



Meeting: Board of Directors Regularly Scheduled Meeting

Date: Wednesday, December 16, 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 (Jess Erickson)

- 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 November 18, 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 December Finance Committee Minutes and November Financials

Motion: _____ 2nd: _____ Vote: _____

6.4.2 Approve Amended 2020-21 Budget

Motion: _____ 2nd: _____ Vote: _____

6.5 Facilities Committee Report (Jason Livingston)

6.6.1 Accept December Facility Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.6.2 Approve submission of information about our gym building (including plans, financing, and the benefits of the project) to the Commissioner of MDE for review

Motion: _____ 2nd: _____ Vote: _____

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

7.1 Annual Report and WBWF

7.2 Incident Command Team Update

7.3 WLA Mascot

7.4 Ratify employment agreement

7.5 COVID PTO

7.6 Harassment and Civil Rights Training

7.7 R&C Submission to MDE

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

8.1 Board Communication/Future Agenda Items- Reflection

9. Housekeeping (Presenter: Mandi Folks, Board Chair)

WLA Board of Directors Regular Meeting

Date: January 27, 2021

Time: 5:30 P.M.

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

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

Adjournment

Motion: _____ 2nd _____ Vote: _____

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
November 18, 2020



Directors Onsite: Jessica Erickson

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

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BerganKDV), Bonnie Schwieger (Abdo, Eick & Meyers, LLP), Craig Kepler (Best & Flanagan, LLP - joined at 6:00), Shawn Smith (Wildamere – joined at 6:40 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 5:32 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Skordahl 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 November 18, 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 October 28, 2020

Ms Kelly moved “to approve the meeting minutes for the October 28, 2020 Board 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.

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

Several parents expressed their gratitude to the school for making decisions that keep students safe, and provided feedback on distance learning. No delegation needed.

6. Board and Administration Reports

6.1 Board Report

Ms Folks passed on providing a Board report, stating all items she would report on were covered elsewhere in the agenda.

6.2 Executive Director Report

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

- Enrollment is currently at 571 students.
- Teachers continue to meet weekly in grade level teams, with a focus on delivering quality online instruction as WLA moves all students to Distance Learning. Two instructional days have been changed to teacher work days (November 24 and 25) to allow time for staff to address numerous details, schedules, technical concerns, and materials preparation to ensure a smooth transition.
- Ms Mortensen requested Board permission to provide staff up to 10 additional PTO days to be used for Covid related purposes. The federal plan for Covid-PTO days expires on December 31 and this would provide a similar benefit for staff impacted by Covid after year end.
- Hired substitute costs are significantly under budget due to a lack of available subs and the difficulty in utilizing an outside sub for online teaching. She shared plans to cover an upcoming FMLA leave internally and is searching to hire an in-house sub for a second FMLA leave.
- WLA will provide on-site child care for Tier One health care workers during the school closure.
- Some students will continue to come onsite during the closure for scheduled Special Education, Remediation and English Language Learner support sessions.
- Enrollment for next year opens December 1st. Tours will be provided virtually or by appointment with limited student or staff interaction.

6.3 Financial Director Report

Ms Kes directed Board members to the October financial statements in the Board packet. She reviewed the Executive Summary, noting that overall, financials continue on track with the budget and cash flow continues to be strong. She stated that she is working on a Line of Credit application in anticipation of an increase in the state aid holdback. Covid Relief funds are on target to be spent by year end.

Ms Mortensen acknowledged the receipt of a \$34,200 grant from Washington County, federal Covid Relief Funds that the county received and sub-granted to schools.

6.4 Finance Committee Report

Ms Skordahl stated that the Finance Committee reviewed the October financials included in the Board packet, budget revisions to be presented at a later day, employment contracts to be ratified tonight, all within budget limits, discussed enrollment numbers for the bonding project, and reviewed the purchase agreement and the availability of earnest money. She acknowledged the receipt of a \$2,000 Woodbury Community Foundation grant. Ms Folks confirmed that budgeted funds are available for Board members to attend the VOA conference in June.

6.4.1 Accept November Finance Committee Minutes and October Financials

Ms Skordahl moved "to accept the November Finance Committee meeting minutes and the October Financials." Ms Sjoberg 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 attendance requirements and expectations during Online Learning. They also reviewed policy 532 and discussed future plans for governance work, deciding to review policies in the 400 series. There was discussion regarding policy 532.

6.5.1 Accept November Governance Committee Minutes, Second Reading of Policy 532 and First Reading of Policies 401, 402, 406, 410, 412, 413, 417, 418, 419, and 425

Ms Erickson moved “to accept the November Governance Committee minutes, to approve the Second Reading of Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds, and the First Reading of the following policies:

- 401 Equal Employment Opportunity
- 402 Disability Nondiscrimination Policy
- 406 Public and Private Personnel Data
- 410 Family and Medical Leave Policy
- 412 Expense Reimbursement
- 413 Harassment and Violence
- 417 Chemical Use and Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 419 Tobacco-Free Environment
- 425 Nepotism in Employment-Charter Schools”

Ms Sjoberg 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

Ms Folks noted that the September 22 Facilities Committee minutes included in the Board packet were previously discussed, but were not approved.

Mr Livingston stated the Facilities Committee meet in November and continued work on the purchase agreement, the formation of Project and Design Teams and their roles, and further work on the bonding process. He stated that more details will be shared with Board members in the closed session. He summarized the overall facilities plan and provided an overview of the planned gym addition project. Ms Mortensen provided additional details about the addition and the impact on exterior grounds, parking, traffic flow, etc. Plans are to break ground in April 2021 and complete construction in December 2021.

6.6.1 Accept September and November Facilities Committee Minutes

Mr Livingston moved “to accept the Facilities Committee minutes for September 22 and November 10, 2020.” 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.

7. Board Training, Discussion and Business

7.1 Audit Results (2019-2020 School Year)

Ms Bonnie Schwieger from Abdo, Eick & Meyers, an independent audit firm, presented the FY20 audited financial statements and management letter. Ms Schwieger reported the audit opinion is an unmodified or “clean opinion” which reflects that the financial statements are materially accurate and follow Generally Accepted Accounting Principles. As part of the audit, controls and compliance with Minnesota Statutes are reviewed: there were no findings this year. Ms Schwieger reviewed a PowerPoint of an overview of FY20 financial information, with comparative information between years and with charter school and statewide averages. She also reviewed the sources and uses of funds (i.e., revenue and expenditure types).

Ms Folks moved “to accept the audit results for the 2019-2020 fiscal year.” Motion 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.

7.2 Incident Command Team (ICT) Update

Ms Folks reviewed the role and composition of the ICT. She shared the risk dashboard created by the ICT and explained the data points that are taken into consideration in the 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 dashboard is updated and reviewed weekly by the ICT. Risk reflected by the dashboard was increasing and helped drive the ICT decision to change to full Distance Learning as of November 30. Ms Folks also shared the Minnesota Department of Health Covid Decision tree which walks through decisions on dealing with students/staff with symptoms.

Ms Folks shared that the ICT will be working on a “bring back” dashboard to monitor the health of the WLA environment and determine when it is safe for students to return to school. The goal is to stagger students returning onsite in January, subject to change based on updated Covid data closer to the goal dates. There was discussion.

Ms Folks moved “to approve an adjustment to the 2020-2021 school year calendar to change Monday, November 23 and Tuesday, November 24 from school days to teacher prep days to prepare for Distance Learning.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.3 New Para-Professional Employment Agreements

Ms Mortensen requested the Board ratify paraprofessional agreements for Denise Plappert (EL and Special Education) and Christina Burnett (remediation for students struggling in math and reading). Ms Folks moved to “to ratify the new paraprofessional employment agreements.” 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.

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

Ms Folks moved “to allow non-Board members Kathy Mortensen, Director, Shawn Smith, Real Estate Consultant, and Craig Kepler, Real Estate Attorney to attend the closed session.” 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 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.

Meeting closed at 7:03 PM.

Convene into Open Session

The Board convened into open session at 7:47 PM. 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.

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

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

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 December 16, 2020 at 5:30 PM. Virtual participation will be available through Zoom for both meetings.

11. Adjournment

Ms Kelly moved “to adjourn.” Mr Livingston seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:56 PM.

DRAFT

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, DECEMBER 16, 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 12/13/2020, we have 574 students enrolled.
- The enrollment drive started on December 1st, with over fifty students applying at WLA within the first two weeks. On December 10th WLA was expected to launch the virtual WLA Annual Showcase, however, due to technical difficulties that was not launched on time. However, the efforts and talents of WLA staff members was astounding and of high quality! A pleasure to peruse.
- The Governance Committee is not scheduled to meet in December.
- The Finance Committee met on December 10th.
- The Facilities Committee met on December 8th.
- We will need to adjust our school calendar to reflect that November 23-24th were changed from student contact days, to professional development days, as we prepared to move to 100% Distance Learning starting on November 30th.
- We have expanded the weekly and monthly VOA School Leaders meeting to include training sessions. On December 11th the MN Department of Education Charter School Department met with our school leadership group, and on the 18th, we will host the MDE Finance Department team. It is beneficial for all of our school leaders to be able to put faces to the emails and communications sent back and forth, as well as being able to informally hear about initiatives and challenges coming down the pipeline.
- The Incident Command Team (ICT) continues to meet weekly and closely monitor COVID rates in Washington County. At this time, the WLA learning model platform of Distance Learning holds, and we are expecting/hoping to begin phasing students back on-site beginning January 11th.

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

- The WLA Curriculum Team continues to meet regularly. This month we are continuing to explore the language arts curriculum needs for the upcoming school year.
- Due to Give to the Max donations, we are purchasing math manipulatives, Core Virtues, and Leadership curriculum materials.
- We have met the purchasing expectations for curriculum and technology as presented in the various COVID Relief Funds grants that we submitted.
- MDE has indicted that the MCA tests will be expected to be facilitated this spring.

- December staff meetings are focused on highlighting efforts rather than on specific training pieces. Mandi, Jolene, Andy, and myself presented details to staff members on December 11th, in regard to our next phase of facilities expansion. Staff members are quite excited about the future of WLA and somewhat emotional about how far WLA has come since its inception. The staff meeting on December 18th will feature a half dozen of our WLA teachers who have taught overseas, and who will share their unique stories. (Kelly Capellen in Korea for 2-3 years, Jacob Schreiner in Indonesia for several years, Ben Broderick in Italy for student teaching, Ben Martison in Russia for 3 years, and Christina Burnett also in Russia for 3 years.)

III. Financial Management

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

- Brenda, Tyler, Nancy and myself met to review the financials prior to the Finance Committee meeting. During that meeting I asked for numerous cuts across areas that we are underutilizing this school year due to COVID related changes in operations. (Cutting back on our field trip budget line item for example.) In making these cuts, we were able to create a budget amount to hire an in-house substitute teacher for one of our long term substitute teacher needs. We also, adjusted the amount needed for custodial services, still ending with an increase to our expected fund balance.
- Give to the Max funds exceeded our goal! All funds will be used this year to purchase various curriculum materials.

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.
- Samuel Elmquist has been hired (pending Board ratification) for an in-house, full-time, substitute teacher position. He is a recent college graduate and has been teaching in a pre-Kindergarten setting. He began shadowing Ms. Sjoberg on December 8th, and is expected to take over that classroom after Winter Break. When Ms. Sjoberg returns to WLA, there will be a few weeks when we utilize him wherever needed, and then he will take over another kindergarten classroom, for Ms. Barthel, for the remainder for the school year. He is also a world traveler in that he has attended a significant number of schools K-12, worldwide due to his parent's professions.
- Ms. Harris (WLA in-house substitute teacher among many other duties!) will be taking over for Ms. Nelson starting December 14th (shadowing Ms. Nelson) and covering that classroom from early January through early March.

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

- As mentioned earlier in this report, 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 to all other WLA stakeholder groups.
- We have been providing on-site childcare for Tier One health care workers, and are expanding our ability to serve additional families if needed, and if we are able to accommodate them.
- We continue to deep clean the building as most of our students are on Distance Learning. We do have about 20% of our staff on-site any given day, (staff members vary from day to day and week to week) who organize pick-up items for their students, teach out of their classrooms, and/or meet with students by appointment. Although the school remains somewhat lively with coming and going, everyone is taking the precautions as outlined by MDH to ensure that the school setting is safe. Our custodian works around areas of need, and accommodates the coming and going of staff members.

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

- As we move forward with planning for the gym addition Jolene, Andy, Kathy, Shawn and Doug are meeting weekly to discuss detailed plans.
- 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 month, and with all VO school leaders on a weekly basis. Dr. Mortensen also maintains close contact with the WLA authorizer, VOA.
 - 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, December 10, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:35

Roll Call - Dr. Mortenson, Judith Darling, Brenda Kes, Tyler Dehne, Mandi Folks, [Jolene Skordahl](#)

WLA Mission & Vision – Brenda Kes

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 December, 2020. [Brenda Kes](#) reviewed, finances within normal range. Highlighted several changes and updates. Recommend to BOD to adopt a new working budget.
2. Review new contract for Samuel Elmquist, in house substitute to cover many duties. Salary is within budget, recommend to BOD to ratify contract.
3. Review Scenarios for WLA Bonding, Judith Darling.
4. Follow up discussion on the security deposit. 2018 deposit was made, [Shawn Smith](#) stated it would be given as a credit to the ABC new lease would be written up as a requirement. Further discussion to ensue. It should come back to the school. Review lease agreement
5. Follow up discussion of line of credit, approval at a higher limit, Brenda to follow up on. Propel stated that WLA is not in need for a line of credit at this time. Recommend that WLA will apply for a line of credit through our bank. Brenda will begin the process.
6. Review budget revisions for November meeting, to present to the board. [Brenda Kes](#) detailed new changes to budget. Will present to BOD at the December meeting.
7. Review CAM costs and savings. Are there funds available for an alternative filtration system? Discussion ensued for need and costs. Tabled until more information is available.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: January 14, 2021

Time: 4:30

Location: Virtual / Woodbury Leadership Academy-Conference Room

8089 Globe Drive, Woodbury, MN 55125

Adjournment @ 6:05



**Woodbury Leadership Academy
Woodbury, Minnesota
November 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 568 and 578.60 Pupil Units (weighted Average Daily Membership). Current ADM is 567 and 578 Pupil Units. Actual monthly enrollment is included in the Financial Report on page 9.
- * The School's budgeted surplus for the year is \$325,200. A projected cumulative fund balance of \$1,288,644 or 22.4% of expenditures at fiscal year-end.
- * Projected Days Cash on Hand is 67.

