenance supplies	15,000	17,112	17,500	18,400	38,543	209.5%
405 Non-instructional software and licensing	13,000	13,280	14,900	14,900	9,211	61.8%
406 Instructional software	11,700	9,293	13,700	14,400	5,153	35.8%
430 Instructional supplies (456/466 inst. tech supplies)	53,400	58,982	62,400	65,600	20,044	30.6%
460 Textbooks and workbooks	38,500	46,547	50,000	52,300	63,311	121.1%
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	1,129	20.5%
520 Building improvement	140,000	131,386	70,000	70,000	18,230	26.0%
530 Furniture and other equipment	20,065	21,390	40,000	40,000	7,719	19.3%
555 Technology equipment	6,000	-	23,000	23,000	0	-
556 Instructional technology equipment	7,000	6,348	7,000	7,000	0	-
580/581 Principal and Interest capital lease	13,659	12,114	20,000	20,000	5,155	25.8%
820 Dues and memberships, fees	28,500	27,642	30,500	30,500	0	-
State special ed expenditures	515,971	590,715	536,600	536,600	119,974	22.4%
342 School Safety	9,020	5,248	-	-	0	-
372 Medical assistance/third party billing	2,000	897	2,000	2,000	-	-
Federal special education aid, FIN 419, 420, 425	53,095	68,056	54,700	54,700	70,086	128.1%
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>\$ 4,688,843</b>	<b>\$ 5,396,851</b>	<b>\$ 5,444,163</b>	<b>\$ 1,515,600</b>	<b>27.8%</b>
<b>Changes in fund balance, General Fund</b>	<b>\$ 109,146</b>	<b>\$ 155,942</b>	<b>\$ 116,902</b>	<b>\$ 477,923</b>	<b>\$ 471,851</b>	
Beginning fund balance, General Fund, July 1	807,501	807,501	963,443	963,443		
Projected fund balance, General Fund, June 30	\$ 916,647	963,443	1,080,345	\$ 1,441,366		
	19.7%	20.5%	20.0%	26.5%		

Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
October 31, 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	10/31/2020 Year-to-Date	25% Percent of Working Budget
<b>Community Services Fund - 04</b>						
Revenues						
050 Registration revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Expenditures						
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>Changes 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>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>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>Total All Funds</b>						
Revenues						
State revenues	\$ 4,633,898	\$ 4,706,059	\$ 5,366,453	\$ 5,633,215	\$ 1,877,072	33.3%
Federal revenues	86,116	93,120	93,300	234,871	70,086	29.8%
Local revenues	49,172	45,605	54,000	54,000	40,294	74.6%
Transfer in	-	-	-	-	-	-
<b>Total revenues</b>	<b>\$ 4,769,186</b>	<b>\$ 4,844,785</b>	<b>\$ 5,513,753</b>	<b>\$ 5,922,086</b>	<b>\$ 1,987,451</b>	<b>33.6%</b>
Expenditures						
Salaries and wages	\$ 1,595,134	\$ 1,625,563	\$ 1,965,687	\$ 1,813,325	\$ 487,475	26.9%
Employee benefits	424,301	427,043	558,017	535,331	130,046	24.3%
Purchased services	1,621,775	1,552,894	1,815,647	1,886,135	524,293	27.8%
Supplies and materials	188,000	194,771	230,100	240,400	152,623	63.5%
Equipment	226,724	172,563	180,000	180,000	31,104	17.3%
Other (fundraising, special ed, dues, etc.)	644,107	717,622	667,400	808,972	190,060	23.5%
<b>Total expenditures</b>	<b>\$ 4,700,040</b>	<b>\$ 4,690,456</b>	<b>\$ 5,416,851</b>	<b>\$ 5,464,163</b>	<b>\$ 1,515,600</b>	<b>27.7%</b>
<b>Change in fund balance</b>	<b>\$ 69,146</b>	<b>\$ 154,329</b>	<b>\$ 96,902</b>	<b>\$ 457,923</b>	<b>\$ 471,851</b>	
<b>Beginning fund balance, all funds, July 1</b>	<b>\$ 807,510</b>	<b>\$ 807,510</b>	<b>\$ 961,839</b>	<b>\$ 961,839</b>		
<b>Projected fund balance, all funds, June 30</b>	<b>\$ 876,656</b>	<b>\$ 961,839</b>	<b>\$ 1,058,741</b>	<b>\$ 1,419,762</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.