Financial Statement Key Points

- * Cash Balance as of the reporting period is \$847,341 up from the previous month of \$833,173. Mainly due to receiving most of the holdback and 50% the Federal CRF (Corona Relief funds).
- * Prior year holdback balance is \$64,956 as of the reporting period. This remaining amount will be paid back during January and May as MDE finalizes their program review.
- * The Working budget will be used for the Revised #1 Budget proposal to the board in December.

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. As of November 30th, more than 50% of the funds have been spent and drawn. The remaining funds must be spent and drawn by December 30th and we are on track for that requirement.
- * The 990 Tax return is currently in process.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

November 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
November 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 November 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. Final amounts owed will be paid in January and up to next May as they reconcile the programs.

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 and current year.

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

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

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

Our line of credit with Propel expired in February. Propel is working on applications for current year holdbacks. Since we do not have cash flow concerns currently, they prefer we wait until later in February or March if needed. 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 November 30th was \$847,341
- Projected working budget is using 568 ADM's for fy 20-21.
- Current Enrollment is at 573 although we are keeping the projected budget at 568 to be conservative at this time especially due to COVID and distance learning.
- State Aid receivable for fy 20-21 is calculated at \$620,230.
- Prior year holdback balance is \$64,956.
- Income Statement: Revenues exceeded expenditures by \$606,991.
 - Revenues were 41.9% of the working budget
 - Expenditures were 33.8% of the working budget
- Other Items on the Radar:
 - Budget Revision #1, fy 2020-21
 - Federal Cares Act CRF Funds to expend and draw by December 30th
 - GEER, funds can be spent through September 2022
 - ESSER, funds can be spent through September 2022
 - CRF, funds to be spent by December 30th.
 - 990 Tax Return
 - Enrollment Projections update as of December 16th

Supplemental Information of **November 2020**

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

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

Woodbury Leadership Academy
Woodbury, Minnesota
Balance Sheet
November 30, 2020

	Audited Balance June 30, 2020	As of November 30, 2020
Assets		
Current assets		
Cash and investments	\$ 520,783	\$ 847,341
Accounts receivable	750	(0)
Due from Other Funds	-	25,000
PY state aid receivable	604,292	64,956
CY state aid receivable/(deferred rev)		620,230
Federal aids receivable	16,536	52,210
Prepaid expenses and deposits	72,463	49,492
Total assets	\$ 1,214,824	\$ 1,659,228
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 115,779	\$ 41,938
Line of credit payable/loan payable	-	-
Accounts payable	36,221	-
Payroll deductions and contributions	99,381	46,856
Deferred revenue	-	-
Total current liabilities	251,381	88,794
Fund balance		
Fund balance 7-1-2019	807,501	963,443
Change in fund balance	155,942	606,991
Total fund balance	963,443	1,570,434
Total liabilities and fund balance	\$ 1,214,824	\$ 1,659,228
	\$ -	-

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
November 30, 2020

	558.8 pu	578.6 pu		42%	
	FY 2021 Adopted Budget 547 ADM	FY 2021 Proposed Revised Budget 568 ADM	Year-to-Date 11/30/2020	% of Working Budget	Revised Budget changes
General Fund - 01					
Revenues					
State revenues					
211 General education aid	\$ 4,002,254	\$ 4,159,015	1,600,835	38.5%	156,762
PY Over (Under)			0		-
212 Literacy aid	41,412	41,029	0	-	(383)
348-300 Charter school lease aid	734,263	760,280	0	-	26,017
317-000 Long-term facilities maintenance revenue	73,762	76,375	0	-	2,613
740-360 Special education aid	499,038	691,152	163,848	23.7%	192,114
PY over (under) accrual	-	-	0	-	-
201 Endowment aid	13,724	20,294	10,147	50.0%	6,570
342-300 Safe schools supplemental aid	-	-	0	-	-
372-071 Medical assistance/third party billing	2,000	1,100	0	-	(900)
CY estimated state aid receivable (deferred revenue)	-	-	620,230		-
Total state revenues	<u>5,366,453</u>	<u>5,749,245</u>	<u>2,395,060</u>	41.7%	<u>382,793</u>
Federal revenues					
Federal special education aid (FIN 419, 420, 425)	54,700	57,233	52,210	91.2%	2,533
Title I, II, V (FIN 401, 414, 433)	38,600	31,021	0	-	(7,579)
Cares Act Federal - GEER & ESSER Funds,		38,241	0	-	38,241
Cares Act Federal - CRF Funds, use by 12-31-20		<u>111,906</u>	57,367	51.3%	111,906
Total federal revenues	<u>93,300</u>	<u>238,401</u>	<u>109,576</u>	46%	<u>145,101</u>
Local revenues					
092 Interest earnings	7,000	3,500	324	9.2%	(3,500)
96 Donations and grants	-	34,200	(0)	-	34,200
200-096 Give to the Max (course 200)	-	13,000	12,826	98.7%	13,000
050 Fees from students (field trip, milk, pizza friday, other)	47,000	9,400	1,894	20.2%	(37,600)
99 Miscellaneous revenues	-	28,553	28,553	100.0%	28,553
619, 621 Sale of merchandise/fundraising - net	-	-	0	-	-
Total local revenues	<u>54,000</u>	<u>88,653</u>	<u>43,597</u>	49.2%	<u>34,653</u>
Total revenues	\$ 5,513,753	\$ 6,076,299	\$ 2,548,234	41.9%	\$ 562,547
Expenditures					
100's Salaries	1,965,687	\$ 1,966,781	600,898	30.6%	1,095
200's Benefits	558,017	502,418	171,362	34.1%	(55,599)
100's Salaries & Ben. Cares Funds F151-F154		(123,935)			(123,935)
305 Contracted services	295,987	266,586	84,270	31.6%	(29,401)
315 Technology services	26,300	27,400	7,000	25.5%	1,100
320 Communications services	8,650	8,650	1,801	20.8%	-
329 Postage	3,400	3,500	1,476	42.2%	100
330 Utilities	122,842	122,842	51,184	41.7%	-
340 Property and liability insurance	17,600	18,400	8,994	48.9%	800
350 Repairs and maintenance	127,564	127,564	37,396	29.3%	-
360 Student transportation	362,476	375,153	147,929	39.4%	12,677
360 Transportation for field trips	10,940	5,000	0	-	(5,940)
366 Travel, conferences, and staff training	10,000	10,000	8,377	83.8%	-
369 Field trips / registration fees	12,040	5,000	0	-	(7,040)
370 Building lease	815,848	945,507	337,942	35.7%	129,659
370 Other operating rentals and leases	2,000	2,000	1,995	99.7%	-
401 Supplies - non instructional (455/465 NI tech supplies)	54,100	56,200	9,488	16.9%	2,100
401 Maintenance supplies	17,500	20,800	7,912	38.0%	3,300
405 Non-instructional software and licensing	14,900	13,085	8,434	64.5%	(1,815)
406 Instructional software	13,700	10,000	5,360	53.6%	(3,700)
406 Instructional software S. Washington Cty Grnt I Read, Math		34,200			34,200
430 Instructional supplies (456/466 inst. tech supplies)	62,400	75,100	20,044	26.7%	12,700
460 Textbooks and workbooks	50,000	66,000	63,311	95.9%	16,000
461 Standardized tests	9,500	9,900	5,988	60.5%	400
470 Media/library resources	2,500	2,500	0	-	-
490 Food purchased	5,500	5,500	1,476	26.8%	-
520 Building improvement	70,000	70,000	18,230	26.0%	-
530 Furniture and other equipment	40,000	20,000	7,719	38.6%	(20,000)
555 Technology equipment	23,000	23,000	0	-	-
556 Instructional technology equipment	7,000	7,000	0	-	-
580/581 Principal and Interest capital lease	20,000	20,000	6,443	32.2%	-
820 Dues and memberships, fees	30,500	30,500	0	-	-
State special ed expenditures	536,600	743,174	195,966	26.4%	206,574
342 School Safety	-	3,772	0	-	3,772
372 Medical assistance/third party billing	2,000	1,100	-	-	(900)
Federal special education aid, FIN 419, 420, 425	54,700	57,233	52,210	91.2%	2,533

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
November 30, 2020

	558.8 pu	578.6 pu		42%	
	FY 2021 Adopted Budget 547 ADM	FY 2021 Proposed Revised Budget 568 ADM	Year-to-Date 11/30/2020	% of Working Budget	Revised Budget changes
Title I, II, and V	38,600	31,021	0	-	(7,579)
Give to the Max CRS 200	-	13,000		-	13,000
Federal Cares & CRF Funds, Salaries & Benefits		123,935	69,901	56.4%	123,935
Federal Cares & CRF Funds, PPE supplies		8,138	8,138	100.0%	8,138
Federal Cares & CRF Funds, Technology Devices, Ipads, Chromebks		18,074	(0)	-	18,074
Directors discretionary fund	5,000	5,000	-	-	-
Total expenditures	\$ 5,396,851	\$ 5,731,099	\$ 1,941,242	33.9%	\$ 334,248
Changes in fund balance, General Fund	\$ 116,902	\$ 345,200	\$ 606,991		\$ 228,298
Beginning fund balance, General Fund, July 1	\$ 871,955	871,955			
Projected fund balance, General Fund, June 30	988,857 18.3%	\$ 1,217,155 21.2%			
Community Services Fund - 04					
Revenues					
050 Registration revenue	\$ -	\$ -	\$ -	-	
Total revenues	\$ -	\$ -	\$ -	-	
Expenditures					
Equipment	20,000	20,000	0	-	
Total expenditures	\$ 20,000	\$ 20,000	\$ -	-	
Changes in fund balance, Community Services Fund	\$ (20,000)	\$ (20,000)	\$ -		
Beginning fund balance, Community Services Fund, July 1	\$ 91,489	91,489			
Projected fund balance, Community Services Fund, June 30	71,489	\$ 71,489			
Total All Funds					
Revenues					
State revenues	\$ 5,366,453	\$ 5,749,245	\$ 2,395,060	41.7%	382,793
Federal revenues	93,300	238,401	109,576	46.0%	145,101
Local revenues	54,000	88,653	43,597	49.2%	34,653
Transfer in	-	-	-	-	
Total revenues	\$ 5,513,753	\$ 6,076,299	\$ 2,548,234	41.9%	\$ 562,547
Expenditures					
Salaries and wages	\$ 1,965,687	\$ 1,842,846	\$ 600,898	32.6%	(122,840)
Employee benefits	558,017	502,418	171,362	34.1%	(55,599)
Purchased services	1,815,647	1,917,602	688,364	35.9%	101,955
Supplies and materials	230,100	293,285	122,012	41.6%	63,185
Equipment	180,000	160,000	32,392	20.2%	(20,000)
Other (fundraising, special ed, dues, etc.)	667,400	1,034,947	326,214	31.5%	367,547
Total expenditures	\$ 5,416,851	\$ 5,751,099	\$ 1,941,242	33.8%	\$ 334,248
Change in fund balance	\$ 96,902	\$ 325,200	\$ 606,991		\$ 228,298
Beginning fund balance, all funds, July 1	\$ 963,444	963,444			
Projected fund balance, all funds, June 30	1,060,346 20%	\$ 1,288,644 22.4%			

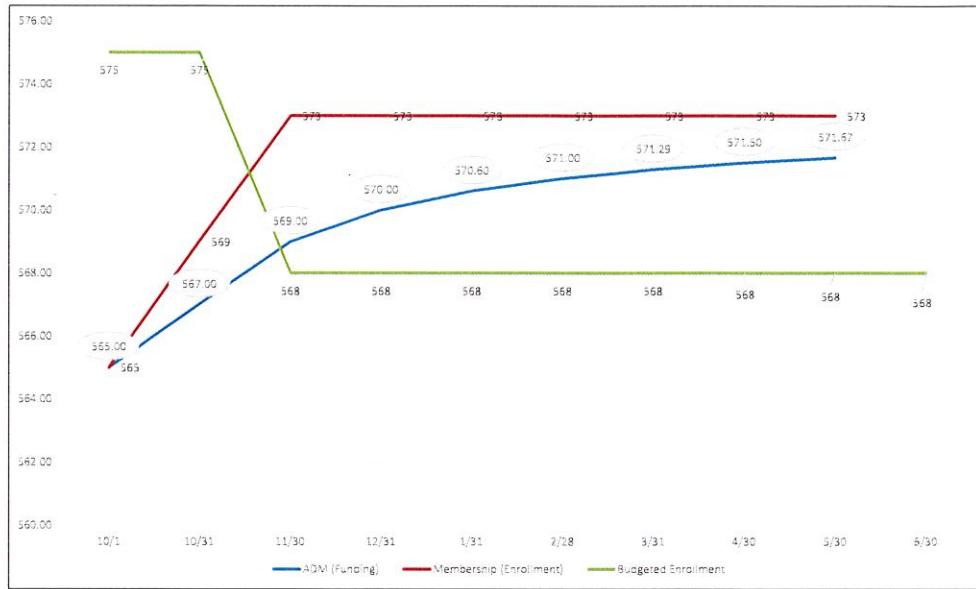
Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

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	Payments made on behalf of the Building Company	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	378,859	57,367	4,003	-	440,229	185,814	215,247	25,000	426,061	847,341	847,341
Dec 31	352,767	54,538	1,686	-	408,991	288,213	232,780	-	520,993	735,339	
Jan 31	580,851	16,716	1,686	14,983	614,236	288,213	232,780	-	520,993	828,582	
Feb 28	435,548	16,716	1,686	-	453,950	288,213	232,780	-	520,993	761,538	
Mar 31	435,548	16,716	1,686	-	453,950	288,213	232,780	-	520,993	694,495	
Apr 30	435,548	16,716	1,686	-	453,950	288,213	232,780	-	520,993	627,451	
May 31	435,548	16,716	1,686	24,018	477,968	288,213	232,780	-	520,993	584,426	
June 30	435,548	16,716	1,686	-	453,950	288,213	232,780	-	520,993	517,383	
Total per Above	4,886,858	214,561	50,451	620,828	5,772,699	2,865,590	2,885,509	25,000	5,751,099		
Per Budget/Projection Difference	4,886,858	214,561	50,451	620,828 (0)	5,772,698 (0)	2,865,590	2,885,509	-	5,751,099		
Totals	4,886,858	214,561	50,451	620,828	5,772,699	2,865,590	2,885,509	-	5,776,099	517,383	

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	86	86	86	86	86	86	86	
1	93	94	94	94	94	95	95	95	95	
2	71	70	69	69	69	69	69	69	69	
3	78	77	77	77	76	76	76	76	76	
4	69	69	69	70	70	70	70	70	70	
5	68	69	69	69	69	69	69	69	69	
6	51	52	52	52	52	52	52	52	52	
7	29	31	32	32	32	32	32	33	33	
8	20	21	22	22	22	22	22	23	23	
Grand Total	565	567	569	570	571	571	571	572	572	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	86	86	86	86	86	86	86	
1	93	94	95	95	95	95	95	95	95	
2	71	68	69	69	69	69	69	69	69	
3	78	76	76	76	76	76	76	76	76	
4	69	69	70	70	70	70	70	70	70	
5	68	69	69	69	69	69	69	69	69	
6	51	52	52	52	52	52	52	52	52	
7	29	33	33	33	33	33	33	33	33	
8	20	22	23	23	23	23	23	23	23	
Grand Total	565	569	573	573	573	573	573	573	573	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	86	86	86	86	86	86	86	86
1	80	80	94	94	94	94	94	94	94	94
2	66	66	68	68	68	68	68	68	68	68
3	68	68	77	77	77	77	77	77	77	77
4	68	68	69	69	69	69	69	69	69	69
5	70	70	69	69	69	69	69	69	69	69
6	70	70	52	52	52	52	52	52	52	52
7	50	50	31	31	31	31	31	31	31	31
8	23	23	22	22	22	22	22	22	22	22
Grand Total	575	575	568	568	568	568	568	568	568	568

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 Long-Range Budget Projection Model Fy 2020-21 revised Budget Draft as of 12-8-20

325,200 273,753 236,468 180,010 162,391 135,258

	Acatal 573 as of 12-2-20							
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	
Enrollment Projections								
Number Students Grade HK	3							
Number Students Grade K	78	86	80	80	80	80	80	80
Number Students Grade 1	65	94	88	88	88	88	88	88
Number Students Grade 2	66	68	90	88	88	88	88	88
Number Students Grade 3	64	77	86	88	88	88	88	88
Number Students Grade 4	67	69	88	88	88	88	88	88
Number Students Grade 5	64	69	80	90	92	92	92	92
Number Students Grade 6	34	52	70	80	90	92	92	92
Number Students Grade 7	20	31	52	70	80	90	92	92
Number Students Grade 8	16	22	33	52	70	80	90	90
Enrollment totals by state pupil unit weighting category								
Total Number of Students Grade K - 6	441	515	582	602	614	616	616	616
Total Number of Students Grade 7-12	36	53	85	122	150	170	182	182
Total Number of Students/ADM	477.17	568	667	724	764	786	798	798

Total Number of Current Year Pupil Units	484.46	578.60	684.00	748.40	794.00	820.00	834.40
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State Revenue Assumptions and Calculations

	Estimated State Increases							
General Education Rev: State Averages Per Pupil Unit	\$6,438	\$6,567	\$6,567	\$6,567	\$6,632	\$6,699	\$6,833	
Inflation Rate Assumption-Basic only	2.0%	2.0%	0.0%	0.0%	1.0%	1.0%	2.0%	
Basic INCLUDING Transportation	\$6,438.00	\$6,566.76	\$6,566.76	\$6,566.76	\$6,632.43	\$6,698.75	\$6,832.73	
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00	13.00	
Sparsity	28.59	29.83	29.83	29.83	29.83	29.83	29.83	
Operating Capital	226.50	226.49	226.49	226.49	226.49	226.49	226.49	
Equity	119.93	116.27	116.27	116.27	116.27	116.27	116.27	
Referendum	146.90	151.38	136.24	122.62	110.36	99.32	89.39	
Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Per Pupil Unit State Revenue	6,972.92	7,103.73	7,088.59	7,074.97	7,128.37	7,183.66	7,307.71	
Pension Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Per Pupil Unit State Revenue	\$6,972.92	\$7,103.73	\$7,088.59	\$7,074.97	\$7,128.37	\$7,183.66	\$7,307.71	
Total General Education State Revenue	3,378,101	4,110,218	4,848,597	5,294,906	5,659,929	5,890,603	6,097,549	

**Woodbury Leadership Academy
Long-Range Budget Projection Model
Fy 2020-21 revised Budget Draft as of 12-8-20**

425,200 233,253 236,468 180,010 162,341 135,258

573 as of 12-2-20

Actual	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 12
8%	10%	11%	11%	11%	11%	11%	11%
per 3/25/19	per 1/23/20	per mde 11-10-20	estimate	estimate	estimate	estimate	estimate
Compensatory Revenue							
A: Number of Students prior yr. (current year for 1st year)	391	487	563	667	724	764	786
B: Number of Free Lunch Students prior yr. (or current year for 1st yr	30	48	60	71	81	84	84
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st yr	2	11	10	12	13	14	14
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	31.00	53.50	65.00	77.01	83.59	88.21	90.75
E: Concentration Portion	0.08	0.11	0.12	0.12	0.12	0.12	0.12
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.10	0.14	0.14	0.14	0.14	0.14	0.14
G: PU = .6 * D * F	1.84	4.41	5.63	6.67	7.24	7.64	7.86
H: Initial Revenue	11,102	27,117	34,624	41,020	45,001	47,994	50,428
Miscellaneous Adjustment (Rounding)	(800)	(1,857)	0	0	0	0	0
I: Short Year Factor	1	1	1	1	1	1	1
Calculated Compensatory State Revenue ((A) x (B))	10,302	25,260	34,624	41,020	45,001	47,994	50,428

Building Lease Aid: Lesser of line a or b below:

Lease Aid Expense	681,276	945,507	998,640	1,092,664	1,159,240	1,197,200	1,218,224
a) Lease Aid Rev at \$1,314 per pupil unit as per state cap	636,580	760,280	898,776	983,398	1,043,316	1,077,480	1,096,402
b) Lease Aid Rev at Aid at 90% of Lease	613,148	850,956	898,776	983,398	1,043,316	1,077,480	1,096,402
Lesser of \$1,314.p.u. or 90% of lease payment	613,148	760,280	898,776	983,398	1,043,316	1,077,480	1,096,402
Estimated Proration of Lease Aid Revenue	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Total Prorated Building Lease Aid Revenue	613,148	760,280	898,776	983,398	1,043,316	1,077,480	1,096,402
Lease Aid Revenue per pupil unit (after proration)	1266	1314	1314	1314	1314	1314	1314

Building Lease Aid Analyticals:

Lease Aid Rev that would need to be generated to cover expense at 90%.

Max per Statute is \$1,314

How many more WADM would we need to maximize lease aid?

	1266	1471	1314	1314	1314	1314	1314
	0	69	0	0	0	0	0

Long-Term Facilities Maintenance Revenue

Revenue per Adjusted Pupil Unit	132	132	132	132	132	132	132
Total Long-Term Facilities Maintenance Revenue	63,949	76,375	90,288	98,789	104,808	108,240	110,141

Special Education Revenue

State Special Education Aid and Tuition Billing	549,365	691,152	718,797	747,534	777,480	808,542	840,906
Estimate - 93%	1266	1471	1314	1314	1314	1314	1314
Estimate - 93%	0	69	0	0	0	0	0

Woodbury Leadership Academy
Long-Range Budget Projection Model
Fy 2020-21 revised Budget Draft as of 12-8-20

125,200 273,753 436,968 480,010 462,341 435,258

Actual **573 as of 12-2-20**

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	0%	0%	0%	0%	0%	0%	0%
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
LEP (Limited English Proficiency) State Aid							
Prior Year LEP Eligible ADM	10	23	20	7	7	7	7
Current Year LEP Eligible ADM	23	20	7	7	7	7	7
ADM Served	477	568	667	724	764	786	798
Adjusted LEP ADM	23	21	10	7	7	7	7
LEP Marginal Cost Pupils	23	21	20	20	20	20	20
LEP Revenue	15,932	14,705	14,080	14,080	14,080	14,080	14,080
Concentration Portion	0.0474	0.0359	0.0105	0.0097	0.0092	0.0089	0.0088
Concentration Factor	0	0	0	0	0	0	0
LEP Pupil Units	9.33	6.35	1	1	1	1	1
LEP Concentration Revenue	2,333	1,588	160	147	139	136	133
Rounding Adjustment							
Total LEP Aid	18,264	16,292	14,240	14,227	14,219	14,216	14,213

General Fund Revenue Summary

State Aids							
General Education Revenue	3,378,101	4,110,218	4,848,597	5,294,906	5,659,929	5,890,603	6,097,549
LEP Aid	18,264	16,292	14,240	14,227	14,219	14,216	14,213
Extended Time Revenue	0	0	0	0	0	0	0
Declining Enrollment	0	0	0	0	0	0	0
TRA/Pension Adjustment	4,830	7,244	7,244	7,244	7,244	7,244	7,244
Compensatory Revenue	10,302	25,260	34,624	41,020	45,001	47,994	50,428
Subtotal	3,411,497	4,159,015	4,904,705	5,357,398	5,726,394	5,960,056	6,169,435
Building Lease Aid	613,148	760,280	898,776	983,398	1,043,316	1,077,480	1,096,402
Prior Year Over/Under accruals	(287)	0	0	0	0	0	0
Long-Term Facilities Maintenance Revenue	63,949	76,375	90,288	98,789	104,808	108,240	110,141
Special Education Aid	549,365	691,152	718,797	747,534	777,480	808,542	840,906
Endowment Aid	17,441	20,294	20,294	21,187	22,478	23,214	23,622
Literacy Aid	41,029	41,029	41,029	41,029	41,029	41,029	41,029
Safe schools supplemental aid	9,020	0	0	0	0	0	0
Medical assistance/third party billing	0	0	0	0	0	0	0
Total State Aids	4,705,162	5,748,145	6,673,889	7,249,335	7,715,505	8,018,562	8,281,535

Woodbury Leadership Academy
Long-Range Budget Projection Model
Fy 2020-21 revised Budget Draft as of 12-8-20

	325,200	273,753	236,468	180,010	162,341	135,258	
<i>Actual</i>	573 as of 12-2-20						
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Federal Revenue							
Federal CSP Grant (Implementation 002 - 9/30/16)	0	0	0	0	0	0	0
Federal Special Ed and CEIS	68,056	57,233	58,900	60,700	62,500	64,400	66,300
CRF Coronavirus Relief Funds F154, spend by 12-30-20		111,906					
GEER & ESSER Funds F151, 152, 153		38,241					
PBIS Individuals with Disabilities Grant	0	0	0	0	0	0	0
Title I, II, IV	25,064	31,021	37,200	41,200	44,300	46,500	48,200
Total Federal Revenue	93,120	238,401	96,100	101,900	106,800	110,900	114,500
Other Revenue							
Interest Earnings	4,668	3,500	8,000	8,000	8,000	8,000	8,000
Donations and Grants - Washington County Grant	2,469	34,200	0	0	0	0	0
200 Give to the Max, other donations	6,372	13,000	0	0	0	0	0
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	29,101	9,400	11,300	12,500	13,500	14,200	14,700
Miscellaneous Revenue, refund	5,436	28,553	0	0	0	0	0
Sale of Merchandise/Fundraising/Net	(2,440)	0	0	0	0	0	0
071 Third Party Billing	897	1,100	1,300	1,400	1,500	1,600	1,700
Total Other Revenue	46,502	89,753	20,600	21,900	23,000	23,800	24,400
Total Revenue	4,844,784	6,076,299	6,790,589	7,373,135	7,845,305	8,153,262	8,420,435
	4,844,784	6,076,299	6,790,589	7,373,135	7,845,305	8,153,262	8,420,435

**Woodbury Leadership Academy
Long-Range Budget Projection Model
FY 2020-21 revised Budget Draft as of 12-8-20**

<i>Actual</i>	<i>573 as of 12-2-20</i>	<i>125,200</i>	<i>273,753</i>	<i>236,968</i>	<i>180,010</i>	<i>162,341</i>	<i>135,258</i>
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	

General Fund Expenditure Calculations

New Staff Calc - Staff increases based on enrollment increases	90	91	99	57	40	22	12
Actual/projected enrollment change from prior year			5.0	3.0	2.0	1.0	1.0
Added new teacher FTE's - calculated at 22:1 ratio (rounded)							
Manual Adjustment							
Other Teachers/Non-teachers Added							
Additional staff add (non teachers)			50,000	50,000	50,000	50,000	50,000
<i>Additional Counselor fy 21-22, not filled fy 20-21</i>			50,000				
Projected new teacher (1FTE) Salary cost	37,000	45,000	45,900	46,818	47,754	48,709	49,684
Added salary cost - teachers (added FTE's times cost)	0	0	229,500	140,454	95,509	48,709	49,684
Added cost - others per above	0	0	100,000	50,000	50,000	0	0

Inflation Assumptions

Salaries	2.0%	per payroll budget	2.0%	2.0%	2.0%	2.0%	2.0%
Other costs	2.0%		2.0%	2.0%	2.0%	2.0%	2.0%

Budget Calculations

100's Salaries	26.3%	25.5%	26.0%	26.5%	27.0%	27.5%	28.0%
200's Benefits	1,625,563	1,966,781	2,335,600	2,572,800	2,769,800	2,873,900	2,981,100
	427,043	502,418	608,312	682,955	749,098	791,622	836,056

100's & 200's CRF & Cares Funds allocated below

305 Contracted Services	260,271	266,586	319,300	353,500	380,500	399,300	413,500
315 Technology Services	19,407	27,400	32,800	36,300	39,100	41,000	42,500
320 Communications Services	6,872	8,650	10,400	11,500	12,400	13,000	13,500
329 Postage	1,373	3,500	4,200	4,700	5,100	5,400	5,600
330 Utilities	87,639	122,842	125,300	127,800	130,400	133,000	135,700
340 Property and Casualty Insurance	15,120	18,400	22,000	24,400	26,300	27,600	28,600
350 Repairs and Maintenance Services	58,001	127,564	132,029	136,650	141,433	146,383	151,507
360 Student Transportation	339,604	375,153	446,875	526,337	610,963	650,676	692,970
360 Field Trip Transportation	11,331	5,000	13,340	14,480	15,280	15,720	15,960
366 Travel and conferences	22,605	10,000	26,300	29,100	31,300	32,800	34,000
369 Field Trip Admissions/Registration Fees	15,400	5,000	14,440	15,580	16,380	16,820	17,060

per maximum lease aid calculations

Credit to Apply	844,756	998,640	1,092,664	1,159,240	1,197,200	1,218,224	1,218,224
Minimum Lease	0	0	0	0	0	0	0
	681,276	945,507	987,045	1,008,183	1,197,200	1,218,224	1,218,224
370 Lease Expense	681,276	945,507	1,092,664	1,159,240	1,197,200	1,218,224	1,218,224

Woodbury Leadership Academy
Long-Range Budget Projection Model
Fy 2020-21 revised Budget Draft as of 12-8-20