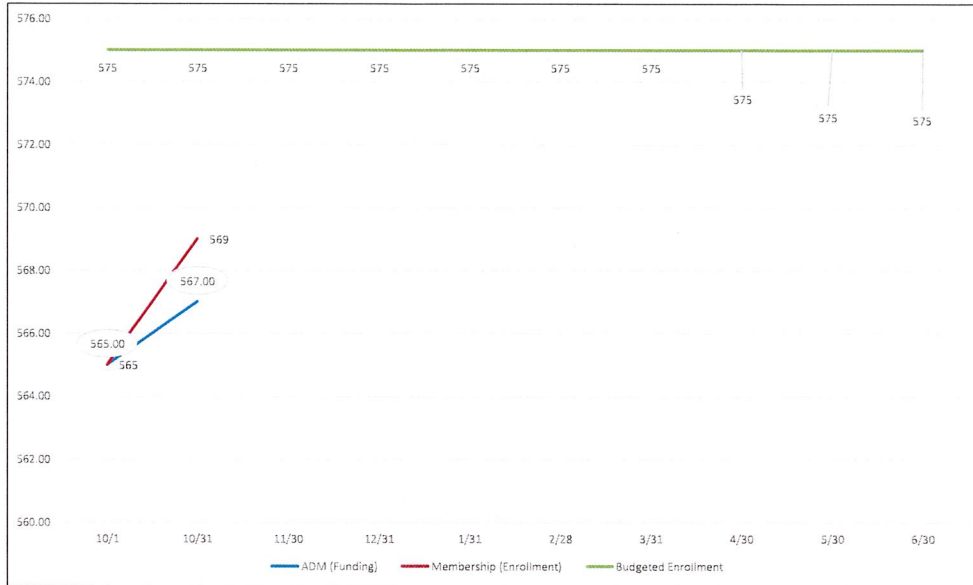
Woodbury Leadership Academy  
Cash Flow Projection Summary  
2020-2021

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback		Salaries	Other Expenses	Total Expenses		
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	660,529	
Oct 31	346,531	-	6,814	135,529	488,874	192,061	346,862	538,923	883,222	
Nov 30	459,157	26,128	1,976	-	487,260	275,413	194,721	470,134	833,173	
Dec 31	459,157	26,128	1,976	-	487,260	275,413	194,721	470,134	850,298	
Jan 31	459,157	26,128	1,976	39,001	526,261	275,413	194,721	470,134	867,423	
Feb 28	459,157	26,128	1,976	-	487,260	275,413	194,721	470,134	923,550	
Mar 31	459,157	26,128	1,976	-	487,260	275,413	194,721	470,134	940,675	
Apr 30	459,157	26,128	1,976	-	487,260	275,413	194,721	470,134	957,801	
May 31	459,157	26,128	1,976	-	487,260	275,413	194,721	470,134	974,926	
June 30	459,157	26,128	1,976	-	487,260	275,413	194,721	470,134	992,051	
									1,009,177	
<b>Total per Above</b>	5,069,893	211,384	50,451	620,828	5,952,557	2,865,590	2,598,573	5,464,163		
Per Budget/Projection Difference	5,069,893	211,384	50,451	620,828	5,952,556	2,865,590	2,598,573	5,464,163		
				(0)	(0)					
<b>Totals</b>	5,069,893	211,384	50,451	620,828	5,952,557	2,865,590	2,598,573	5,464,163	1,009,177	

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	86								
1	93	94								
2	71	70								
3	78	77								
4	69	69								
5	68	69								
6	51	52								
7	29	31								
8	20	21								
Grand Total	565	567	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	86								
1	93	94								
2	71	68								
3	78	76								
4	69	69								
5	68	69								
6	51	52								
7	29	33								
8	20	22								
Grand Total	565	569	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
1	80	80	80	80	80	80	80	80	80	80
2	66	66	66	66	66	66	66	66	66	66
3	68	68	68	68	68	68	68	68	68	68
4	68	68	68	68	68	68	68	68	68	68
5	70	70	70	70	70	70	70	70	70	70
6	70	70	70	70	70	70	70	70	70	70
7	50	50	50	50	50	50	50	50	50	50
8	23	23	23	23	23	23	23	23	23	23
Grand Total	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