	125,200	273,753	256,468	180,010	162,341	135,258	
<i>Actual</i>	573 as of 12-2-20						
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
370 Other Rentals and Operating Leases	33,996	2,000	2,400	2,700	2,900	3,000	3,100
401 Office Supplies/General Supplies/Marketing Materials	38,909	56,200	67,300	74,500	80,200	84,200	87,200
401/455/465 Maintenance Supplies	17,112	20,800	24,900	27,600	29,700	31,200	32,300
405 Non-Instructional Software and Licensing	13,280	13,085	15,700	17,400	18,700	19,600	20,300
406 Instructional Software	9,293	10,000	12,000	13,300	14,300	15,000	15,500
406 Instructional Software Washington Cty Grt. I Read, Math	61,820	75,100	90,000	99,600	107,200	112,500	116,500
430/456/466 Instructional Supplies/Classroom Supplies	46,547	66,000	79,100	87,600	94,300	99,000	102,500
460 Textbooks and Workbooks	5,013	9,900	11,900	13,200	14,200	14,900	15,400
470 Media/Library Resources	0	2,500	3,000	3,300	3,600	3,800	3,900
490 Food Purchased	2,223	5,500	6,600	7,300	7,900	8,300	8,600
520 Building Improvements	131,386	70,000	83,800	92,800	99,900	104,800	108,500
530 Furniture and Other Equipment	20,065	20,000	30,000	33,200	35,700	37,500	38,800
555/556 Technology Equipment	6,348	30,000	30,000	33,200	35,700	37,500	38,800
580/581 Principal and interest capital lease	12,114	20,000	24,000	26,600	28,600	30,000	31,100
820 Dues and memberships	27,642	30,500	32,600	34,900	37,300	39,900	42,700
State Special Ed Expenditures / ESY incl F723	590,715	743,174	772,900	803,800	836,000	869,400	904,200
342 School Safety	5,248	3,772	0	0	0	0	0
372 Medical assistance/third party billing	897	1,100	0	0	0	0	0
Federal Cares & CRF Funds, Salaries & Benefits	0	123,935	0	0	0	0	0
Federal Cares & CRF Funds, PPE supplies	0	8,138	0	0	0	0	0
Federal Cares & CRF Funds, Technology Devices	0	18,074	0	0	0	0	0
Federal Special Ed Expenditures, CEIS, PSI	68,056	57,233	58,900	60,700	62,500	64,400	66,300
PBIS Individuals with Disabilities Grant	0	0	0	0	0	0	0
Director's Discretionary Fund	0	5,000	15,000	15,000	15,000	15,000	15,000
Federal Title I, II and V	25,064	31,021	37,200	41,200	44,300	46,500	48,200
Give to the Max donations offset with expenditures	0	13,000	0	0	0	0	0
Total Expenditures	4,687,230	5,731,099	6,486,836	7,116,666	7,655,294	7,980,921	8,285,176
	4,687,230	5,718,099	6,486,836	7,116,666	7,655,294	7,980,921	8,285,176
General Fund Net Income	157,555	345,200	303,753	256,468	190,010	172,341	135,258
Beginning General Fund Balance	714,400	871,955	1,217,155	1,520,908	1,777,376	1,967,386	2,139,727
Ending General Fund Balance	871,955	1,217,155	1,520,908	1,777,376	1,967,386	2,139,727	2,274,986
<i>Fund Balance Percentage Target</i>	<i>18.6%</i>	<i>21.2%</i>	<i>23.4%</i>	<i>25.0%</i>	<i>25.7%</i>	<i>26.8%</i>	<i>27.5%</i>
	<i>17%</i>	<i>18.5%</i>	<i>20%</i>	<i>20%</i>	<i>20%</i>	<i>20%</i>	<i>20%</i>

**Woodbury Leadership Academy
Long-Range Budget Projection Model
Fy 2020-21 revised Budget Draft as of 12-8-20**

<i>Actual</i>	325,200	273,753	236,468	180,010	162,341	135,258
	<i>573 as of 12-2-20</i>					
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12

Community Service Revenue and Expenditure Summary

Fund 04 Program Revenue	0	0	0	0	0	0
Fund 04 Program Expenses	1,613	20,000	20,000	10,000	10,000	0
Community Services Fund Net Income	(1,613)	(20,000)	(20,000)	(10,000)	(10,000)	0
Beginning Community Service Fund Balance	93,102	91,489	41,489	21,489	11,489	1,489
Ending Community Service Fund Balance	91,489	71,489	21,489	11,489	1,489	1,489

Schoolwide Activity

Total Revenues	4,844,784	6,076,299	7,373,135	7,845,305	8,153,262	8,420,435
Total Expenditures	4,688,843	5,751,099	7,136,666	7,665,294	7,990,921	8,285,176
Net Income - All Funds	155,942	325,200	236,468	180,010	162,341	135,258
Beginning Schoolwide Fund Balance	807,502	963,444	1,288,644	1,562,397	1,798,865	2,141,216
Ending Schoolwide Fund Balance	963,444	1,288,644	1,562,397	1,798,865	2,141,216	2,276,475
Entity Wide Fund Balance Percentage	20.5%	22.4%	24.0%	25.2%	26.8%	27.5%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
November 30, 2020

	558.8 pu FY 2021 Adopted Budget 547 ADM	578.6 pu FY 2021 Working Budget 568 ADM	Year-to-Date 11/30/2020	% of Working Budget	Working Budget changes	Description of Changes
370 Building lease	815,848	945,507	337,942	35.7%	129,659	not using credit from landlord due to sale
370 Other operating rentals and leases	2,000	2,000	1,995	99.7%	-	
401 Supplies - non instructional (455/465 NI tech supplies)	54,100	56,200	9,488	16.9%	2,100	Increase due to enrollment increase
401 Maintenance supplies	17,500	20,800	7,912	38.0%	3,300	Increase due to enrollment increase
405 Non-instructional software and licensing	14,900	13,085	8,434	64.5%	(1,815)	savings per budget estimates
406 Instructional software	13,700	10,000	5,360	53.6%	(3,700)	Per ytd expense
406 Instructional software S. Washington Cty Grnt I Read, Math		34,200			34,200	New S. Washington Cty Grant
430 Instructional supplies (456/466 inst. tech supplies)	62,400	75,100	20,044	26.7%	12,700	Increase due to enrollment increase
460 Textbooks and workbooks	50,000	66,000	63,311	95.9%	16,000	Increase per ytd expense
461 Standardized tests	9,500	9,900	5,988	60.5%	400	Increase due to enrollment increase
470 Media/library resources	2,500	2,500	0	-	-	
490 Food purchased	5,500	5,500	1,476	26.8%	-	
520 Building improvement	70,000	70,000	18,230	26.0%	-	
530 Furniture and other equipment	40,000	20,000	7,719	38.6%	(20,000)	Budget savings due to cares funds offset below
555 Technology equipment	23,000	23,000	0	-	-	
556 Instructional technology equipment	7,000	7,000	0	-	-	
580/581 Principal and Interest capital lease	20,000	20,000	6,443	32.2%	-	
820 Dues and memberships, fees	30,500	30,500	0	-	-	
State special ed expenditures	536,600	743,174	195,966	26.4%	206,574	Per actual special ed budget offset by revenue remaining balance of school safety grant
342 School Safety	-	3,772	0	-	3,772	per estimates
372 Medical assistance/third party billing	2,000	1,100	-	-	(900)	per entitlements
Federal special education aid, FIN 419, 420, 425 Title I, II, and V	54,700	57,233	52,210	91.2%	2,533	per entitlements
Give to the Max CRS 200	38,600	31,021	0	-	(7,579)	offset by revenue above
Federal Cares & CRF Funds, Salaries & Benefits		123,935	69,901	56.4%	123,935	New Cares Funds offset by revenue above
Federal Cares & CRF Funds, PPE supplies		8,138	8,138	100.0%	8,138	New Cares Funds offset by revenue above
Federal Cares & CRF Funds, Technology Devices, I pads, Chromebks		18,074	(0)	-	18,074	New Cares Funds offset by revenue above
Directors discretionary fund	5,000	5,000	-	-	-	
Total expenditures	\$ 5,396,851	\$ 5,731,099	\$ 1,941,242	33.9%	\$ 334,248	Total Expenditure Budget changes
Changes in fund balance, General Fund	\$ 116,902	\$ 345,200	\$ 606,991		\$ 228,298	Revenue less Expenditures Budget changes
Beginning fund balance, General Fund, July 1	\$ 871,955	\$ 871,955	\$ 871,955			
Projected fund balance, General Fund, June 30	\$ 988,857	\$ 1,217,155				
	18.3%	21.2%				
Community Services Fund - 04						
Revenues						
050 Registration revenue	\$ -	\$ -	\$ -	-	\$ -	
Total revenues	\$ -	\$ -	\$ -		\$ -	
Expenditures						
Equipment	20,000	20,000	0	-	-	
Total expenditures	\$ 20,000	\$ 20,000	\$ -		\$ -	
Changes in fund balance, Community Services Fund	\$ (20,000)	\$ (20,000)	\$ -		\$ -	

Woodbury Leadership Academy
 Woodbury, Minnesota
 Statement of Revenues and Expenditures
 November 30, 2020

558.8 pu FY 2021 Adopted Budget 547 ADM	578.6 pu FY 2021 Working Budget 568 ADM	42% % of Working Budget	Year-to-Date 11/30/2020	Working Budget changes	Description of Changes
--------------------------------------------------	--------------------------------------------------	----------------------------------	----------------------------	------------------------------	------------------------

Beginning fund balance, Community Services Fund, July 1 \$ 91,489 91,489
 Projected fund balance, Community Services Fund, June 30 \$ 71,489 \$ 71,489

	\$ 5,513,753	\$ 6,076,299	\$ 2,548,234	41.9%	\$ 562,547	Total Revenue increases
Total All Funds						
Revenues						
State revenues	\$ 5,366,453	\$ 5,749,245	\$ 2,395,060	41.7%	382,793	Incr in 20 pupil units and incr in Spec ed costs
Federal revenues	93,300	238,401	109,576	46.0%	145,101	Cares Funds
Local revenues	54,000	88,653	43,597	49.2%	34,653	Washington County Grant
Transfer in						
Total revenues	\$ 5,513,753	\$ 6,076,299	\$ 2,548,234	41.9%	\$ 562,547	Total Revenue increases
Expenditures						
Salaries and wages	\$ 1,965,687	\$ 1,842,846	\$ 600,898	32.6%	(122,840)	Salaries covered by Cares Funds below
Employee benefits	558,017	502,418	171,362	34.1%	(55,599)	per benefits reconciliation
Purchased services	1,815,647	1,917,602	688,364	35.9%	101,955	changes to building lease, not using the credit
Supplies and materials	230,100	293,285	122,012	41.6%	63,185	Washington Cty Grant and ytd expense
Equipment	180,000	160,000	32,392	20.2%	(20,000)	savings due to covid
Other (fundraising, special ed, dues, etc.)	667,400	1,034,947	326,214	31.5%	367,547	Cares Funds and State Special Ed Expense
Total expenditures	\$ 5,416,851	\$ 5,751,099	\$ 1,941,242	33.8%	\$ 334,248	Total Expenditures changes
Change in fund balance	\$ 96,902	\$ 325,200	\$ 606,991		\$ 228,298	Revenue less Expenditures Budget changes

Beginning fund balance, all funds, July 1 \$ 963,444 963,444
 Projected fund balance, all funds, June 30 \$ 1,060,346 \$ 1,288,644
 2.0% 22.4%

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.



Meeting: Facilities Committee

Date: Tuesday, December 8, 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, Kathy Mortensen, Andy Sharp, Judith Darling, Mandi Folks, Jolene Skordahl, Diane Thiegis

Members Absent: None

Others in attendance: Shawn Smith

The meeting ended at 5:37 p.m.

Development, Discussion, and Recommendations

- The Purchase Agreement has been executed, and earnest money has been submitted.
- The MDE Review and Comments is virtually ready for submission. It will be on the agenda for the 12/16/20 Board Meeting, and we anticipate submitting it the next day. A big thanks to Shawn, Craig, Bruce, Kathy, Mandi and Judith for your help. This will not be discussed in a closed session.
- 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. Bruce is setting up our first meeting for the week of December 17th.
- The Design Team provided us an update and showed some new drawings of the space.
- Kathy, Andy, and Amy will be working on a transportation plan for the new space. They will work on their plan and present it to the committee next month.
- Mandi has a meeting with Middle School team this week to hand over the info for the Woodbury Community Foundation grant, (\$2,000).

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, January 12, 2021

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS

WOODBURY LEADERSHIP ACADEMY (“WLA”)

WLA 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 for a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

WLA 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.

MDE Review and Comment Submittal

The following Review and Comment Submittal was approved by Woodbury Leadership Academy’s Board of Directors with the objective of obtaining a positive review from the Minnesota Department of Education. We are respectfully requesting the Minnesota Department of Education’s approval to enable Woodbury Leadership Academy’s affiliated building corporation to purchase and expand its current facility in order to meet the current and future needs of our students and support the continued growth and success of our school community.



December 17, 2020

Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113

RE: Review and Comment Submittal for Woodbury Leadership Academy

Dear Commissioner Ricker:

It is with great pleasure that we submit this review and comment document for your review. Woodbury Leadership Academy ("WLA"), founded in 2014, is now in the midst of its seventh year of operation as a K-8th grade Public Charter School located in Woodbury, primarily serving School Districts ISD #833, ISD #834 and ISD #622 students for this current 2020 – 2021 year. Our primary goal is to work in partnership with families from Woodbury and the surrounding communities who wish to fully participate in their child's education in a rigorous educational environment that fosters student success. Our curriculum empowers students to excel, and has done so with great success and proven results! Woodbury Leadership Academy also implements a strong character education program to ensure students develop exceptional leadership skills and are well-rounded in all areas. In our short history, we've earned the accolade of being named as a top 100 school in Minnesota! (2018)

WLA moved into its current facility in the fall of 2017. That year, the school served 265 students and initially occupied the entire 1st and part of 2nd floors of the three-story building. Since then we have grown into the entire building and will serve 575 students this year. The building was designed to accommodate growth; approximately 750 students after the delivery of our construction project, which is described throughout this document.

With a positive review and comment of this document by your department, WLA plans to purchase and slightly modify its current 63,000 square foot facility, acquire up to 5.5 acres of adjacent land, and construct a roughly 20,000 - 30,000 square foot gym building with auxiliary classrooms and equipment. The total cost of this project is estimated to be \$18,488,195 which is inclusive of bond issuance and other related closing and financing costs. This project as further described below, will be financed utilizing tax-exempt lease-aid revenue bonds.

All of the above-described activity would transact under the school's affiliated building company, Friends of WLA, a Minnesota nonprofit corporation certified in June of 2020. At the time of this letter, Friends of WLA is still waiting for their federal exemption determination from the IRS, which it expects to receive before the transaction takes place. WLA would lease the described project from Friends of WLA.



Since WLA is a Minnesota Public Charter School, operating under the laws of M.S. 124E, the proposed Project does not require voter approval. The school is authorized by Volunteers of America ("VOA"), who has consented to the project. The school's board of directors met and approved the purchase agreement November 18, 2020 and at the board meeting on December 16, 2020 the board voted to approve this Review & Comment document for submittal.

We look forward to your positive review and embarking on our exciting project which will enable us to better serve the students, teachers, staff, and immediate communities that greatly depend on our education and programs.

Thank you for reviewing this submission. Please contact us with any questions.

Respectfully Submitted.

Dr. Kathy Mortenson
Executive Direct

Mandi Folks
WLA Board Chair

DOCUMENT

1. The geographic area and population to be served

- a. Grade-specific preschool through grade 12 student enrollment for the past five years, and*
- b. Grade-specific student enrollment projections for five years beyond the current year*

a.

Grade	2016-17	2017-18	2018-19	2019-20	2020-21
K	52	52	58	81	86
1st	58	55	65	65	94
2 nd	34	53	64	66	68
3 rd	31	40	65	64	76
4 th	35	25	56	67	69
5 th	25	28	38	64	69
6 th	7	6	20	33	52
7 th	8	0	14	20	33
8 th	0	0	7	16	23
Total	250	259	387	476	570

b.

Grade	2021-22	2022-23	2023-24	2024-25	2025-26
K	80	80	80	80	80
1st	88	88	88	88	88
2nd	90	88	88	88	88
3rd	86	88	88	88	88
4th	88	88	88	88	88
5th	80	90	90	92	92
6th	70	80	90	92	92
7th	52	70	80	90	92
8th	33	52	70	80	90
Total	667	724	764	786	798

2. A list of existing school facilities

- a. by year constructed, with subsequent building additions identified by age and square footage*
- b. their uses*
- c. an assessment of the extent to which alternate facilities are available within school district*
- d. boundaries and in adjacent school districts*

WLA operates out of its existing facility in Woodbury at 8089 Globe Drive. The three-story building was constructed in 2006 and is approximately 63,000 square feet. WLA leases the entire building and uses adjacent surface (parking), open and wooded areas outside for recreation purposes.

Within the building itself, the primary uses are:

- **1st Floor:** Controlled visitor entrance with administrative, health and work rooms. There is an open area used for physical education, a cafeteria assembly area, 11 classrooms primarily for K-1st graders, and storage areas.

- **2nd Floor:** Media center, work rooms, smaller supporting administrative offices, storage areas and 15 classrooms primarily for Grades 2 – 5.
- **3rd Floor:** multi-purpose room/gathering room, administrative areas for offices, work rooms, and breakout rooms, storage areas and 11 classrooms primarily for grades 6 – 8.

Because WLA is purchasing and expanding their current facility, no assessments for alternate facilities were needed.

3. A list of specific deficiencies of the facility

- a. demonstrating the need for a new or renovated facility to be provided*
- b. the process used to determine the deficiencies, including completed facilities studies and facility committee findings/recommendations*
- c. a list of identified deficiencies that will not be addressed by the proposed projects*
- d. a list of specific benefits that the new or renovated facility and/or site will provide to students, teachers and community users served by the facility*

a. demonstrating the need for a new or renovated facility to be provided
WLA plans to purchase their existing facility and build an addition that accommodates a gymnasium. Currently, with 570 students in grades K-8, WLA does not have adequate gym facilities, areas for assemblies, or the number of dedicated classrooms for each subject area.

b. the process used to determine the deficiencies, including completed facilities studies and facility committee findings/recommendations
WLA has occupied this facility for 3 years and has an active Facilities Committee who meet monthly to determine short and long term facility needs. Stakeholder interests are also considered throughout the year in various surveys and meetings. These needs have been vetted thoroughly through these committees.

c. a list of identified deficiencies that will not be addressed by the proposed projects.
N/A. At this point the proposed project will meet the needs of the school.

d. a list of specific benefits that the new or renovated facility and/or site will provide to students, teachers and community users served by the facility
The benefits for this additional space are numerous: we will be able to conduct two physical education classes at one time throughout the duration of the school day; have space to conduct assemblies and hold performances; host visiting schools for various sporting events; have a dedicated area for crowd reception as well as a staging area for our students as they arrive and or depart at the end of the day in inclement weather; provide additional needed classroom spaces, restrooms, offices, and storage areas that would allow us to meet the projected enrollment schedule in this submission.

4. A description of the project including:

- a. specifications of site and outdoor space acreage*
- b. square footage allocations for classrooms, laboratories and support spaces*
- c. estimated expenditures for major portions of the project – (additional information – Project Cost Detail)*
- d. estimated changes in facility operating costs (additional information – Operating Cost Detail)*
- e. dates the project will begin and be completed*

The general project outlined for this submission will be to purchase the existing building, build a new structure that would equip a gymnasium and additional classrooms, renovate a portion of the 1st floor of the existing building, and acquire adjacent land. Friends of WLA, WLA’s Affiliated Building Company would purchase and complete this project and then lease the building and site back to WLA. WLA has engaged Wildamere Capital Management to manage the site acquisition and the construction of the new structure. Colliers Architecture has been engaged to design and engineer the new structure and renovations within the existing building. A general contractor will be selected as plans are further developed.

Other basic information about the project (all numbers are approximate):

- Existing Building and Site Size: 63,000 square feet over 7.04 Acres
- Existing Building Renovations: 4,000 square feet
- New Structure – Gym Area: 9,500 square feet
- New Structure – Classroom Area: 10,500 square feet
- New Structure – Lobby & Support Spaces: 10,000 square Feet
- Adjacent Land: up to 5.5 acres

Estimated expenditures for the project are as follows:

Site Acquisition / Purchase Price:	\$11,550,000
Closing Costs:	\$350,000
New Structure:	\$4,884,195
Debt Service Reserve Fund:	\$1,127,000
Cost of Bond Issuance:	<u>\$577,000</u>
Total Project Costs:	\$18,488,195

For the new structure, WLA estimates additional operating costs of \$4.50 - \$6.00 per square foot and no additional costs on the existing structure.

The timeline for this project is as follows:

- Government Approvals: Prior to site acquisition and commencement of construction
- Site Acquisition / Purchase: March 15, 2021
- New Structure & Existing Building Renovation: Construction to start in April, 2021, lasting 8 – 10 months, or approximately December 31, 2021

5. A specification of the source of project financing including:

- a. applicable statutory citations (additional information – Lease Levy (Certificates of Participation (COP)) Financed Projects)*
- b. the schedules date for a bond issue or school board action*
- c. a schedule of payments, including debt service equalization aid*
- d. the effect of a bond issue on local property taxes by property class and valuation*

Minnesota Statutes, Section 124E.13, Subdivision 3, states that an affiliated nonprofit building corporation may purchase, expand, or renovate an existing facility to serve as a school or may construct a new school facility. WLA and its affiliated nonprofit building corporation, Friends of WLA, will meet the criteria of the above referenced statute.

WLA engaged Robert W. Baird & Co. to underwrite the tax-exempt bond offering, and the Board of WLA is expecting to approve the final offering at their scheduled February 17, 2021, or sooner.

The bonds secured will fund the entire project outlined in #4 (Project Description) above. There will be no effect on local property taxes by property tax class and valuation.

The financing schedules and payments outlined are below:

**The City of Woodbury, Minnesota
(Woodbury Leadership Academy Project)
Charter School Lease Revenue Bonds, Series 2021**



Financing Timetable

as of December 10, 2020

October 2020							November 2020							December 2020							January 2021							February 2021							March 2021																																																																					
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa																																																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

February 24	School and Company Boards approve financing documents & resolutions Baird internal credit committee approval Projections finalized	WLA, ABC, BF RWB WLA, BKDV
February 26	Final due diligence conference call	WLA, BF, BS, RWB
March 1	Prices determined for the GMP	WLA, W
March 2	Weekly check-in call	Working Group
March 3	POS finalized and posted Baird begins marketing process Record investor presentation	BS, RWB RWB WLA, W, RWB
March 8	20-day notice period MDE R&C Letter ends GMP contract executed	WLA, W
March 10	Investor Q&A conference call (time TBD)	WLA, W, RWB
March 16	Pre-pricing call	WLA, RWB
March 17	Bond pricing Bond Purchase Agreement signed	RWB CITY, WLA, ABC, RWB
March 21	SPA application public notice period ends (90 days)	
March 25	Pre-closing	Working Group
March 29	Bond closing	Working Group
April 13	60-day deadline for executing GMP construction contract	

Key:

ABC	Woodbury Leadership Academy ABC	<i>(Company)</i>
WLA	Woodbury Leadership Academy	<i>(School)</i>
CITY	City of Woodbury, Minnesota	<i>(Issuer)</i>
BF	Best & Flanagan LLP	<i>(Company/School's Counsel)</i>
KG	Kennedy & Graven, Chartered	<i>(Bond Counsel)</i>
BS	Ballard Spahr LLP	<i>(Underwriter's Counsel)</i>
W	Wildamere Capital Management	<i>(Project Consultant)</i>
BKDV	BerganKDV	<i>(Finance Manager)</i>
RWB	Baird	<i>(Underwriter)</i>
T	U.S. Bank	<i>(Trustee)</i>

SOURCES AND USES OF FUNDS

THE CITY OF WOODBURY, MN
 Series 2021 Charter School Lease Revenue Bonds
 (Woodbury Leadership Academy)
 Assumes BB Rated
 30 Year Financing
 Estimated Rates As of 11-18-2020
 ** Preliminary: For Discussion Purposes **

Dated Date 04/01/2021
 Delivery Date 04/01/2021

Sources:	Series 2021A (Tax Exempt)	Series 2021B (Taxable)	Total
Bond Proceeds:			
Par Amount	16,730,000.00	235,000.00	16,965,000.00
Premium	1,523,195.50		1,523,195.50
	18,253,195.50	235,000.00	18,488,195.50
Uses:	Series 2021A (Tax Exempt)	Series 2021B (Taxable)	Total
Project Fund Deposits:			
Project Fund	16,541,742.85		16,541,742.85
Expense Fund - Property Taxes	240,000.00		240,000.00
	16,781,742.85		16,781,742.85
Other Fund Deposits:			
Debt Service Reserve Fund	1,111,388.74	15,611.26	1,127,000.00
Delivery Date Expenses:			
Cost of Issuance	86,265.98	213,734.02	300,000.00
Underwriter's Discount	273,797.93	3,525.00	277,322.93
	360,063.91	217,259.02	577,322.93
Other Uses of Funds:			
Contingency		2,129.72	2,129.72
	18,253,195.50	235,000.00	18,488,195.50

BOND SUMMARY STATISTICS

THE CITY OF WOODBURY, MN
 Series 2021 Charter School Lease Revenue Bonds
 (Woodbury Leadership Academy)

Assumes BB Rated
 30 Year Financing

Estimated Rates As of 11-18-2020

** Preliminary: For Discussion Purposes **

Dated Date	04/01/2021
Delivery Date	04/01/2021
First Coupon	07/01/2021
Last Maturity	07/01/2051
Arbitrage Yield	3.779059%
True Interest Cost (TIC)	4.407940%
Net Interest Cost (NIC)	4.624780%
All-In TIC	4.678094%
Average Coupon	4.999325%
Average Life (years)	19.607
Weighted Average Maturity (years)	19.737
Duration of Issue (years)	12.460
Par Amount	16,965,000.00
Bond Proceeds	18,488,195.50
Total Interest	16,629,568.75
Net Interest	15,383,696.18
Bond Years from Dated Date	332,636,250.00
Bond Years from Delivery Date	332,636,250.00
Total Debt Service	33,594,568.75
Maximum Annual Debt Service	1,127,000.00
Average Annual Debt Service	1,110,564.26

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Taxable Bond	235,000.00	100.000	4.500%	1.910	02/27/2023	42.15
2031 Term Bond	2,720,000.00	113.111	5.000%	7.026	04/10/2028	2,312.00
2041 Term Bond	5,330,000.00	109.279	5.000%	16.152	05/26/2037	4,317.30
2051 Term Bond	8,680,000.00	107.742	5.000%	26.150	05/26/2047	6,944.00
	16,965,000.00			19.607		13,615.45

	TIC	All-In TIC	Arbitrage Yield
Par Value	16,965,000.00	16,965,000.00	16,730,000.00
+ Accrued Interest			
+ Premium (Discount)	1,523,195.50	1,523,195.50	1,523,195.50
- Underwriter's Discount	(277,322.93)	(277,322.93)	
- Cost of Issuance Expense		(300,000.00)	
- Other Amounts			
Target Value	18,210,872.57	17,910,872.57	18,253,195.50
Target Date	04/01/2021	04/01/2021	04/01/2021
Yield	4.407940%	4.678094%	3.779059%

NET DEBT SERVICE
 THE CITY OF WOODBURY, MN
 Series 2021 Charter School Lease Revenue Bonds
 (Woodbury Leadership Academy)
 Assumes BB Rated
 30 Year Financing
 Estimated Rates As of 11-18-2020
 ** Preliminary: For Discussion Purposes **

Period Ending	Principal	Coupon	Interest	Total Debt Service	Annual Trustee Fee	Annual Dissemination Fee	Annual Accounting Fee	Repair and Replacement Fund	Debt Service Reserve Fund	Net Debt Service
07/01/2021			211,768.75	211,768.75				13,000		224,768.75
07/01/2022	80,000	4.500%	847,075.00	927,075.00	2,500	3,000	12,500	52,000		997,075.00
07/01/2023	175,000	** %	843,475.00	1,018,475.00	2,500	3,000	12,500	52,000		1,088,475.00
07/01/2024	250,000	5.000%	835,500.00	1,085,500.00	2,500	3,000	12,500	52,000		1,155,500.00
07/01/2025	300,000	5.000%	823,000.00	1,123,000.00	2,500	3,000	12,500	52,000		1,193,000.00
07/01/2026	315,000	5.000%	808,000.00	1,123,000.00	2,500	3,000	12,500	52,000		1,193,000.00
07/01/2027	330,000	5.000%	792,250.00	1,122,250.00	2,500	3,000	12,500	52,000		1,192,250.00
07/01/2028	350,000	5.000%	775,750.00	1,125,750.00	2,500	3,000	12,500	52,000		1,195,750.00
07/01/2029	365,000	5.000%	758,250.00	1,123,250.00	2,500	3,000	12,500	52,000		1,193,250.00
07/01/2030	385,000	5.000%	740,000.00	1,125,000.00	2,500	3,000	12,500	52,000		1,195,000.00
07/01/2031	405,000	5.000%	720,750.00	1,125,750.00	2,500	3,000	12,500	52,000		1,195,750.00
07/01/2032	425,000	5.000%	700,500.00	1,125,500.00	2,500	3,000	12,500	52,000		1,195,500.00
07/01/2033	445,000	5.000%	679,250.00	1,124,250.00	2,500	3,000	12,500	52,000		1,194,250.00
07/01/2034	465,000	5.000%	657,000.00	1,122,000.00	2,500	3,000	12,500	52,000		1,192,000.00
07/01/2035	490,000	5.000%	633,750.00	1,123,750.00	2,500	3,000	12,500	52,000		1,193,750.00
07/01/2036	515,000	5.000%	609,250.00	1,124,250.00	2,500	3,000	12,500	52,000		1,194,250.00
07/01/2037	540,000	5.000%	583,500.00	1,123,500.00	2,500	3,000	12,500	52,000		1,193,500.00
07/01/2038	570,000	5.000%	556,500.00	1,126,500.00	2,500	3,000	12,500	52,000		1,196,500.00
07/01/2039	595,000	5.000%	528,000.00	1,123,000.00	2,500	3,000	12,500	52,000		1,193,000.00
07/01/2040	625,000	5.000%	498,250.00	1,123,250.00	2,500	3,000	12,500	52,000		1,193,250.00
07/01/2041	660,000	5.000%	467,000.00	1,127,000.00	2,500	3,000	12,500	52,000		1,197,000.00
07/01/2042	690,000	5.000%	434,000.00	1,124,000.00	2,500	3,000	12,500	52,000		1,194,000.00
07/01/2043	725,000	5.000%	399,500.00	1,124,500.00	2,500	3,000	12,500	52,000		1,194,500.00
07/01/2044	760,000	5.000%	363,250.00	1,123,250.00	2,500	3,000	12,500	52,000		1,193,250.00
07/01/2045	800,000	5.000%	325,250.00	1,125,250.00	2,500	3,000	12,500	52,000		1,195,250.00
07/01/2046	840,000	5.000%	285,250.00	1,125,250.00	2,500	3,000	12,500	52,000		1,195,250.00
07/01/2047	880,000	5.000%	243,250.00	1,123,250.00	2,500	3,000	12,500	52,000		1,193,250.00
07/01/2048	925,000	5.000%	199,250.00	1,124,250.00	2,500	3,000	12,500	52,000		1,194,250.00
07/01/2049	970,000	5.000%	153,000.00	1,123,000.00	2,500	3,000	12,500	52,000		1,193,000.00
07/01/2050	1,020,000	5.000%	104,500.00	1,124,500.00	2,500	3,000	12,500	52,000		1,194,500.00
07/01/2051	1,070,000	5.000%	53,500.00	1,123,500.00	2,500	3,000	12,500		(1,127,000)	14,500.00
	16,965,000		16,629,568.75	33,594,568.75	75,000	90,000	375,000	1,521,000	(1,127,000)	34,528,568.75

NET DEBT SERVICE
 THE CITY OF WOODBURY, MN
 Series 2021 Charter School Lease Revenue Bonds
 (Woodbury Leadership Academy)
 Assumes BB Rated
 30 Year Financing
 Estimated Rates As of 11-18-2020
 ** Preliminary: For Discussion Purposes **

Date	Principal	Coupon	Interest	Total Debt Service	Annual Trustee Fee	Annual Dissemination Fee	Annual Accounting Fee	Repair and Replacement Fund	Debt Service Reserve Fund	Net Debt Service	Annual Net C.S.
12/01/2021			211,768.75	211,768.75				13,000		224,768.75	224,768.75
12/01/2022			423,537.50	423,537.50						423,537.50	423,537.50
04/01/2022					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2022	80,000	4.500%	423,537.50	503,537.50						555,537.50	997,075.00
11/01/2023			421,737.50	421,737.50						421,737.50	421,737.50
04/01/2023					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2023	175,000	** %	421,737.50	596,737.50						648,737.50	1,088,475.00
11/01/2024			417,750.00	417,750.00						417,750.00	417,750.00
04/01/2024					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2024	250,000	5.000%	417,750.00	697,750.00						719,750.00	1,155,500.00
11/01/2025			411,500.00	411,500.00						411,500.00	411,500.00
04/01/2025					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2025	300,000	5.000%	411,500.00	714,500.00						762,500.00	1,193,000.00
11/01/2026			404,300.00	404,300.00						404,300.00	404,300.00
04/01/2026					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2026	315,000	5.000%	404,300.00	719,000.00						771,000.00	1,193,000.00
11/01/2027			396,125.00	396,125.00						396,125.00	396,125.00
04/01/2027					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2027	330,000	5.000%	396,125.00	726,125.00						778,125.00	1,192,250.00
11/01/2028			387,875.00	387,875.00						387,875.00	387,875.00
04/01/2028					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2028	350,000	5.000%	387,875.00	737,875.00						789,875.00	1,195,750.00
11/01/2029			379,125.00	379,125.00						379,125.00	379,125.00
04/01/2029					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2029	365,000	5.000%	379,125.00	748,125.00						798,125.00	1,193,250.00
11/01/2030			370,300.00	370,300.00						370,300.00	370,300.00
04/01/2030					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2030	385,000	5.000%	370,300.00	758,000.00						807,000.00	1,195,000.00
11/01/2031			360,375.00	360,375.00						360,375.00	360,375.00
04/01/2031					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2031	415,000	5.000%	360,375.00	765,375.00						817,375.00	1,195,750.00
11/01/2032			350,250.00	350,250.00						350,250.00	350,250.00
04/01/2032					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2032	425,000	5.000%	350,250.00	775,250.00						827,250.00	1,195,500.00
11/01/2033			339,925.00	339,925.00						339,925.00	339,925.00
04/01/2033					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2033	445,000	5.000%	339,925.00	784,625.00						835,625.00	1,194,250.00
11/01/2034			328,500.00	328,500.00						328,500.00	328,500.00
04/01/2034					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2034	465,000	5.000%	328,500.00	793,500.00						845,500.00	1,192,000.00
11/01/2035			316,875.00	316,875.00						316,875.00	316,875.00
04/01/2035					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2035	490,000	5.000%	316,875.00	816,875.00						853,875.00	1,193,750.00
11/01/2036			304,625.00	304,625.00						304,625.00	304,625.00
04/01/2036					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2036	515,000	5.000%	304,625.00	819,625.00						871,625.00	1,194,250.00
11/01/2037			291,750.00	291,750.00						291,750.00	291,750.00
04/01/2037					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2037	540,000	5.000%	291,750.00	831,750.00						883,750.00	1,193,500.00
11/01/2038			278,250.00	278,250.00						278,250.00	278,250.00
04/01/2038					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2038	570,000	5.000%	278,250.00	848,250.00						907,250.00	1,196,500.00
11/01/2039			264,300.00	264,300.00						264,300.00	264,300.00
04/01/2039					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2039	595,000	5.000%	264,300.00	859,000.00						911,000.00	1,193,000.00
11/01/2040			249,125.00	249,125.00						249,125.00	249,125.00
04/01/2040					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2040	625,000	5.000%	249,125.00	874,125.00						929,125.00	1,193,250.00
11/01/2041			233,500.00	233,500.00						233,500.00	233,500.00
04/01/2041					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2041	660,000	5.000%	233,500.00	893,500.00						945,500.00	1,197,000.00
11/01/2042			217,300.00	217,300.00						217,300.00	217,300.00
04/01/2042					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2042	690,000	5.000%	217,300.00	917,000.00						959,000.00	1,194,000.00
11/01/2043			199,750.00	199,750.00						199,750.00	199,750.00
04/01/2043					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2043	720,000	5.000%	199,750.00	924,750.00						976,750.00	1,194,000.00
11/01/2044			181,925.00	181,925.00						181,925.00	181,925.00
04/01/2044					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2044	760,000	5.000%	181,925.00	941,625.00						993,625.00	1,193,250.00
11/01/2045			162,625.00	162,625.00						162,625.00	162,625.00
04/01/2045					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2045	800,000	5.000%	162,625.00	962,625.00						1,014,625.00	1,195,250.00
11/01/2046			142,625.00	142,625.00						142,625.00	142,625.00
04/01/2046					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2046	840,000	5.000%	142,625.00	982,625.00						1,034,625.00	1,195,250.00
11/01/2047			121,925.00	121,925.00						121,925.00	121,925.00
04/01/2047					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2047	880,000	5.000%	121,925.00	1,021,625.00						1,053,625.00	1,193,250.00
11/01/2048			99,625.00	99,625.00						99,625.00	99,625.00
04/01/2048					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2048	925,000	5.000%	99,625.00	1,024,625.00						1,076,625.00	1,194,250.00
11/01/2049			76,500.00	76,500.00						76,500.00	76,500.00
04/01/2049					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2049	970,000	5.000%	76,500.00	1,048,500.00						1,098,500.00	1,193,000.00
11/01/2050			52,250.00	52,250.00						52,250.00	52,250.00
04/01/2050					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2050	1,020,000	5.000%	52,250.00	1,072,250.00						1,124,250.00	1,194,500.00
11/01/2051			29,750.00	29,750.00						29,750.00	29,750.00
04/01/2051					2,500	3,000	12,500		52,000	18,000.00	18,000.00
07/01/2051	1,070,000	5.000%	29,750.00	1,096,750.00					1,127,000	1,150,000.00	1,150,000.00
	19,495,000		16,629,568.75	33,594,568.75	75,000	92,000	375,000	1,521,000	1,127,000	34,536,568.75	34,578,568.75

6. Documentation obligating the school district and contractors to comply with the following items:
(see Attachment #1 on Page 4 for certification document)

See Attachment #1 of this Document. These items will be completed and provided upon completion of the Project.

**Attachment I
Review and Comment
Section #6 Documentation
(as amended by the 2014 Legislature)**

Documentation obligating the school district and contractors to comply with items (i) to (vii) in planning and executing the project:

- i. The school district will be in compliance with Minnesota Statute 471.345 governing municipal contracts issued for this project;
- ii. The school district and the architects will include elements of sustainable design for this project;
- iii. If the project installs or modifies facility mechanical systems, the school district, architect/engineers and contractors will be in compliance with school facility commissioning under Minnesota Statute 123B.72 certifying the plans and designs for the heating, ventilating, air conditioning, and air filtration for an extensively renovated or new facility meet or exceed current code standards, including the ASHRAE air filtration standard 52.1;
- iv. If the project creates or modifies interior spaces, the district, architects engineers and relevant contractors have considered the American National Standards Institute Acoustical Performance Criteria, Design Requirements and Guidelines for Schools on maximum background noise level and reverberation times;
- v. The project will be in compliance with Minnesota State Fire Code;
- vi. The project will be in compliance with Minnesota Statute chapter 326B governing building codes; and
- vii. The school district and the architects/ engineers have been in consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit, and safe access for pedestrians and cyclists. The school district and architect/engineers will maintain documentation showing compliance with these items upon and subsequent to project completion.

Executive Director Signature: _____ Date _____

Board Chair Signature: _____ Date _____

Architect/Engineer Signature: _____ Date _____

WOODBURY LEADERSHIP ACADEMY

ANNUAL REPORT

2019-2020

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SCHOOL INFORMATION

This 2019-2020 Annual Report provides the Minnesota Department of Education (MDE), our school's authorizer, Volunteers of America (VOA), stakeholders of Woodbury Leadership Academy (WLA) and the general public with information describing the progress of WLA and the students it serves.

- Official School Name: Woodbury Leadership Academy
- Official Minnesota School District Number: 4228-07
- School Address: 8089 Globe Drive, Woodbury, MN 55125
- School Phone Number: 651.571.2100
- School Website: www.wlamn.org
- Executive Director: Dr. Kathleen Mortensen
- Year Opened: 2014
- Grades Served: K-8
- School Hours: 9:20 AM – 3:50 PM
- School Days: 172 student contact days per year

Woodbury Leadership Academy 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.

Woodbury Leadership Academy 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.

Woodbury Leadership Academy's Authorizer:

- Official Authorizers Name: Volunteers of America
- Authorizer Address: 7625 Metro Blvd, Edina, MN
- Authorizer Contact: Stephanie Olsen, Senior Manager
 - E-mail: solsen@voamn.org
 - Phone: 612.270.1998

Woodbury Leadership Academy

2019-2020

Woodbury Leadership Academy is a tuition-free charter elementary and middle school located in Woodbury, Minnesota. During the 2019-2020 school year, we served 498 students. Our primary goal is to work in partnership with families from Woodbury and the surrounding communities who wish to fully participate in their child's education in a rigorous educational environment that fosters student success.

Woodbury Leadership Academy ensures high student achievement through rigorous academic standards and setting high expectation. The Core Knowledge curriculum utilized by WLA, covers and/or exceeds the Minnesota State Academic Standards for grades K-8. Additionally, Core Knowledge closely follows the Next Generation Science Standards (NGSS) and updates in alignment with Minnesota. The *Core Knowledge Sequence* is currently being used successfully in schools throughout the United States to empower students to excel, and with great success and proven results!

Woodbury Leadership Academy also implements a strong character education program to ensure students develop exceptional leadership skills and are well-rounded in all areas. For example, each grade participates in a different service-learning project that aligns to one of our five Core Virtues – respect, responsibility, gratitude, perseverance and humanity. Additionally, we utilize Responsive Classroom to manage behavior and create an inclusive school environment. Furthermore, our report cards include a leadership category to provide structure year-to-year.

Lastly, Woodbury Leadership Academy creates a strong adult learning environment by holding weekly grade level Professional Learning Committee (PLC) meetings, several professional development experiences, data dig days after national assessments (NWEA/MAP), common teacher prep time and informal and formal observations throughout the year. As a result, our dedicated teachers and staff deliver instruction with passion and innovation.

STUDENT ENROLLMENT AND DEMOGRAPHICS

Student Enrollment

Woodbury Leadership Academy served 498 students during the 2019-2020 school year. The following percentages are based on student population.

- Special Education: 10.6%
- LEP: 4.6%
- Free and Reduced Lunch: 11.8%

Demographics

- Asian: 30%
- Black: 28%
- White: 37%
- Hispanic: 4%
- American Indian: 1%

ADMISSIONS

Woodbury Leadership Academy follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

Woodbury Leadership Academy's Enrollment Admissions Policy # 538 was amended on July 24, 2019. The policy can be found on our school site. Additionally, we have developed and published a lottery process for accepting pupils by lot.

Furthermore, WLA follows Minnesota Statutes in its enrollment practices, which states that charter schools can limit the following for enrollment:

1. Pupils within an age group or grade level;
2. Pupils who are eligible to participate in the graduation incentives program; or
3. Residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

Conditions for Enrollment

- Students must be five (5) years old by September 1st of the year in which they start kindergarten.
- Student must be six (6) years old by September 1st of the year to start first grade.
- Students currently attending WLA do not need to reapply.
- Families do not need to be Minnesota residents at the time of the application but must establish a residence in MN at the time of enrollment or attendance.

STAFFING

Certified Teaching Staff

<u>Grade/Subject</u>	<u>Name</u>	<u>MN License #</u>
K	Purinton, Monica	427868
K	Barthel, Ashley	470375
K	Engelsjerd, Megan	471480
K	Sjoberg, Natalie	1001689
1	Nelson, Katie	491524
1	George, Claudia	486696
1	Nightingale, Donna	0456089
2	Cafferty, Claire	468950
2	Fuller, Miranda	1001566
2	Jackson, Kathleen	1002894
3	Koerner, Ashlee	499012
3	Grubisch, Katie	0491404
3	Iwasko, Alex	498823
4	Walsh, Megan	499519
4	Schrandt, Casidee	492200
4	Rolston, Steffani	0491691
5	Cappelen, Kelly	473005
5	Lautenbach, Colleen	0507454
5	Erickson, Jessica	425129
6	Davis, Andrew	1002047
6	Allesse, Ryan	370394
7	Robb, Justin	513835
8	Logan, James	506507
Special Education	Langer, Emma	0510701
Special Education	Wallisch, Taylor	0510460
Special Education	Quinby, Claudia	0365229
SpEd Director	Kelly, Mary	202957

Woodbury Leadership Academy
2019-2020

Assistant	Youngblood, Allison	491510
Music	Rice, Kristen	453061
Physical Education	Skordahl, Jolene	338977
Physical Education	Sharp, Andrew	515753
Art	Sampson, Sara	515073
Executive Director	Mortensen, Kathleen	323303
Dean of Students	Broderick, Ben	459820
Dean of Students	Griffith, Kylie	0485453

Non-Certified Staff

<u>Position</u>	<u>Name</u>
Office Staff	Baumann, Nancy
	Cahlander, Amy
	Owens, Jenny
Educational Assistants	Aliperto, Tyler
	Ballato, Pat
	Bedard, Nic
	Christoff, Katie
	Garibay, Lisa
	Graff, Jessica
	Keelin, Suzanne
	Lock, Steve
	Martinson, Ben
Custodian	Flores, Juan

GOVERNANCE AND MANAGEMENT

Woodbury Leadership Academy's Board of Directors decides and is responsible for policy matters related to the operation of the school, including budgeting, curriculum programming, finances, personnel and operating procedures. The board is designed to be comprised of up to three parents, three teachers and three community members. The board meets monthly and adopts policies and practices that, at a minimum: carry out the school's mission and goals, evaluate the execution of charter contract goals and commitments, evaluate student achievement, establish a teacher evaluation process in compliance with Minnesota Statutes and provide professional development related to the individual's job responsibilities.

2019-2020 Board Members

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Start Term</u>
Board Chair, Parent	Folks, Mandi	mfolks@wlamn.org	1/2017
Treasurer, Teacher	Skordahl, Jolene	jskordahl@wlamn.org	8/2017
Secretary, Teacher	Erickson, Jessica	jerickson@wlamn.org	1/2017
Teacher	Sjoberg, Natalie	nsjoberg@wlamn.org	1/2020
Parent	Livingston, Jason	jlivingston@wlamn.org	10/2017
Community Member	Kelly, Shannon	skelly@wlamn.org	4/2018
Ex-Officio, Director	Mortensen, Kathy	kmortensen@wlamn.org	

Board Training: The board was in compliance with requirements, and all members had completed the required trainings related to board member roles and responsibilities, employment policies and practices, and financial management. All members participated in trainings regarding Open Meeting Law requirements as well. The trainings were conducted by the Minnesota Association of Charter Schools, VOA and Booth Law Group. Whenever new board members are first seated, Woodbury Leadership Academy immediately works to provide training as soon as possible, and often times this training can be completed within 60-90 days of being seated. A Board Binder is provided to all members.

Management: The executive director oversees day-to-day operation of WLA, including board policies, executing the strategic goals, supervising and evaluating licensed teachers and administrative staff, managing business and fiscal operations, acting as an instructional leader and ensuring students achieve expected educational program outcomes.

ACADEMIC PERFORMANCE

Woodbury Leadership Academy's academic philosophy is based upon The *Core Knowledge Sequence* developed by The Core Knowledge Foundation. The Core Knowledge Foundation (2020) defines the *Core Knowledge Sequence* as "a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school's curriculum, it provides a coherent, content specific foundation of learning, while allowing flexibility to meet local needs" (p. vi).

The *Core Knowledge Sequence* is the result of research into the content and structure of the highest performing elementary education systems around the world, as well as extensive consensus building among diverse groups and interests, including parents, teachers, scientists, professional curriculum organizations, and experts from The Core Knowledge Advisory Board on Multicultural Traditions. The *Core Knowledge Sequence* is recognized as an effective whole school model, being one of the 33 whole-school models recognized by the U.S. Education Department as high quality and determined to be effective through research.

The *Core Knowledge Sequence* is supported by specific curricular resources.

WLA's Curricular Resources

- Reading: Core Knowledge Language Arts (CKLA) from Amplify and Reading A-Z
- Language Usage: CKLA and Collections
- Writing: CKLA and Write Source
- Mathematics: Saxon and Holt McDougal
- Science: Core Knowledge Science (CKSci) from Amplify, Interactive Science and iScience
- Social Studies: Core Knowledge History & Geography (CKHG) from Core Knowledge Foundation, *Northern Lights* and *Discovering Our Past* by McGraw Hill
- Art, Music & P.E.: Core Knowledge Foundation

Woodbury Leadership Academy 2019-2020

Woodbury Leadership Academy is a data-driven institution committed to rigorous and ambitious state and national test standards. As a data-driven organization, our school's approach to assessment is fully aligned with the goals and objectives of these state and national assessments and Minnesota Academic Standards.

Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP)

Students attending Woodbury Leadership Academy in grades 1-8 take the MAP assessment. The test is typically taken twice per year – once in the fall and once in the spring. Due to COVID-19, students only took the fall assessment. To clarify, students did not take the spring assessment during the 2019-2020 school year.

- Reading: Grades 1-8
- Language Usage: Grades 2-8
- Math: Grades 1-8

Data: MAP Fall 2019

Grade	Student (Total Valid)	Test	Score	Test	Score
1	66	Math	75%	Reading	79%
2	60	Math	68%	Reading	66%
3	65	Math	71%	Reading	80%
4	67	Math	66%	Reading	76%
5	66	Math	73%	Reading	77%
6	34	Math	76%	Reading	76%
7	19	Math	42%	Reading	35%
8	15	Math	73%	Reading	23%

Minnesota Comprehensive Assessment (MCA)

Students attending Woodbury Leadership Academy in grades 3-8 take the MCA assessment.

- Reading: Grades 3-8
- Math: Grades 3-8
- Science: Grades 5 and 8

Data: Due to COVID-19, students did not take the MCA in Spring 2020.

WLA also offers the Minnesota Test of Academic Skills (MTAS) and ACCESS.

Woodbury Leadership Academy

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Minnesota Academic Standards

Students attending WLA are assessed in each of the core academic skill areas using a range of valid and reliable methods, including, but not limited to, formative and summative assessments, criterion reference tests and assessments, homework, teacher observations, student project presentations, oral reports and standardized tests.

Assessment data is used throughout the educational process to inform and assist students, parents, teachers and administrators. Assessment data is used immediately in the classroom through differentiated instruction to ensure that each student is being taught at their level. Scores are used, along with additional comparative data, to place students at appropriate levels in math and language arts.

Academic Performance Student Achievement Successes/Challenges

WLA continues to keep a low teacher-to-student ratio to help assist in creating a strong differentiated instruction environment. Through the PLC process, teachers use data from formative and summative assessments, classwork, homework and observations to drive instruction.

Successes: Parents continually comment and applaud our instructional strategies, curriculum programming, curriculum resources and dedicated staff. Our curriculum and instruction engage students in higher levels of thinking, conceptual understanding and meet the needs of all students. Furthermore, our dedicated staff include motivated and caring classroom teachers, special education teachers, paraprofessionals and response-to-intervention coach.

Challenges: Some of the challenges related to student achievement has been fully implementing the intended curriculum with fidelity and implementing Responsive Classroom with fidelity. These challenges could be contributed to the great increase in student enrollment, increase in new teachers and being in our second year of offering middle school.

Increased Learning Opportunities

As indicated above, the *Core Knowledge Sequence* is the cornerstone of WLA. This comprehensive *Sequence* includes literature, history and geography, science, math, art, physical education and music.

Students received weekly instruction from certified specialists in art, physical education and art. Instruction continued as an option during COVID-19 to remain flexible. Furthermore, Core Knowledge Art Prints with descriptions are posted around the building for exposure. This effort of posting art prints was on behalf of our Parent Team Organization (PTO).

Woodbury Leadership Academy has met the goal of providing an integrated hands-on approach through science projects, science fair with 3M scientists as judges, core virtues programming and service-learning projects. Unfortunately, due to COVID-19, we were unable

Woodbury Leadership Academy

2019-2020

to host our annual science fair. In addition, we offer a student council experience through an election process. During the 2019-2020 school year, student council implemented a recycling program in the lunchroom.

The school addresses the leadership component through the use of a modified approach to Responsive Classroom in conjunction with a core virtues curriculum. Teacher standards and teaching objectives include specific learning goals related to leadership development. The leadership data is that the school has monthly school assemblies that allow parents and family members to attend.

Enrichment opportunities are available to students such as soccer club, karate club, golf club, art clubs, science club, Lego club and band. These opportunities are based on student demand.

Academic Performance WLA's Academic Performance Encourage Varied and Innovate Teaching Methods Successes/Challenges

Woodbury Leadership Academy's strategic goals related to academic performance include:

1. Become a distinguished Core Knowledge school
2. Develop a leadership program

WLA has worked towards meeting these goals that encourage varied and innovative teaching methods.

Goal 1: We purchased newly released Core Knowledge curriculum resources from the Core Knowledge Foundation. Additionally, teachers and administration received official training from Core Knowledge and began creating CKHG Domain-Based Unit Overviews, which have been posted on our school site. Furthermore, our Curriculum Committee worked closely with Core Knowledge and MDE to identify a new math curriculum – Ready Classroom Mathematics. Ready Classroom Mathematics includes physical and digital components to reach the needs of all students. Challenges of resources and finances were identified. For example, CKHG is expensive, so some teachers had to share teacher guides to create the Domain-Based Unit Overviews. This challenge was expected, as curriculum will be purchased in a cycle.

Goal 2: WLA identified five core virtues to focus on throughout the school year. Posters and awards were created and posted around the school and on the school site. We have also partnered with PTO and aligned school fundraising, such as Give to the Max, to purchase books that align to our five core virtues. Challenges of time were identified. For example, we need time to identify what each core virtue looks like at each grade level. Although it's on our report card, descriptions are broad and need to be more objective.

Woodbury Leadership Academy 2019-2020

Measure Outcome/Provide Accountability Successes/Challenges

WLA's Accountability Goal 1 (MCA Reading Goal)

- A. State the Full Goal: Three Year Goal: The students enrolled in grades 3-7 will show 75 percent baseline proficiency in MCA reading scores for the first year, with a 3 percent increase in proficiency in the following 2 years for the same grades.
- B. Due to COVID-19, we were unable to collect data for this accountability goal. However, we were able to collect data in reading comprehension and fluency using formative and summative assessments, classwork, homework and Reading A-Z reading levels. Data showed that students made progress. However, the progression slowed once we entered distance learning. A challenge in this area included the validity of the test scores due to the potential of non WLA staff helping students. To overcome this, we attempted to administer assessments through Zoom or Google Hangouts.
- C. Describe the evaluation activities, measurement tools and relevant data used to measure results and gauge success: At WLA we used formative and summative assessments, along with a PLC process where we looked at data to inform instruction. We also worked at improving teacher's abilities to individualize instruction. PLCs continued during distance learning.

WLA's Accountability Goal 2 (MCA Math Goal)

- A. State the Full Goal: Three Year Goal: The students enrolled in grades 3-7 will show 77 percent baseline proficiency in MCA math scores for the first year, with a 3 percent increase in proficiency in the following 2 years for the same grades.
- B. Due to COVID-19, we were unable to collect data for this accountability goal. However, we were able to collect data in mathematics using formative and summative assessments, classwork and homework. Data showed that students made progress. However, the progression slowed once we entered distance learning. A challenge in this area included the validity of the test scores due to the potential of non WLA staff helping students. To overcome this, we attempted to administer assessments through Zoom or Google Hangouts.
- C. Describe the evaluation activities, measurement tools and relevant data used to measure results and gauge success: At WLA we used formative and summative assessments, along with a PLC process where we looked at data to inform instruction. We also worked at improving teacher's abilities to individualize instruction. PLCs continued during distance learning.

WLA's Accountability Goal 3 (NWEA Assessment Goal for Reading)

- A. State the Full Goal: Three Year Goal: WLA students in grades 3-7 will show an average that exceeds the national norm in reading based on the NWEA MAP testing.

Woodbury Leadership Academy
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B. Progress toward achievement of this ongoing goal if from fall-to-fall. See below.

<u>Grade</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
1			79%	78%
2	81%	55%	66%	83%
3	78%	61%	80%	74%
4	80%	86%	76%	77%
5	81%	69%	77%	81%
6	75%	75%	76%	63%
7	NA	50%	35%	73%
8	NA	NA	23%	45%

WLA's Accountability Goal 4 (NWEA/MAP Assessment Goal for Math)

A. State the Full Goal: Three Year Goal: WLA students in grades 3-7 will show an average that exceeds the national norm in math based on the NWEA MAP testing.

B. Progress toward achievement of this ongoing goal if from fall-to-fall. See below.

<u>Grade</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
1			75%	76%
2	81%	70%	68%	86%
3	73%	58%	71%	67%
4	88%	78%	66%	71%
5	81%	69%	73%	66%
6	66%	66%	76%	64%
7	NA	50%	42%	70%
8	NA	NA	73%	60%

OPERATIONAL PERFORMANCE

All state and federal taxes, pensions, and insurances were paid as required. The financial audit was completed on time and submitted to the state by the required deadline. The 2019-2020 audit was filed on time and was presented to the school board.

- Facility and Grounds: WLA leased space from the MSB Holdings – Woodbury, LLC. WLA met or exceeded all necessary building and content insurance as per state statute. The building and grounds maintenance were managed by MSB Holdings – Woodbury, LLC.
- Due Process and Privacy Rights: The WLA Family Handbook outlines the disciplinary procedures for students. The handbook is reviewed yearly.
- Employment: The procedures for hiring included defining staffing needs, reviewing or developing job descriptions if a new position, posting the openings and interviewing. References were checked and the candidate met with the director to learn more about the employment terms and benefits. New employees met with the office manager upon hiring to complete all employment forms and review employment policies and procedures. All new employees undergo background checks upon hiring. All school board members and volunteers also undergo background checks upon beginning service at WLA.
- Food Service: For the 2019-2020 school year, WLA did not use any contracted food service programs.
- Transportation: Students that reside in the ISD 622 school district receive transportation via bus at no cost. All other families are required to provide their student's transportation to school.
- Operational Performance WLA's Authorizer, VOA, is committed to fulfilling its role as a charter school authorizer by holding WLA accountable for a range of results. The accountability system is based on clear reporting by WLA and oversight by the authorizer. Through a combination of site visits, board meeting packets, annual reports, and Annual School Evaluations, VOA upholds its legal obligation to make sure WLA is reaching (or making adequate progress toward) the goals and benchmarks outlined in its charter contract and Minnesota Statutes. This collective body of evidence will also form the basis for contract renewal decisions. VOA uses a standard charter contract with unique school-specific terms that capture different approaches to achieving student success. The individuality of each school will be preserved in the Accountability Plan and self-reporting on the results of its respective outcomes. Reporting on school outcomes will take place annually, with contents listed in the Annual Reporting Format

Woodbury Leadership Academy

2019-2020

section. VOA uses the Annual School Evaluation Rubric to assess schools. In a consistent manner, while still factoring in the schools' respective mission-specific goals through the Accountability Plan. VOA will report its findings to the school's leader and board and encourage constructive dialogue on continuous improvement efforts. One of the most important ways VOA gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school in action firsthand, hear directly from all key stakeholders and corroborate school-reported information and data. VOA conducts three different types of site visits: formal, end of term, and monitoring. The formal and end of term site visits will follow a more structured protocol and will produce written and oral feedback to the school staff and board. VOA will also make informal monitoring visits to schools for follow-up oversight, special events, and check-ins.

INNOVATIVE PRACTICES

Parental and community involvement are crucial to the success of Woodbury Leadership Academy. WLA recognizes that it is only as strong as its supporters and has made parental and community involvement a key piece of the school's mission. Each Thursday, teachers create Thursday Newsletters that provide parents a detailed update of what knowledge their child(ren) gained that week. WLA has a PTO whom solicit parent involvement and match parents with teacher and student needs. PTO also works closely with WLA to meet goals, such as the academic strategic goal discussed earlier.

Teachers are encouraged to celebrate the end of domains, or units, with a fun activity that wraps up what students learned. For example, grade three has an Ancient Rome domain. At the end of the domain, the entire grade gathers for an Ancient Roman party where students dress up (i.e. togas), enjoy a Roman snack purchased by their parents (i.e. olives), play games (i.e. Roman Numeral bingo) and complete an art craft (i.e. mosaic).

Teachers work with the surrounding communities to address one of WLA's core goals of leadership. Students participated in several service-learning projects, such as a gift drive during the holiday for the Children's Hospital, Feed My Starving Children, the Leukemia Foundation, and other causes. In addition to our leadership program, WLA operates using a core virtues curriculum that focused on the development of democratic, strong, ethical and caring global leaders. Assemblies are held where students celebrate accomplishments and learn a core virtue of the month. Staff extend this learning into the classroom and make connections between home and school for additional emphasis, understanding and involvement.

FINANCES

The year-end financial report is attached herein. Questions regarding Fiscal Year 2019-2020 school finances, please contact BerganKDV: Brenda Kes, Outsourced CFO, School Services, 651.280.5582, brenda.kes@bergankdv.com.

WOODBURY LEADERSHIP ACADEMY

WORLD'S BEST WORKFORCE: REPORT SUMMARY

2019-2020

Woodbury Leadership Academy

2019-2020

District or Charter Name: Woodbury Leadership Academy

Grades Served: K-8

Contact Person Name and Position: Kathleen Mortenson, Executive Director

I. Stakeholder Engagement

Ia. Annual Report

Located at www.wlamn.org

Ib. Annual Public Meeting

October 7, 2020 at 5:30 PM

Ic. District Advisory Committee

District Advisory Committee Member	Role in District
Mandi Folks	Parent
Jason Livingston	Parent
Shannon Kelly	Community
Jessica Erickson	Teacher
Natalie Sjoberg	Teacher
Jolene Skordahl	Teacher
Kathleen Mortensen	Executive Director
Paula Krippner	Special Education Director
Nancy Baumann	Support Staff
Not applicable (grades K-8)	Students

2. Goals and Results

2a. All Students Ready for School

Goal	Result	Goal Status
We are not a pre-K setting; thus, we do not offer programming to ensure that students are prepared to begin kindergarten.	Per our Enrollment Policy, students applying for kindergarten must be age 5 by September 1 of the year they wish to be enrolled.	Goal not applicable.

2b. All Students in Third Grade Achieving Grade-Level Literacy

Goal	Result	Goal Status																		
Using Reading A-Z and Core Knowledge Language Arts (CKLA) Amplify curriculum, 85% of all 3 rd students will be at grade level by the end of 3 rd grade, as measured by NWEA MAP scores. (The percent is based on the total number of students who met or exceeded the average RIT in our district.)	<p>Due to COVID-19, we had to use our Fall 2019 NWEA MAP Scores. However, 80% of third-grade students met or exceeded grade level literacy skills in reading on the fall 2019 NWEA MAP assessments.</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>79%</td> </tr> <tr> <td>2</td> <td>66%</td> </tr> <tr> <td>3</td> <td>80%</td> </tr> <tr> <td>4</td> <td>76%</td> </tr> <tr> <td>5</td> <td>77%</td> </tr> <tr> <td>6</td> <td>76%</td> </tr> <tr> <td>7</td> <td>35%</td> </tr> <tr> <td>8</td> <td>23%</td> </tr> </tbody> </table> <p>In June 2020, 68% of third grade students met or exceeded grade level fluency and reading comprehension skills in Reading A-Z and CKLA Amplify.</p>	Grade	Score	1	79%	2	66%	3	80%	4	76%	5	77%	6	76%	7	35%	8	23%	Goal Not Met.
Grade	Score																			
1	79%																			
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3	80%																			
4	76%																			
5	77%																			
6	76%																			
7	35%																			
8	23%																			

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2c. Close Achievement Gap(s) Among All Groups

Goal(s)	Result	Goal Status																																																						
<p>In order to close the achievement gap, WLA students in grades 2-8 will demonstrate above average, according to NWEA MAP scores, in both reading and math. (The percent is based on the average number of WLA students who met or exceeded the average national norm.)</p>	<p>Due to COVID-19, we had to use our Fall 2019 NWEA MAP Scores. 86% of grades 2-8 met or exceeded the NWEA MAP national norm in reading and math.</p> <p style="text-align: center;">Reading, Fall 2019</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-decoration: underline;">Grade</th> <th style="text-decoration: underline;">National Norm</th> <th style="text-decoration: underline;">WLA</th> </tr> </thead> <tbody> <tr><td>1</td><td>156</td><td>166</td></tr> <tr><td>2</td><td>172</td><td>181</td></tr> <tr><td>3</td><td>187</td><td>194</td></tr> <tr><td>4</td><td>197</td><td>205</td></tr> <tr><td>5</td><td>205</td><td>214</td></tr> <tr><td>6</td><td>210</td><td>216</td></tr> <tr><td>7</td><td>214</td><td>209</td></tr> <tr><td>8</td><td>218</td><td>227</td></tr> </tbody> </table> <p style="text-align: center;">Math, Fall 2019</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-decoration: underline;">Grade</th> <th style="text-decoration: underline;">National Norm</th> <th style="text-decoration: underline;">WLA</th> </tr> </thead> <tbody> <tr><td>1</td><td>160</td><td>169</td></tr> <tr><td>2</td><td>175</td><td>182</td></tr> <tr><td>3</td><td>188</td><td>192</td></tr> <tr><td>4</td><td>199</td><td>205</td></tr> <tr><td>5</td><td>209</td><td>217</td></tr> <tr><td>6</td><td>214</td><td>221</td></tr> <tr><td>7</td><td>220</td><td>215</td></tr> <tr><td>8</td><td>224</td><td>234</td></tr> </tbody> </table>	Grade	National Norm	WLA	1	156	166	2	172	181	3	187	194	4	197	205	5	205	214	6	210	216	7	214	209	8	218	227	Grade	National Norm	WLA	1	160	169	2	175	182	3	188	192	4	199	205	5	209	217	6	214	221	7	220	215	8	224	234	<p>Goal met in math and reading for grades 1, 2, 3, 4, 5, 6 and 8. Goal not met in math and reading for grade 7.</p>
Grade	National Norm	WLA																																																						
1	156	166																																																						
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<p>In order to close the achievement gap, students in grades 3-8 will score an</p>	<p>Due to COVID-19, WLA students did not take MCA. However, we collected spring 2020 data in reading through</p>	<p>Goal was not met in reading and oral comprehension.</p>																																																						

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<p>average of 75% (or above) as measured by year end MCA scores, in the areas of math and reading.</p>	<p>CKLA Amplify and Reading A-Z. Additionally, we collected spring 2020 data in math through summative grade level math standards.</p> <p style="text-align: center;">Reading Comprehension, Spring 2020</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-decoration: underline;">Grade</th> <th style="text-decoration: underline;">Reading</th> <th style="text-decoration: underline;">Oral</th> </tr> </thead> <tbody> <tr><td>3</td><td>66%</td><td>80%</td></tr> <tr><td>4</td><td>77%</td><td>86%</td></tr> <tr><td>5</td><td>51%</td><td>51%</td></tr> <tr><td>6</td><td>88%</td><td>74%</td></tr> <tr><td>7</td><td>63%</td><td>74%</td></tr> <tr><td>8</td><td>NA</td><td>NA</td></tr> </tbody> </table> <p style="text-align: center;">Math, Spring 2020</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-decoration: underline;">Grade</th> <th style="text-decoration: underline;">Math</th> </tr> </thead> <tbody> <tr><td>3</td><td>70%</td></tr> <tr><td>4</td><td>65%</td></tr> <tr><td>5</td><td>56%</td></tr> <tr><td>6</td><td>62%</td></tr> <tr><td>7</td><td>53%</td></tr> <tr><td>8</td><td>NA</td></tr> </tbody> </table>	Grade	Reading	Oral	3	66%	80%	4	77%	86%	5	51%	51%	6	88%	74%	7	63%	74%	8	NA	NA	Grade	Math	3	70%	4	65%	5	56%	6	62%	7	53%	8	NA	<p>71% of students in grades 2-7 met or exceeded the goal in reading and oral comprehension.</p> <p>Goal was not met in math. 62% of students in grades 2-7 met or exceeded the goal in math.</p>
Grade	Reading	Oral																																			
3	66%	80%																																			
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8	NA																																				

2d. All Students Career- and College-Ready by Graduation

Goal	Result	Goal Status
<i>Not applicable to a K-8 setting.</i>		

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2e. All Students Graduate

Goal	Result	Goal Status
<i>Not applicable to a K-8 setting.</i>		

3. Identified Needs Based on Data

Data that was reviewed to determine district needs when setting goals included data the previous year's NWEA MAP and MCA results. The areas of reading and math were the primary focus. Additional data included reviewing Reading A-Z, CKLA by Amplify, Saxon math, and other math curriculums. The curriculum committee focused on identifying a strong conceptual understanding math program. After a lengthy review process, Ready Classroom Mathematics was chosen to be implemented in the 2020-2021 school year.

4. Systems, Strategies and Support Category

4a. Students

WLA is a data-driven institution committed to rigorous and ambitious state and national test standards. As a data driven organization, WLA has an accountability plan that includes goals based on the MCA's as well as NWEA MAPs. Students attending WLA are assessed in each of the core academic skill areas using a range of methods. Assessment data is used throughout the educational process to inform and assist students, parents, teachers and administrators.

Assessment data is used immediately in the classroom through differentiated instruction to ensure that each student is being taught at their level. Scores are used, along with additional comparative data, to place students at appropriate groups in math and language arts.

4b. Teachers and Principals

Systems used to review and evaluate the effectiveness of instruction and curriculum are:

- Weekly Professional Learning Communities (PLC)
- Monthly review of data-driven instruction procedures
- Curriculum Committee meets throughout the school year to review and develop content. During the 2019-2020 school year, they reviewed our math programming.

Teacher and principal evaluations are completed according to statute.

- Teachers are observed between 1-3 times per school year
- The principal is reviewed once

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4c. District

District practices around high-quality instruction and rigorous curriculum include:

- **Technology:** WLA integrates technology in the classroom. Each classroom is equipped with an interactive SMARTBoard and these are used daily by the teachers and are fully integrated as a part of the Core Knowledge Curriculum. Students use iPads and laptops as a part of the curriculum and for testing. Media skills are listed on the report card. The technology helps to allow individualization of the curriculum.
- **Data:** The school owns a SMARTBoard for each classroom, five classroom sets of Chromebooks, two computer labs and two iPad carts.
- **Collaborative Professional Culture:** WLA has continued to keep a low teacher-to-student ratio, and instruction is differentiated in the classroom. Through the PLC process teachers use data and formative/summative assessments to determine areas of student strength, weakness, and growth.
- **Data:** Parents continually comment and applaud not only the teaching strategies that are used, but also the curriculum that was selected – the Core Knowledge Curriculum and Saxon Math Curriculum meet the needs of students at all levels, but specifically engage students in higher levels of thinking.

5. Equitable Access to Excellent Teachers

What is the District process to examine the distribution of experienced, effective and in-field teachers across the district? Include how the district reviews data to examine the equitable distribution of teachers. What strategies used to improve students' equitable access to experienced, effective and in-field teachers.

All teachers hired for the 2019-2020 school year presented applicable licenses for the areas in which they would be teaching. Positions were advertised on the school website and on Edpost. Interviews were conducted, with references checked. Prior to hiring an individual, a background check was conducted, and their license verified. Upon starting employment, they were mentored by a team teacher, and supported throughout the year during PLCs.