October 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		6422		BP	1	1015	Amplify Education, Inc.	No	Yes	No	USD	10/06/2020	440.64
4228	OLDN		6423		BP	1	1029	The Home Depot	No	Yes	No	USD	10/06/2020	169.53
4228	OLDN		6424		BP	1	1029	The Home Depot	No	Yes	No	USD	10/06/2020	498.41
4228	OLDN		6425		BP	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	10/06/2020	2,902.50
4228	OLDN		6426		BP	1	1098	Teachers on Call	No	Yes	No	USD	10/06/2020	3,088.23
4228	OLDN		6427		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	10/06/2020	665.00
4228	OLDN		6428		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	10/06/2020	297.50
4228	OLDN		6429		BP	1	1231	McGraw Hill	No	Yes	No	USD	10/06/2020	6,852.31
4228	OLDN		6430		BP	1	1246	Sentient Healthcare	No	Yes	No	USD	10/06/2020	100.00
4228	OLDN		6431		BP	1	1249	Designs for Learning	No	Yes	No	USD	10/06/2020	294.00
4228	OLDN		6432		BP	1	1463	Region 1	No	Yes	No	USD	10/06/2020	225.00
4228	OLDN		6433		BP	1	1481	Comcast	No	Yes	No	USD	10/06/2020	393.35
4228	OLDN		6434		BP	1	1538	Neverware	No	Yes	No	USD	10/06/2020	1,200.00
4228	OLDN		6435		BP	1	1554	AmeriPride	No	Yes	No	USD	10/06/2020	111.35
4228	OLDN		6436		BP	1	1591	PreferredOne Insurance Company	No	Yes	No	USD	10/06/2020	11,720.85
4228	OLDN		6437		BP	1	1591	PreferredOne Insurance Company	No	Yes	No	USD	10/06/2020	8,484.31
4228	OLDN		6438		BP	1	1594	InstantWhip- Minneapolis	No	Yes	No	USD	10/06/2020	191.89
4228	OLDN		6439		BP	1	1594	InstantWhip- Minneapolis	No	Yes	No	USD	10/06/2020	117.61
4228	OLDN		6440		BP	1	1013	Region V Computer Services	No	Yes	No	USD	10/16/2020	1,072.00
4228	OLDN		6441		BP	1	1029	The Home Depot	No	Yes	No	USD	10/16/2020	366.63
4228	OLDN		6442		BP	1	1029	The Home Depot	No	Yes	No	USD	10/16/2020	26.32
4228	OLDN		6443		BP	1	1029	The Home Depot	No	Yes	No	USD	10/16/2020	796.79
4228	OLDN		6444		BP	1	1029	The Home Depot	No	Yes	No	USD	10/16/2020	45.81
4228	OLDN		6445		BP	1	1029	The Home Depot	No	Yes	No	USD	10/16/2020	7.62
4228	OLDN		6446		BP	1	1054	Integrative Therapy, LLC.	No	Yes	No	USD	10/16/2020	3,622.50
4228	OLDN		6447		BP	1	1231	McGraw Hill	No	Yes	No	USD	10/16/2020	426.55
4228	OLDN		6448		BP	1	1241	Sheila Merzer	No	Yes	No	USD	10/16/2020	62.50
4228	OLDN		6449		BP	1	1457	MSB Holdings - Woodbury LLC	No	Yes	No	USD	10/16/2020	85,560.08
4228	OLDN		6450		BP	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	10/16/2020	35,559.84
4228	OLDN		6451		BP	1	1541	Business Essentials	No	Yes	No	USD	10/16/2020	369.82
4228	OLDN		6452		BP	1	1608	Chromebookparts.com	No	Yes	No	USD	10/16/2020	61.98
4228	OLDN		6453		BP	1	1015	Amplify Education, Inc.	No	Yes	No	USD	10/23/2020	219.24
4228	OLDN		6454		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	10/23/2020	280.00
4228	OLDN		6455		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	10/23/2020	105.00
4228	OLDN		6456		BP	1	1241	Sheila Merzer	No	Yes	No	USD	10/23/2020	187.50
4228	OLDN		6457		BP	1	1249	Designs for Learning	No	Yes	No	USD	10/23/2020	61,274.00
4228	OLDN		6458		BP	1	1508	First Bankcard	No	Yes	No	USD	10/23/2020	4,018.65
4228	OLDN		6459		BP	1	1594	InstantWhip- Minneapolis	No	Yes	No	USD	10/23/2020	230.70
4228	OLDN		6460		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	10/30/2020	2,535.70

# 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		6461		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	10/30/2020	2,494.92
4228	OLDN		6462		Wire	1	1002	Teachers Retirement Association	No	Yes	No	USD	10/30/2020	12,805.50
4228	OLDN		6463		Wire	1	1002	Teachers Retirement Association	No	Yes	No	USD	10/30/2020	13,436.83
4228	OLDN		6464		Wire	1	1128	AssociatedBank	No	Yes	No	USD	10/30/2020	1,591.05
4228	OLDN		6465		Wire	1	1128	AssociatedBank	No	Yes	No	USD	10/30/2020	1,177.61
4228	OLDN		6466		Wire	1	1417	VOYA	No	Yes	No	USD	10/30/2020	189.90
4228	OLDN		6467		Wire	1	1417	VOYA	No	Yes	No	USD	10/30/2020	781.50
4228	OLDN		6468		Wire	1	1441	Old National	No	Yes	No	USD	10/30/2020	141.81
4228	OLDN		6469		Wire	1	1558	Bill.com	No	Yes	No	USD	10/30/2020	116.75
4228	OLDN		6470		Wire	1	1609	GIS Benefits	No	Yes	No	USD	10/30/2020	3,677.11
4228	OLDN		6471		Wire	1	1609	GIS Benefits	No	Yes	No	USD	10/30/2020	7,527.14
4228	OLDN		6472		Wire	1	1369	BergankDV Outsourced Services LLC	No	Yes	No	USD	10/30/2020	416.90
4228	OLDN		6473		Wire	1	1369	BergankDV Outsourced Services LLC	No	Yes	No	USD	10/30/2020	342.02
4228	OLDN		6474		BP	1	1539	Toshiba Business Solutions	No	Yes	No	USD	10/16/2020	1,466.45
4228	OLDN		6475		BP	1	1015	Amplify Education, Inc.	No	Yes	No	USD	10/13/2020	625.32
4228	OLDN		6476		BP	1	1029	The Home Depot	No	Yes	No	USD	10/13/2020	14.10
4228	OLDN		6477		BP	1	1029	The Home Depot	No	Yes	No	USD	10/13/2020	63.30
4228	OLDN		6478		BP	1	1089	Learning A-Z	No	Yes	No	USD	10/13/2020	316.35
4228	OLDN		6479		BP	1	1098	Teachers on Call	No	Yes	No	USD	10/13/2020	221.00
4228	OLDN		6480		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	10/13/2020	315.00
4228	OLDN		6481		BP	1	1116	Strategic Staffing Solutions	No	Yes	No	USD	10/13/2020	367.50
4228	OLDN		6482		BP	1	1150	JR Computer Associates	No	Yes	No	USD	10/13/2020	1,200.00
4228	OLDN		6483		BP	1	1233	Reno Mothes	No	Yes	No	USD	10/13/2020	315.00
4228	OLDN		6484		BP	1	1240	Keys to Communication	No	Yes	No	USD	10/13/2020	8,181.25
4228	OLDN		6485		BP	1	1241	Sheila Merzer	No	Yes	No	USD	10/13/2020	187.50
4228	OLDN		6486		BP	1	1246	Sentient Healthcare	No	Yes	No	USD	10/13/2020	100.00
4228	OLDN		6487		BP	1	1246	Sentient Healthcare	No	Yes	No	USD	10/13/2020	75.00
4228	OLDN		6488		BP	1	1387	Kathleen Mortensen	No	Yes	No	USD	10/13/2020	88.26
4228	OLDN		6489		BP	1	1461	Gamino's Cleaning Company LLC	No	Yes	No	USD	10/13/2020	9,266.00
4228	OLDN		6490		BP	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	10/13/2020	35,559.84
4228	OLDN		6491		BP	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	10/13/2020	2,640.00
4228	OLDN		6492		BP	1	1462	Monarch Bus Service Inc	No	Yes	No	USD	10/13/2020	2,200.00
4228	OLDN		6493		BP	1	1480	The Cincinnati Insurance Companies	No	Yes	No	USD	10/13/2020	1,959.00
4228	OLDN		6494		BP	1	1555	DHH Consulting LLC	No	Yes	No	USD	10/13/2020	1,479.68
4228	OLDN		6495		BP	1	1592	JOJ School Nurse Consulting LLC	No	Yes	No	USD	10/13/2020	512.50
4228	OLDN		6496		BP	1	1594	InstantWhip- Minneapolis	No	Yes	No	USD	10/13/2020	92.10

# 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		6497		Wire	1	1369	BerganKDV Outsourced Services LLC	No	Yes	No	USD	10/30/2020	336.53
Bank Total: <input type="text" value="\$346,862.43"/>														
Report Total: <input type="text" value="\$346,862.43"/>														





**WOODBURY LEADERSHIP ACADEMY**  
**Receipt Listing Report with Detail by Deposit**

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1665	4228	OLDN	CR102C	1668	Credit A	10/30/20			Check	1	1003							
							4228	R 01 005 000 000 000 050			SCHOOL DEPOSIT					30.00	0.00	
							4228	R 01 005 000 000 000 099			Damaged Chromebook Fee					1,683.81	0.00	
							4228	R 01 005 000 000 000 099			FY20 Lifetouch Refund					46.00	0.00	
											FY20 Premium Refund						0.00	
																\$29,802.81	\$0.00	
																<b>\$29,802.81</b>	<b>\$0.00</b>	
1666	4228	OLDN	CR102C	1669	Credit A	10/15/20			Check	1	M							
							4228	B 01 215 022			Miscellaneous Customer					1,591.05	0.00	
							4228	B 01 215 021			Payroll Deductions - HSA					1,177.61	0.00	
											TSA						0.00	
																\$2,768.66	\$0.00	
																<b>\$2,768.66</b>	<b>\$0.00</b>	
																\$488,873.91	\$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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**Woodbury Leadership Academy  
Woodbury, Minnesota  
October 2020 Financial Statements  
Treasurer's Report**

**Summary of Key Financial Indicators**

- \* The School's working budget is based on an average daily membership (ADM) of 575 and 589.60 Pupil Units (weighted Average Daily Membership). Current ADM is 567 and 580 Pupil Units. Actual monthly enrollment is included in the Financial Report on page 9.
- \* The School's budgeted surplus for the year is \$457,923. A projected cumulative fund balance of \$1,419,762 or 26% of expenditures at fiscal year-end.
- \* Projected Days Cash on Hand at the end of the fiscal year is 67.

**Financial Statement Key Points**

- \* Cash Balance as of the reporting period is \$833,173 down from the previous month of \$883,222. Mainly due to a large Designs for Learning invoice and two months of transportation invoices.
- \* Prior year holdback balance is \$65,625 as of the reporting period. Amounts will be paid back during the Fall and final payments will be made as MDE finalizes their reviews.
- \* Maintenance supplies is over budget according to this report. There was a coding error on a couple larger invoices, which has been fixed and will be reflected in the November financial report.
- \* Textbooks and workbooks is also currently over budget. We will review and adjust the budget as necessary.

**Other Items**

- \* New COVID based funding streams available to the school this year are the GEER & ESSER Funds (\$38,241) and the Coronavirus Relief Funds (CRF Funds- \$111,874). These are reimbursement based grants, so funds will need to be expended before we can claim the revenues. We will be updating the working budget to reflect these funding sources and corresponding expenses.
- \* The 2021 lease aid application is currently in process.





**Meeting:** Governance Committee

**Date:** Wednesday, November 11, 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**

- Discussed attendance of online students and reviewed what the Minnesota Department of Education says on this.
- Reviewed policy 532 as a large group and will be presenting our changes to the board of directors at their next meeting.
- We will not be meeting in December and will meet again in January where we will begin reviewing the 400 series.

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, January 11, 2021

Time: 4:30 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 5:02 p.m.

## **532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

*[Note: Minnesota Laws 2009, Chapter 96, makes a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repeals, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§ 121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules will be replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the new restrictive procedures law contains a significant staff training component, found at Minn. Stat. § 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use the new procedures.]*

### **I. PURPOSE**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

### **II. GENERAL STATEMENT OF POLICY**

Woodbury Leadership Academy is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of Woodbury Leadership Academy 's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates Woodbury Leadership Academy 's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

### **III. DEFINITIONS**

## Woodbury Leadership Academy

For purposes of this policy, the following terms have the meaning given them in this section:

A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

C. “Police liaison officer” is a peace officer who, pursuant to an agreement between Woodbury Leadership Academy and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.

D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.

F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury or to prevent serious property damage.

G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

### **IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

#### A. Removal By Crisis Team



## Woodbury Leadership Academy

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

### B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school personnel may report a crime committed by a student with an IEP to appropriate authorities. If Woodbury Leadership Academy reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school's policy, Protection and Privacy of Pupil Records.

*[Note: If the school uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]*

## Woodbury Leadership Academy

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

### C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of Woodbury Leadership Academy, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by ~~Minn. Stat. § 121A.58~~;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under ~~Minn. Stat. § 626.556~~;
6. Physical holding (~~as defined in Minn. Stat. § 125A.0941~~) that restricts or impairs a child's ability to breathe;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

*[Note: Until August 1, 2012, a school may use prone restraints under the following conditions:*

Woodbury Leadership Academy

~~a. The district has provided to the Minnesota Department of Education (MDE) a list of staff who have had specific training on the use of prone restraints;~~

~~b. The district provides information on the type of training that was provided and by whom;~~

~~c. Prone restraints may only be used by staff who have received specific training;~~

~~d. Each incident of the use of prone restraints is reported to MDE within five (5) working days on a form provided by MDE or on a school's restrictive procedure documentation form; and~~

~~e. A school, prior to using prone restraints, must review any known medical or psychological limitations that contraindicate the use of prone restraints.~~

~~MDE will report back to the chairs and ranking minority members of the legislative committees with primary jurisdiction over education policy by February 1, 2012, on the use of prone restraints in the schools.]~~

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If Woodbury Leadership Academy seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive



Woodbury Leadership Academy

procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by ~~Minn. Stat § 125A.0942, Subd. 5,~~ and otherwise comply with the requirements of ~~§ 125A.0942.~~

532-6



**Meeting:** Facilities Committee

**Date:** Tuesday September 22, 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 4:34 p.m.

Members Present:, Jason Livingston, Judith Darling, Kathy Mortensen, Mandi Folks, Jolene Skordahl, Diane Thiigs, Andy Sharp,

Members Absent: None

Others in attendance: Shawn Smith, Craig Kepler, Doug Feickert

The meeting ended at 5:28 p.m.

**Development, Discussion, and Recommendations**

LOI Review:

Shawn and Craig helped walk the Facilities Commitee through the Final LOI so that we understand all of the terms, etc. Overall, we expect to move forward with the purchase soon.

Next Meeting date:

We won't be meeting on the traditional day (2<sup>nd</sup> Tuesday of the month in October) due to parent/teacher conferences. The meeting was moved to Monday, October 19<sup>th</sup>.

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Monday, October 19, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS



**Meeting:** Facilities Committee

**Date:** Tuesday, November 10, 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 4:33 p.m.

Members Present:, Jason Livingston, Andy Sharp, Judith Darling, , Mandi Folks, Jolene Skordahl, Diane Thiags

Members Absent: Kathy Mortensen

Others in attendance: Shawn Smith and Doug Feickert

The meeting ended at 5:38 p.m.

**Development, Discussion, and Recommendations**

- Purchase Agreement Update - It's in its final phase. Board will review it in a closed session at the upcoming Board meeting. Shawn and lawyer (Craig K) will join us for the closed session to walk through the agreement. \$25,000 of earnest money will be due soon.
- Project Team Members - Baird/Bruce asked us to form a Project Team, which is a smaller team that can meet more regularly as we work through the bonding process. Team will be Shawn, Mandi, Ben Broderick, sometimes Jason, and Judith
- Design Team – Team will be Doug, Kathy, Jolene, Andy, and Diane. Doug presented first draft of the gym design. Discuss additional classroom and enrollment numbers for bonding. Dr. Mortensen and Judith
- Darling will be meeting after the Finance meeting to review and update projected enrollment for the new building project and bonding.
- Discussed Woodbury Community Foundation grant, (\$2,000).
- Delegated the Review and Comments for MDE – Mandi and Shawn will be dividing and conquering. Judith will do a review.

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, December 8, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS