



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

**Date:** Wednesday, January 27, 2021

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

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

## AGENDA

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

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

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

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

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

- 3.1 Approval of meeting agenda  
Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_
- 3.2 Approval of meeting minutes for December 16, 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 January Finance Committee Minutes and December Financials

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

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept January Governance Committee Minutes and Second reading on policies: 401, 402, and 412.

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

6.5.2 VOA Governance Report

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept January Facility Committee Minutes

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

6.6.2 VOA Finance Report

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

7.1 Incident Command Team Update

7.2 WLA Mascot

7.3 Harassment and Civil Rights Training

**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: February 24, 2021

Time: 5:30 P.M.

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

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

Adjournment

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

Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
December 16, 2020



**Directors Onsite:** Mandi Folks

**Directors Attending Virtually:** Jessica Erickson, Shannon Kelly, Natalie Sjoberg, Jolene Skordahl, Jason Livingston (joined at 6:35 PM)

**Directors Absent:** None

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

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

**1. Meeting Call to Order and Roll Call**

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:33 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms Erickson read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms Kelly moved "to approve the meeting agenda for December 16, 2020." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

**3.2 Approval of meeting minutes for November 18, 2020**

Ms Erickson moved "to approve the meeting minutes for November 18, 2020." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

**4. Conflict of Interest Declaration**

Ms Folks asked if there were any conflicts of interest for items on the agenda. None were noted.

**5. Public Comment**

**5.1 Delegation of Public Comment Items**

There was no public comment.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms Folks encouraged Board members to view the virtual Enrollment Showcase on the WLA website. She also reminded members of the VOA Board leadership group that meets monthly to share ideas, struggles and successes. Members are invited to participate.

## **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.
- Enrollment for next year opened December 1<sup>st</sup> and application activity is slightly lower than last year, likely impacted by Covid.
- The Incident Command Team is working on a new risk dashboard to monitor the safety of returning students onsite. Governor Walz announced today that he expects all schools to bring K-5 students back onsite starting January 18<sup>th</sup>. His plan removes some limitations, but adds specific mitigation strategies which WLA will follow. WLA will continue to offer online learning through the end of the school year.
- Give to the Max donations exceeded the annual goal and are being used to purchase math manipulatives, and Core Virtue and Leadership curriculum. She expressed her thanks to donors.
- Ms Mortensen requested Board permission to provide staff up to 10 additional PTO days to be used for Covid related purposes. There was discussion.

Ms Folks moved "to grant Dr Mortensen the authority to give extra paid Covid PTO days to staff." Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

- Sam Elmquist has been hired as a full time in-house sub teacher.
- The WLA PTO held a virtual Kahoot trivia game night last night with 50+ families participating.
- Ms Mortensen reviewed highlights of the 2019-20 Annual Report and World's Best Workforce Report Summary.

## **6.3 Financial Director Report**

Ms Kes directed Board members to the November financial statements in the Board packet, noting that the proposed budget revision is incorporated in the financials. She reviewed the Key Indicators for the month, stating WLA's financial position remains strong. She then reviewed the statement of revenues and expenditures, explaining the reasoning behind proposed revisions to budgeted revenue and expense amounts. She pointed out additional revenues and expenses added for Covid funds received.

Mr Livingston arrived at 6:35 PM.

## **6.4 Finance Committee Report**

Ms Skordahl stated that the Finance Committee reviewed the November financials and proposed budget changes. They reviewed the employment contract to be ratified tonight. The committee also reviewed various scenarios for the bonding project, and CAM costs and savings.

### **6.4.1 Accept December Finance Committee Minutes and November Financials**

Ms Skordahl moved "to accept the December Finance Committee meeting minutes and the November Financials." Ms Folks 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.

### **6.4.2 Approve Amended 2020-21 Budget**

Ms Skordahl moved "to approve the amended 2020-21 budget with General Fund revenues of \$6,076,299 and General Fund expenditures of \$5,731,099 and Fund 4 Community Service revenues of \$0 and Fund 4 expenditures of \$20,000." Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

## **6.5 Facilities Committee Report**

Mr Livingston reported the Facilities Committee meet in November and continued work on the building purchase and gym expansion project. The Purchase Agreement is signed and earnest money has been submitted. The Design Team is working with the architect to develop renderings of the building project. The next step is to finalize and submit the MDE Review and Comment to MDE. The Project Team will be working with the Finance Committee on the bonding process. The goal is to close on the property in March.

### **6.6.1 Accept December Facilities Committee Minutes**

Ms Folks moved “to accept the Facilities Committee minutes for December 8th.” 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.

Mr Livingston shared exterior renderings of the gym expansion project, showing the building design, parking and traffic flow and the additional property to be purchased. Ms Skordahl walked Board members through architectural drawings of the interior building layout of both 1<sup>st</sup> and 2<sup>nd</sup> floors.

### **6.6.2 Approve Submission of Information about our Gym Building to the Commissioner of MDE for Review**

Ms Folks explained that a big hurdle for any school capital improvement project is to obtain a “blessing” from MDE. The MDE Review and Comment is a document that provides information about and supporting the rationale for the building project. MDE will review and provide feedback on the project. Ms Folks reviewed highlights of the document.

Mr Livingston moved “to approve the submission of information about our gym building (including plans, financing and the benefits of the project) to the Commissioner of MDE for review.” 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. Board Training, Discussion and Business**

### **7.1 Annual Report and WBWF**

Item was covered under 6.2 Executive Director Report

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

Item was covered under 6.2 Executive Director Report.

Ms Folks added that the ICT is continuing to meet each Friday to keep a pulse on Covid rates and shared that it appears rates are decreasing. The ICT sends a weekly update to stakeholders.

### **7.3 WLA Mascot**

Ms Mortensen shared that the school hasn’t adopted a mascot. The torch has been part of the WLA logo, but isn’t named and not identified as a mascot. The name WLA and the chosen mascot will be put in the middle of the basketball court floor in the new gym. Input is being gathered from Middle School students. At this time, it is not sure what the Board’s involvement will be in selecting a mascot.

### **7.4 Ratify Employment Agreement**

Ms Folks moved to “to ratify Samuel Elmquist’s employment agreement.” 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.

### **7.5 COVID PTO**

Item was covered under 6.2 Executive Director Report.

### **7.6 Harassment and Civil Rights Training**

Item tabled, to be covered at a future meeting.

### **7.7 R&C Submission to MDE**

Item was covered under 6.6.2 Approve Submission of Information about our Gym Building to the Commissioner of MDE for Review

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

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

Ms Mortensen noted that the Board had not accepted the annual report under item 7.1 that was previously discussed. Ms Folks moved “to accept the Annual Report & World’s Best Work Force.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

## **9. 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 January 27, 2020 at 5:30 PM. Virtual participation will be available through Zoom.

## **10. Adjournment**

Mr Livingston moved “to adjourn.” 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. The meeting adjourned at 7:27 PM.

# WOODBURY LEADERSHIP ACADEMY DIRECTOR REPORT, JANUARY 27, 2021

*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 1/19/2021, we have 570 students enrolled.
- Enrollment has picked up and we now have 151 students who have applied, compared to 154 students one year ago at this time. The middle school team has been working on marketing efforts including virtual tours, on-site tours by appointment (and preferably on Fridays) and “Meet the WLA Staff”. The 6<sup>th</sup> grade teachers also held a shadow day for students in 5<sup>th</sup> grade, where they could spend time with the middle school teachers and get a taste of the subject areas for next year. The lottery will be held on February 1<sup>st</sup>.
- The Governance Committee met on January 13<sup>th</sup>.
- There were various finance meetings this month, on the 7<sup>th</sup>, 14<sup>th</sup>, two on the 19<sup>th</sup>, and one on the 21<sup>st</sup>. These extra meetings are largely for the bonding initiative.
- The Facilities Committee met on the 5<sup>th</sup> and the 12<sup>th</sup>.
- The Facilities Design Committee met on the 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>.
- Weekly finance calls with a variety of stakeholders are held weekly on Thursdays.
- The Incident Command Team (ICT) continues to meet weekly and closely monitor COVID rates in Washington County. At this time, all WLA on-site students are back on site, unless their family has chosen on-line instruction.
- The draft for the 2021-2022 WLA calendar is being polished, and will follow the area school district calendars as much as possible.

## **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*

- In Professional Learning Communities (PLCs) grades K-2 will return to their focus on data and student academic progress, and away from COVID and operational details.
- WLA will begin in-depth training with our para professional team, using Friday afternoons to walk through a variety of topics and resources.

## **III. Financial Management**

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

- We are expecting another round of COVID Relief Funds (CRF) and the Finance Committee will discuss the amounts of these funds and plans for expenditures, and then bring recommendations to the board.

#### **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.*

- The Governor did extend his Executive Order in regard to “COVID PTO” days until the end of March so WLA does not need to implement our own system.
- I have organized three focus groups with various WLA staff members to generate ideas regarding the staffing compliment for next year. We have held two of the three meetings and much constructive and creative information is coming forth!

*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 Amy Cahlander sends out an update to all other WLA stakeholder groups.
- Amy Cahlander has been reviewing safety precautions with all WLA staff members.
- WLA began our on-site saliva testing for all staff members and things went smoothly. Approximately half of our staff took the test.
- Several WLA staff members received vaccinations this week and I was directed by MDH to place nine more staff members on the “short” waiting list to receive vaccines next.

#### **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*

- There was a WLA virtual dance on Friday, January 22<sup>nd</sup>. It was very fun! Huge thanks to the PTO for organizing that event.
- As we move forward with planning for the gym addition Jolene, Andy, Kathy, Diane, Shawn and Doug continue to meet 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, January 14, 2021

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

**Location:** Virtual Meeting

### Meeting Minutes

#### Meeting Call to Order and Roll Call

Meeting Call to Order

Roll Call - Mandi Folks, Dr. Mortenson, Brenda Kes, Tyler Dehne, Jolene Skordahl not present Judith Darling

#### WLA Mission & Vision – Mandi Folks

**Mission:** The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

**Vision:** The vision of WLA is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

#### Development, Discussion, and Recommendations

1. Review financial statements for December, 2020. Tyler Dehne, all within normal range.
2. Follow up discussion on the security deposit. Review lease agreement. Payment will come back to the school when close on the building purchase. Has been confirmed with [Craig Kepler](#).
3. Follow up discussion of line of credit, approval at a higher limit. Brenda will begin the process. In the process with the bank.
4. Review CAM costs and savings. Are there funds available for an alternative filtration system? Tabled. Kathy to check with Brian to review the need.
5. Discuss additional funds for new build added into the school budget. Keep in mind through future budget planning.
6. Review VOA Finance Report. Mandi Folks reviewed.

#### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: February 11, 2021

Time: 4:30

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

**Adjournment @ 5:24**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Statements

December 31, 2020

**Woodbury Leadership Academy  
Woodbury, MN  
December 31, 2020 Financial Statements**

**Table of Contents**

Executive Summary	3
Dashboard	5
Balance Sheet	7
Statement of Revenues and Expenditures	8
Cash Flow Projection	11
Enrollment	12

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**December 31, 2020 Financial Statements**

**Executive Summary**

**Summary of Key Indicators**

- The School is currently budgeting 568 Average Daily Membership (ADM). Actual Membership as of December 31<sup>st</sup> is 571, with a current ADM of 570. An enrollment summary is presented on page 12 with actual enrollment amounts and ADM for each month through the date of this report.
- The 2020-2021 revised budget projects an annual surplus (revenues to exceed expenditures) in all funds in the amount of \$325,201, projected cumulative fund balance of \$1,288,644, 22% of total budgeted expenditures.
- Overall, the school is right on track with 44% of expenditures spent year to date, compared to 50% of the fiscal year completed.

**Balance Sheet**

The beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2020.

The cash and investment balance at the end of the month was \$710,894. This represents the amount of cash available to use for operations.

Accounts receivable are amounts owed to the School by an outside vendor or parent.

Due from Other Funds in the amount of \$34,649 represents the amount the School has spent on behalf of the building company.

The School began receiving State aid holdback payments for FY 2019-2020 in August. The remaining State aid holdback payments of \$64,709 will be received over the next several months once FY 2019-2020 has been finalized.

The State holdback for the current fiscal year is estimated to be a receivable of \$746,505 at the time of this report. The holdback amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the School in fiscal year 2022.

Federal aids receivable represents the amount of federal funds that are owed to the School.

### **Balance Sheet (Continued)**

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

Salaries and Wages Payable represents the proportion amount as of this reporting period owed to staff who receive a paycheck during the summer. This is an estimate as actual will be calculated on or near June 30.

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

Payroll Deductions and Contributions (Owed) represents the proportion amount as of this reporting period owed to staff who receive a paycheck during the summer. This is an estimate as actual will be calculated on or near June 30.

### **Statement of Revenue and Expenditures**

This report shows the original budget, revised budget, and year to date activity (revenues and expenditures).

Per review of the Statement of Revenue and Expenditures, the Working Budget has been updated to reflect changes in staffing, benefits, and other costs.

### **Cash Flow Projection**

Nothing significant to note this month. The cash flow projection tracks the activity of revenues and expenditures from previous months.

### **Other Items**

- Lease aid application is in process.

### **Supplemental Information**

A separate Management Report is provided, which shows checks that were written during the month, receipts that were accounted for, journal entry transactions that were recorded, and contracted services details.

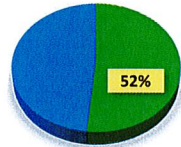
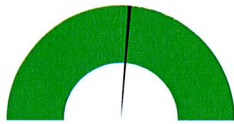
Please feel free to contact Tyler Dehne at [tyler.dehne@bergankdv.com](mailto:tyler.dehne@bergankdv.com) should you have questions related to the financial statements.

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Financial Statements Dashboard**  
**December 31, 2020**

**Financial Summary - Budgeted Amounts and Year to Date Activity**

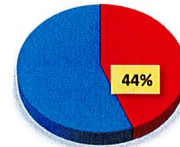
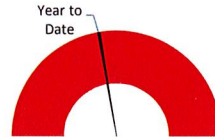
**Resources to Operate Programs (Revenues):**

Approved Budget	\$5,513,753
Working Budget	\$6,076,299
Year to Date	\$3,133,082



**Funds Used to Provide Programs and Services (Expenses):**

Approved Budget	\$5,416,851
Working Budget	\$5,751,098
Year to Date	\$2,529,109

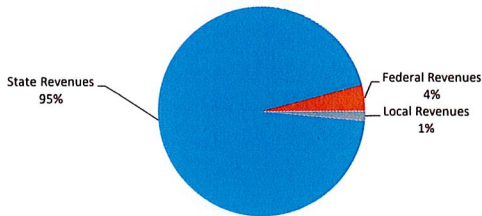


**Excess / Deficit**

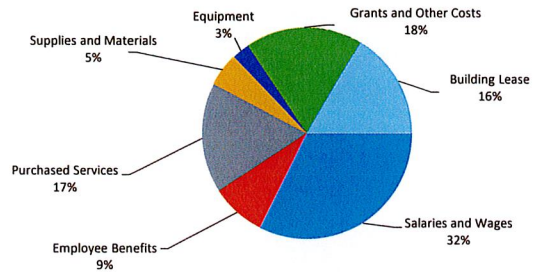
Year to Date	51.56%	Year to Date	43.98%	Excess / Deficit
				\$96,903
				\$325,201
				\$603,973

**Budgets for the Year**

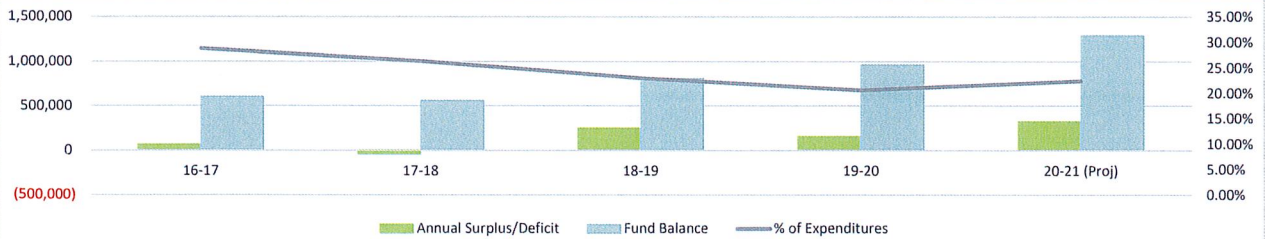
**Where funds will come from to operate the school:**

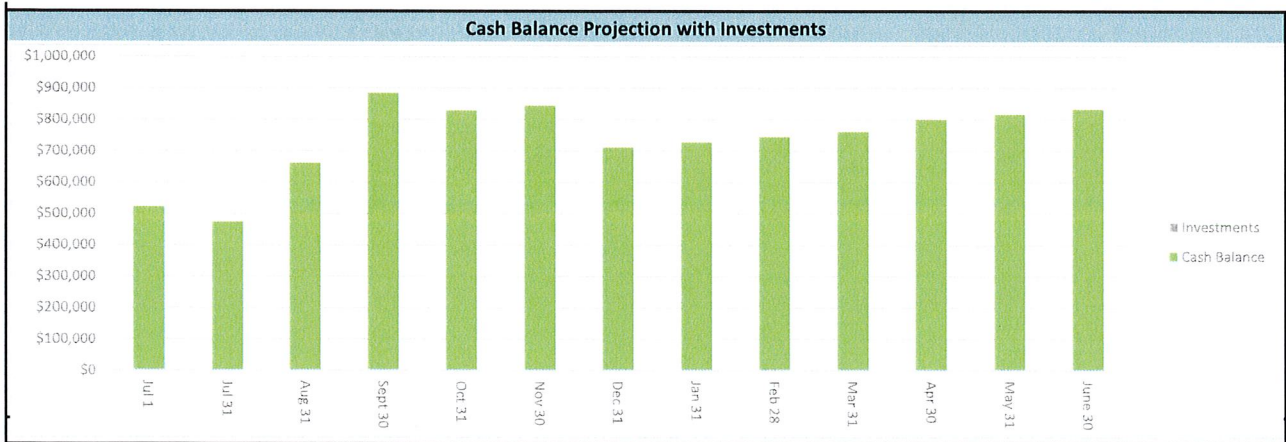
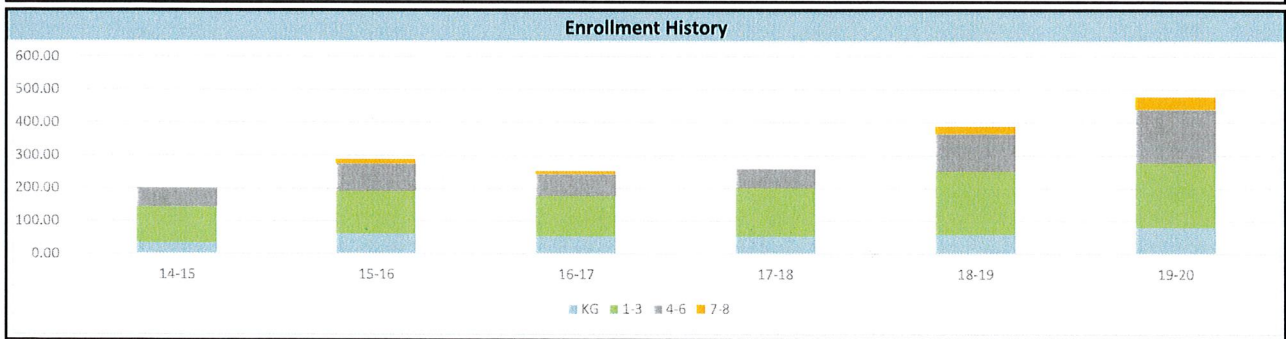
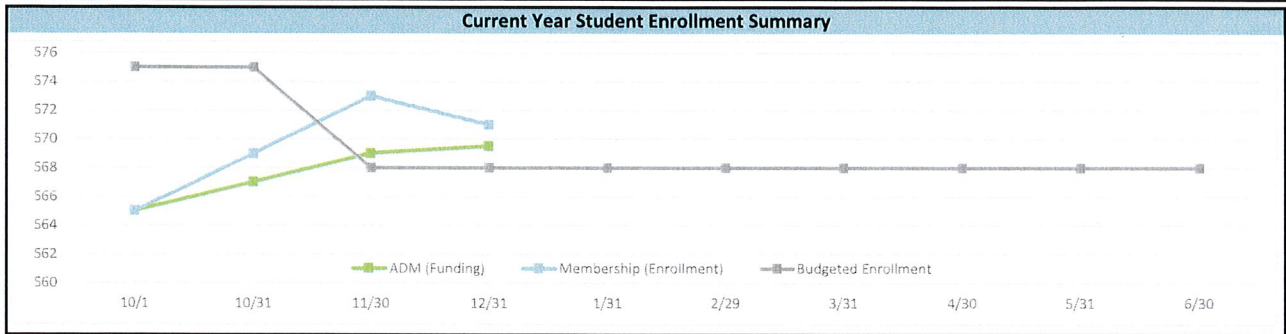
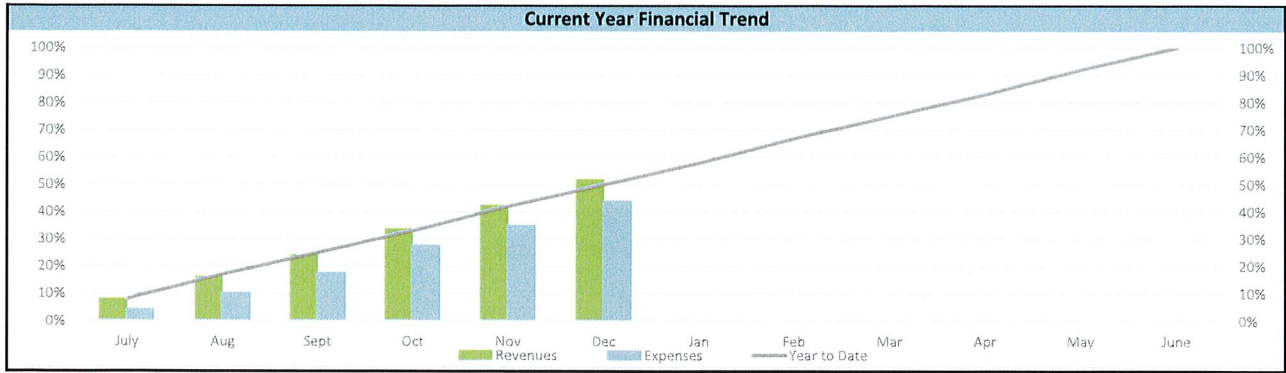


**How the money is budgeted to be spent:**



**Fund Balance History**







**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Balance Sheet**  
**December 31, 2020**

	<b>Audited Balance June 30, 2020</b>	<b>Ending Balance</b>
<b>Assets</b>		
Cash and Investments	\$ 520,783	\$ 710,894
Accounts Receivable	750	-
Due from Other Funds	-	34,649
State Aids Receivable	604,292	64,709
Current Year State Holdback Receivable		746,505
Federal Aids Receivable	16,536	64,724
Prepaid Expenses and Deposits	72,463	49,492
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
<b>Total All Assets</b>	<b>\$ 1,214,824</b>	<b>\$ 1,670,973</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 115,779	\$ 74,300
Accounts Payable	36,221	-
Payroll Deductions and Contributions (Owed)	99,381	29,257
Total current liabilities	251,381	103,557
Fund balance		
Fund balance 07-01-2020	\$ 963,443	\$ 963,443
Net income to date		603,973
Total fund balance	963,443	1,567,416
	<hr/>	<hr/>
<b>Total liabilities and fund balance</b>	<b>\$ 1,214,824</b>	<b>\$ 1,670,973</b>

*Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information.*

*No CPA provides any assurance on these financial statements.*

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**December 31, 2020**

Months: 6      50.00%

	FY 2020 Audited Actuals 477 ADM	FY 2021 Original Budget 547 ADM	FY 2021 Revised Budget 568 ADM	Year to Date Activity	Percent of Working Budget
<b>General Fund - 01</b>					
Revenues					
State Revenues					
General Education Aid	\$ 3,411,497	\$ 4,002,254	\$ 4,159,015	\$ 1,953,572	47.0%
Charter School Lease Aid	613,148	734,263	760,280	-	0.0%
Long Term Facilities Maintenance Aid	63,949	73,762	76,375	-	0.0%
Literacy Incentive Aid	41,029	41,412	41,029	-	0.0%
Safe School Supplemental Aid	9,020	-	-	-	-
School Land Trust Endowment Aid	17,441	13,724	20,294	10,147	50.0%
Special Education Aid	549,365	499,038	691,152	163,848	23.7%
Prior Year Adjustments	(287)	-	-	-	-
Estimated State Holdback Amount	-	-	-	746,505	-
Total State Revenues	4,705,162	5,364,453	5,748,145	2,874,073	50.0%
Federal Revenues					
Federal Title I, II, V	25,064	38,600	31,021	1,737	5.6%
Federal Special Education	68,056	54,700	57,233	52,751	92.2%
Federal GEER & ESSER	-	-	38,241	10,235	26.8%
Federal CRF	-	-	111,906	111,906	100.0%
Total Federal Revenues	93,120	93,300	238,401	176,629	74.1%
Local Revenues					
Fees from Students	29,101	47,000	9,400	2,294	24.4%
Medical Assistance	897	2,000	1,100	100	9.1%
Interest Earnings	4,668	7,000	3,500	349	10.0%
Contributions and Gifts, Grants	8,841	-	47,200	51,083	108.2%
Miscellaneous Revenues	5,436	-	28,553	28,553	100.0%
Sale of Merchandise/Fundraising	(2,440)	-	-	-	-
Total local revenues	46,502	56,000	89,753	82,380	91.8%
<b>Total Revenues</b>	<b>\$ 4,844,784</b>	<b>\$ 5,513,753</b>	<b>\$ 6,076,299</b>	<b>\$ 3,133,082</b>	<b>51.6%</b>
Expenditures					
Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 788,317	42.4%
Employee Benefits	427,043	558,017	485,605	196,645	40.5%
Contracted Services	260,271	295,987	266,586	128,351	48.2%
Technology Services	19,407	26,300	27,400	8,282	30.2%
Communication Services	6,872	8,650	8,650	2,714	31.4%
Postage	1,373	3,400	3,500	1,828	52.2%
Utilities	87,639	122,842	122,842	81,854	66.6%
Property and Casualty Insurance	15,120	17,600	18,400	8,994	48.9%
Repairs and Maintenance	58,001	127,564	127,564	44,731	35.1%
Student Transportation	339,604	362,476	375,153	189,929	50.6%
Field Trip Transportation	11,331	10,940	5,000	-	0.0%
Travel and Conferences	22,605	10,000	10,000	8,606	86.1%
Field Trip Admissions	15,400	12,040	5,000	-	0.0%
Building Lease	681,276	815,848	945,507	469,460	49.7%
Other Rentals and Leases	33,996	2,000	2,000	1,995	99.7%

*Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information.*

*No CPA provides any assurance on these financial statements.*

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
December 31, 2020

Months: 6      50.00%

	FY 2020 Audited Actuals 477 ADM	FY 2021 Original Budget 547 ADM	FY 2021 Revised Budget 568 ADM	Year to Date Activity	Percent of Working Budget
Office Supplies/General Supplies	38,909	54,100	56,200	10,673	19.0%
Maintenance Supplies	17,112	17,500	20,800	10,053	48.3%
Non-Instructional Software	13,280	14,900	13,085	8,434	64.5%
Instructional Software	9,293	13,700	44,200	33,698	76.2%
Instructional Supplies	61,820	62,400	75,100	22,073	29.4%
Textbooks and Workbooks	46,547	50,000	66,000	39,325	59.6%
Standardized Tests	5,013	9,500	9,900	5,988	60.5%
Media/Library Resources	-	2,500	2,500	-	0.0%
Food	2,223	5,500	5,500	1,585	28.8%
Building Improvements	131,386	70,000	70,000	18,230	26.0%
Furniture and Other Equipment	20,065	40,000	20,000	7,719	38.6%
Technology Equipment	6,348	30,000	30,000	-	0.0%
Principal and Interest - Capital Lease	12,114	20,000	20,000	7,732	38.7%
Dues and Memberships	27,642	30,500	30,500	-	0.0%
School Safety	5,248	-	3,772	-	0.0%
Third Party Expenditures	897	2,000	1,100	-	0.0%
Give to the Max	-	-	13,000	-	0.0%
Director's Discretionary Fund	-	5,000	5,000	-	0.0%
State Special Education	590,715	536,600	743,174	255,262	34.4%
Federal Title I, II, V	25,064	38,600	31,021	1,737	5.6%
Federal Special Education	68,056	54,700	57,233	52,751	92.2%
Federal GEER & ESSER	-	-	38,241	10,235	26.8%
Federal CRF	-	-	111,906	111,906	100.0%
<b>Total expenditures</b>	<b>\$ 4,687,230</b>	<b>\$ 5,396,851</b>	<b>\$ 5,731,098</b>	<b>\$ 2,529,109</b>	<b>44.1%</b>
<b>General fund net income</b>	<b>\$ 157,555</b>	<b>\$ 116,903</b>	<b>\$ 345,201</b>	<b>\$ 603,973</b>	
<b>Community Services Fund - 04</b>					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	\$ -	-
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
Expenditures					
Purchased Services	\$ -	\$ -	\$ -	\$ -	-
Supplies and Materials, Snacks	288	-	-	-	-
Equipment	1,325	20,000	20,000	-	0.0%
Dues and Memberships	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,613</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Food Services Fund Net Income</b>	<b>\$ (1,613)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>	<b>\$ -</b>	

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No CPA provides any assurance on these financial statements.

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
December 31, 2020

Months: 6      50.00%

	FY 2020 Audited Actuals 477 ADM	FY 2021 Original Budget 547 ADM	FY 2021 Revised Budget 568 ADM	Year to Date Activity	Percent of Working Budget
<b>Total All Funds</b>					
Revenues					
State Revenues	\$ 4,705,162	\$ 5,364,453	\$ 5,748,145	\$ 2,874,073	50.0%
Federal Revenues	93,120	93,300	238,401	176,629	74.1%
Local Revenues	46,502	56,000	89,753	82,380	91.8%
<b>Total Revenues</b>	<b>\$ 4,844,784</b>	<b>\$ 5,513,753</b>	<b>\$ 6,076,299</b>	<b>\$ 3,133,082</b>	<b>51.6%</b>
Expenditures					
Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 788,317	42.4%
Employee Benefits	427,043	558,017	485,605	196,645	40.5%
Purchased Services	1,552,894	1,815,647	1,917,602	946,745	49.4%
Supplies and Materials	194,483	230,100	293,285	131,829	45.0%
Equipment	171,238	180,000	160,000	33,681	21.1%
Grants and Other Costs	717,622	667,400	1,034,947	431,892	41.7%
<b>Total Expenditures</b>	<b>\$ 4,688,843</b>	<b>\$ 5,416,851</b>	<b>\$ 5,751,098</b>	<b>\$ 2,529,109</b>	<b>44.0%</b>
<b>Total Revenues All Funds</b>	<b>\$ 4,844,784</b>	<b>\$ 5,513,753</b>	<b>\$ 6,076,299</b>	<b>\$ 3,133,082</b>	<b>51.6%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 4,688,843</b>	<b>\$ 5,416,851</b>	<b>\$ 5,751,098</b>	<b>\$ 2,529,109</b>	<b>44.0%</b>
<b>Net Income - All Funds</b>	<b>\$ 155,942</b>	<b>\$ 96,903</b>	<b>\$ 325,201</b>	<b>\$ 603,973</b>	
<b>Beginning Fund Balance, All Funds, July 1, 2020</b>	<b>\$ 807,501</b>	<b>\$ 963,443</b>	<b>\$ 963,443</b>	<b>\$ 963,443</b>	
<b>Projected Fund Balance, All Funds, June 30, 2021</b>	<b>\$ 963,443</b>	<b>\$ 1,060,345</b>	<b>\$ 1,288,644</b>	<b>\$ 1,567,416</b>	
<b>Projected Fund Balance Percentage</b>	<b>21%</b>	<b>20%</b>	<b>22%</b>		

*The Working Budget estimates shown on this report are prepared using both the school's estimates and consultant estimates and are prepared for internal use only.*

**Woodbury Leadership Academy**  
**Cash Flow Projection Summary**  
**2020-2021 School Year**

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State and Federal Holdback		Salaries (Cash flow budgeted at Gross but updated at Net)	Other Expenses Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Payments made on behalf of the building company	Total Expenses	
Jul 31	\$ 346,416	\$ -	\$ 1,101	\$ 750	\$ 348,267	\$ 134,423	\$ 261,455	\$ -	\$ 395,878	\$ 520,783
Aug 31	346,367	-	5,865	233,689	585,921	142,720	255,843	-	398,563	660,530
Sept 30	357,326	-	6,246	228,842	592,414	193,080	176,642	-	369,722	883,222
Oct 31	346,531	-	4,046	135,529	486,105	192,061	347,562	-	539,623	829,704
Nov 30	378,190	57,367	4,003	669	440,229	185,814	214,898	25,000	425,712	844,221
<b>Dec 31</b>	<b>352,737</b>	<b>54,539</b>	<b>38,783</b>	<b>247</b>	<b>446,306</b>	<b>190,654</b>	<b>379,330</b>	<b>9,649</b>	<b>579,633</b>	<b>710,894</b>
Jan 31	507,627	17,109	4,952	-	529,688	217,752	295,017	-	512,769	727,813
Feb 28	507,627	17,109	4,952	-	529,688	217,752	295,017	-	512,769	744,732
Mar 31	507,627	17,109	4,952	-	529,688	217,752	295,017	-	512,769	761,650
Apr 30	507,627	17,109	4,952	21,102	550,790	217,752	295,017	-	512,769	799,671
May 31	507,627	17,109	4,952	-	529,688	217,752	295,017	-	512,769	816,590
June 30	507,627	17,109	4,952	-	529,688	217,752	295,017	-	512,769	833,509
Projected	5,173,331	214,561	89,753	620,828	6,098,472	2,345,264	3,405,834	34,649	5,785,747	-
	5,173,331	214,561	89,753	620,828	6,098,472	2,345,264	3,405,834		5,785,747	
Totals	5,173,331	214,561	89,753	620,828	6,098,472	2,345,264	3,405,834		5,785,747	833,509

Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our working budget for the year that we will not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

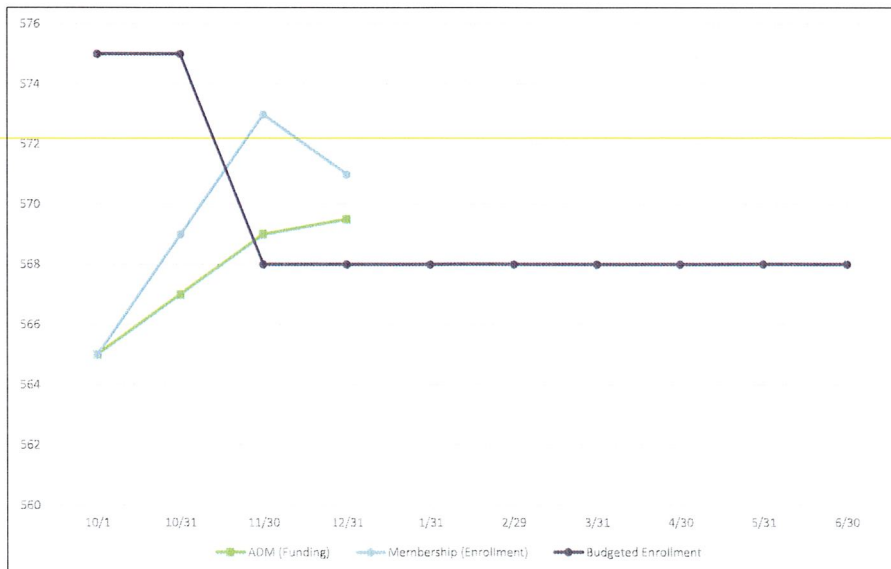
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Woodbury Leadership Academy  
Woodbury, MN  
Enrollment Report  
December 31, 2020

Average Daily Membership (ADM)											
	Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	6/30
	K	86	86	86	86						
	1	93	94	94	94						
	2	71	70	69	69						
	3	78	77	77	77						
	4	69	69	69	69						
	5	68	69	69	69						
	6	51	52	52	52						
	7	29	31	32	32						
	8	20	21	22	22						
Grand Total		565	567	569	570	0	0	0	0	0	0

Membership (Enrollment) as of:											
	Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	6/30
	K	86	86	86	86						
	1	93	94	95	95						
	2	71	68	69	68						
	3	78	76	76	76						
	4	69	69	70	69						
	5	68	69	69	69						
	6	51	52	52	52						
	7	29	33	33	33						
	8	20	22	23	23						
Grand Total		565	569	573	571	0	0	0	0	0	0

Budgeted Enrollments as of:											
	Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	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





Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Supplemental Reports

December 31, 2020

bergankDV | **DO MORE.**

Prepared by:  
Tyler Dehne  
Outsourced Controller

# WOODBURY LEADERSHIP ACADEMY

## Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
OLDN		6554		BP	1	1508	First Bankcard		Yes	No	No	12/02/2020	0.00
OLDN		6555		BP	1	1029	The Home Depot		No	No	No	12/11/2020	17.22
OLDN		6556		BP	1	1029	The Home Depot		No	No	No	12/11/2020	141.18
OLDN		6557		BP	1	1029	The Home Depot		No	No	No	12/11/2020	96.48
OLDN		6558		BP	1	1029	The Home Depot		No	No	No	12/11/2020	599.49
OLDN		6559		BP	1	1029	The Home Depot		No	No	No	12/11/2020	12.55
OLDN		6560		BP	1	1054	Integrative Therapy, LLC.		No	No	No	12/11/2020	2,482.50
OLDN		6561		BP	1	1098	Teachers on Call		No	No	No	12/11/2020	221.00
OLDN		6562		BP	1	1116	Strategic Staffing Solutions		No	No	No	12/11/2020	560.00
OLDN		6563		BP	1	1116	Strategic Staffing Solutions		No	No	No	12/11/2020	437.50
OLDN		6564		BP	1	1116	Strategic Staffing Solutions		No	No	No	12/11/2020	105.00
OLDN		6565		BP	1	1150	JR Computer Associates		No	No	No	12/11/2020	1,200.00
OLDN		6566		BP	1	1233	Reno Mothes		No	No	No	12/11/2020	297.50
OLDN		6567		BP	1	1240	Keys to Communication		No	No	No	12/11/2020	4,675.00
OLDN		6568		BP	1	1249	Designs for Learning		No	No	No	12/11/2020	1,470.00
OLDN		6569		BP	1	1273	Priority Courier Express		No	No	No	12/11/2020	49.12
OLDN		6570		BP	1	1329	Curriculum Associates		No	No	No	12/11/2020	977.50
OLDN		6571		BP	1	1369	BerganKDV Outsourced Services LLC		No	No	No	12/11/2020	12,326.00
OLDN		6572		BP	1	1457	MSB Holdings - Woodbury LLC		No	No	No	12/11/2020	85,560.08
OLDN		6573		BP	1	1462	Monarch Bus Service Inc		No	No	No	12/11/2020	35,559.84
OLDN		6574		BP	1	1481	Comcast		No	No	No	12/11/2020	393.35
OLDN		6575		BP	1	1541	Business Essentials		No	No	No	12/11/2020	359.64
OLDN		6576		BP	1	1555	DHH Consulting LLC		No	No	No	12/11/2020	835.80
OLDN		6577		BP	1	1591	PreferredOne Insurance Company		No	No	No	12/11/2020	5,851.01
OLDN		6578		BP	1	1591	PreferredOne Insurance Company		No	No	No	12/11/2020	10,677.99
OLDN		6579		BP	1	1592	JOJ School Nurse Consulting LLC		No	No	No	12/11/2020	740.00
OLDN		6580		BP	1	1614	Explore Learning		No	No	No	12/11/2020	1,575.00
OLDN		6581		BP	1	1615	Master Grinding		No	No	No	12/11/2020	208.00
OLDN		6582		BP	1	1616	Wenck Associates		No	No	No	12/11/2020	4,100.00
OLDN		6583		BP	1	1054	Integrative Therapy, LLC.		No	No	No	12/15/2020	2,677.50
OLDN		6584		BP	1	1461	Gamino's Cleaning Company LLC		No	No	No	12/15/2020	8,930.00
OLDN		6585		BP	1	1504	Assured Security Inc		No	No	No	12/15/2020	450.71
OLDN		6586		BP	1	1504	Assured Security Inc		No	No	No	12/15/2020	325.00
OLDN		6587		BP	1	1508	First Bankcard		Yes	No	Yes	12/15/2020	0.00
OLDN		6588		BP	1	1508	First Bankcard		Yes	No	Yes	12/15/2020	0.00
OLDN		6589		BP	1	1509	Colliers Architecture LLC		No	No	No	12/15/2020	13,625.00
OLDN		6590		BP	1	1518	Martin Law Firm		No	No	No	12/15/2020	106.00
OLDN		6591		BP	1	1573	Messerli & Kramer PA		No	No	No	12/15/2020	86.56
OLDN		6592		BP	1	1617	CDW/G		No	No	No	12/15/2020	27,985.75



# WOODBURY LEADERSHIP ACADEMY

## Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
OLDN		6593		BP	1	1617	CDWG		No	No	No	12/15/2020	1,925.48
OLDN		6594		BP	1	1508	First Bankcard		No	No	No	12/02/2020	2,734.32
OLDN		6595		BP	1	1508	First Bankcard		No	No	No	12/15/2020	2,588.32
OLDN		6596		BP	1	1508	First Bankcard		No	No	No	12/15/2020	5,248.65
OLDN		6597		Wire	1	1128	AssociatedBank		No	No	No	12/31/2020	700.01
OLDN		6598		Wire	1	1369	BerganKDV Outsourced Services LLC		No	No	No	12/31/2020	341.48
OLDN		6599		Wire	1	1417	VOYA		No	No	No	12/31/2020	189.90
OLDN		6603		Wire	1	1001	Public Employee Retirement Association		No	No	No	12/31/2020	4,466.21
OLDN		6604		Wire	1	1002	Teachers Retirement Association		No	No	No	12/31/2020	25,834.96
OLDN		6605		Wire	1	1128	AssociatedBank		No	No	No	12/31/2020	1,400.02
OLDN		6606		Wire	1	1369	BerganKDV Outsourced Services LLC		No	No	No	12/31/2020	388.10
OLDN		6607		Wire	1	1417	VOYA		No	No	No	12/31/2020	189.90
OLDN		6608		Wire	1	1441	Old National		No	No	No	12/31/2020	81.37
OLDN		6609		Wire	1	1558	Bill.com		No	No	No	12/31/2020	91.30
OLDN		6610		Wire	1	1609	GIS Benefits		No	No	No	12/31/2020	3,651.77
OLDN		6611		BP	1	1029	The Home Depot		No	No	No	12/23/2020	61.15
OLDN		6612		BP	1	1029	The Home Depot		No	No	No	12/23/2020	57.70
OLDN		6613		BP	1	1029	The Home Depot		No	No	No	12/23/2020	50.14
OLDN		6614		BP	1	1098	Teachers on Call		No	No	No	12/23/2020	442.00
OLDN		6615		BP	1	1240	Keys to Communication		No	No	No	12/23/2020	4,228.75
OLDN		6616		BP	1	1249	Designs for Learning		No	No	No	12/23/2020	1,568.00
OLDN		6617		BP	1	1302	Toshiba Financial Services		No	No	No	12/23/2020	1,288.65
OLDN		6618		BP	1	1369	BerganKDV Outsourced Services LLC		No	No	No	12/23/2020	6,163.00
OLDN		6619		BP	1	1457	MSB Holdings - Woodbury LLC		No	No	No	12/23/2020	83,964.25
OLDN		6620		BP	1	1462	Monarch Bus Service Inc		No	No	No	12/23/2020	3,300.00
OLDN		6621		BP	1	1462	Monarch Bus Service Inc		No	No	No	12/23/2020	2,420.00
OLDN		6622		BP	1	1462	Monarch Bus Service Inc		No	No	No	12/23/2020	720.00
OLDN		6623		BP	1	1618	Ehlen Creative Communications, LLC		No	No	No	12/23/2020	437.00
OLDN		6553	6200	Check	1	1563	City of Woodbury		Yes	No	No	12/08/2020	5,500.00
OLDN		6600	20229	Check	1	1613	Christina Burnett		Yes	No	No	12/15/2020	895.29
OLDN		6601	20232	Check	1	1613	Christina Burnett		Yes	No	No	12/31/2020	967.25
OLDN		6602	20233	Check	1	1619	Samuel Elmquist		Yes	No	No	12/31/2020	1,368.50

Bank Total: \$388,978.74

Report Total: \$388,978.74

# WOODBURY LEADERSHIP ACADEMY

## Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1677	4228	OLDN	CR122C	Credit	A	12/10/20		Wire	1 m	Miscellaneous Customer					54,538.80	0.00
						4228	R 01 005 000 000	154	400	FY21 CRF Draw					\$54,538.80	\$0.00
														<b>Receipt Total:</b>		
														<b>Deposit Total:</b>	<b>\$54,538.80</b>	<b>\$0.00</b>
1678	4228	OLDN	CR122C	Credit	A	12/02/20		Wire	1	DONATEDonations					1,395.00	0.00
						4228	R 01 005 000 000	000	096	FY21 Mighty Cause Donation					\$1,395.00	\$0.00
														<b>Receipt Total:</b>		
														<b>Deposit Total:</b>	<b>\$1,395.00</b>	<b>\$0.00</b>
1679	4228	OLDN	CR122C	Credit	A	12/10/20		Wire	1	DONATEDonations					330.00	0.00
						4228	R 01 005 000 000	000	096	FY21 Mighty Cause Donation					\$330.00	\$0.00
														<b>Receipt Total:</b>		
														<b>Deposit Total:</b>	<b>\$330.00</b>	<b>\$0.00</b>
1680	4228	OLDN	CR122C	Credit	A	12/03/20		Check	1	SCHOOL DEPOSIT					399.50	0.00
						4228	R 01 005 000 000	000	050	Milk Sales					335.00	0.00
						4228	R 01 005 000 000	000	096	Recorder Donations					600.00	0.00
						4228	R 01 005 000 000	000	096	Art Supplies Donation					1,397.72	0.00
						4228	R 01 005 000 000	200	096	Give to the Max Donations					100.42	0.00
						4228	R 01 005 000 000	372	071	MA IEP Reimb					\$2,832.64	\$0.00
														<b>Receipt Total:</b>		
														<b>Deposit Total:</b>	<b>\$2,832.64</b>	<b>\$0.00</b>
1681	4228	OLDN	CR122C	Credit	A	12/10/20		Check	1	SCHOOL DEPOSIT					34,200.00	0.00
						4228	R 01 005 000 000	000	174	FY21 CARES Act					\$34,200.00	\$0.00
														<b>Receipt Total:</b>		
														<b>Deposit Total:</b>	<b>\$34,200.00</b>	<b>\$0.00</b>

# WOODBURY LEADERSHIP ACADEMY

## Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1682	4228	OLDN	CR122C	1685	Credit	A	12/15/20		Check	1	m	Miscellaneous Customer				176,171.89	0.00
						4228	R 01 005 000 000	211			FY21 Gen Ed Aid					\$176,171.89	\$0.00
																<b>\$176,171.89</b>	<b>\$0.00</b>
1683	4228	OLDN	CR122C	1686	Credit	A	12/30/20		Check	1	m	Miscellaneous Customer				176,565.20	0.00
						4228	R 01 005 000 000	211			FY21 Gen Ed Aid					247.06	0.00
						4228	B 01 121 000				FY20 Gen Ed Aid					\$176,812.26	\$0.00
																<b>\$176,812.26</b>	<b>\$0.00</b>
1684	4228	OLDN	CR122C	1687	Credit	A	12/31/20		Check	1	I	Interest				25.25	0.00
						4228	R 01 005 000 000	092			Dec Interest Earnings					\$25.25	\$0.00
																<b>\$25.25</b>	<b>\$0.00</b>
																\$446,305.84	\$0.00

**WOODBURY LEADERSHIP ACADEMY**  
**Journal Entry Listing**

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount		
4051	202106	12/30/2020	P	JE		Move T.cook to GenEd	T.Cook Not SPED Licensed 9/24/2020	E	01	010	203	000	000	305	Consult/Fees For Svc	1,837.50	0.00		
							10176-12	E	01	010	400	000	000	305	Consult/Fees For Svc	0.00	297.50		
							10176-14	E	01	010	400	000	000	305	Consult/Fees For Svc	0.00	367.50		
							10176-18	E	01	010	400	000	000	305	Consult/Fees For Svc	0.00	70.00		
							10176-18	E	01	010	400	000	000	305	Consult/Fees For Svc	0.00	560.00		
							10176-15	E	01	010	400	000	000	305	Consult/Fees For Svc	0.00	437.50		
							10196-01	E	01	010	400	000	000	305	Consult/Fees For Svc	0.00	105.00		
<table border="1" style="float: right;"> <tr> <td style="width: 100px;"></td> <td style="text-align: right;">\$1,837.50</td> </tr> <tr> <td style="width: 100px;"></td> <td style="text-align: right;">\$1,837.50</td> </tr> </table>																	\$1,837.50		\$1,837.50
	\$1,837.50																		
	\$1,837.50																		

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Contracted Services Report**  
**December 31, 2020**

305 - Contracted Services Detail	FY21		Actual	
	Original Budget	Working Budget		
Advertising & Marketing	4,000	4,000	770	19.24%
Board Related Services	500	3,500	-	0.00%
Financial Management Services	73,956	73,956	36,978	50.00%
Time & Attendance Fees	6,000	11,500	3,998	34.77%
Audit & Tax Services	10,780	10,780	9,400	87.20%
Background Checks	500	1,000	765	76.50%
Bank Fees	1,000	2,750	1,341	48.76%
Grant Writing	1,000	1,000	1,000	100.00%
Benefit Fees	-	750	340	45.33%
Architect Services	14,000	14,000	13,625	97.32%
Legal Services	15,000	15,000	106	0.71%
Substitutes/Student Services/ESL	74,750	7,750	6,473	83.52%
Nursing	6,000	6,000	388	6.46%
Janitorial Services	81,500	111,000	53,074	47.81%
Other Fees	7,001	3,600	94	2.61%
	295,987	266,586	128,351	48.15%



**Meeting:** Governance Committee

**Date:** Wednesday, January 13, 2021

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

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

**Minutes:**

The meeting was called to order by Jessica Erickson at 4:36 pm.

Members Present: Jess Erickson, Kylie Griffith, Claudia George, and Kathy Mortensen

Members Absent: Natalie Sjoberg

**Development, Discussion, and Recommendations**

- Discussed policies 401 (Equal Employment Opportunity), 402 (Disability Nondiscrimination Policy), and 412 (Expense Reimbursement).
- Reviewed governance evaluation sent over by VOA

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, February 10, 2021

Time: 4:30 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 5:48 p.m.

*Adopted: April 29, 2014*

*Revised: January 13, 2021*

## **401 EQUAL EMPLOYMENT OPPORTUNITY**

### **I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for Woodbury Leadership Academy employment and Woodbury Leadership Academy employees.

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

- A. The policy of Woodbury Leadership Academy is to provide equal employment opportunity for all applicants and employees. Woodbury Leadership Academy does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. Woodbury Leadership Academy also makes reasonable accommodations for disabled employees.
- B. Woodbury Leadership Academy prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and Woodbury Leadership Academy's internal procedures for addressing complaints of harassment, please refer to Woodbury Leadership Academy's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. It is the responsibility of every Woodbury Leadership Academy employee to follow this policy.
- E. Any person having a question regarding this policy should discuss it with the **Executive Director** or **the Executive designee**.

*Adopted: August 12, 2014*  
*Revised: January 13, 2021*

## **402 DISABILITY NONDISCRIMINATION POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

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

- A. Woodbury Leadership Academy shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. Woodbury Leadership Academy shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. Woodbury Leadership Academy shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. Woodbury Leadership Academy shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of Woodbury Leadership Academy.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the **Executive Director**. ~~This individual is Woodbury Leadership Academy's appointed ADA/Section 504 coordinator.~~



## Woodbury Leadership Academy

*Adopted: May 27<sup>th</sup>, 2014*

*Revised: January 13, 2021*

### **412 EXPENSE REIMBURSEMENT**

#### **I. PURPOSE**

The purpose of this policy is to identify school business expenses that involve initial payment by an employee and qualify for reimbursement from Woodbury Leadership Academy, and to specify the manner by which the employee seeks reimbursement.

#### **II. AUTHORIZATION**

All school business expenses to be reimbursed must be approved by the Executive Director. ~~In addition, all expenses over \$50 must be pre-approved by the Executive Director.~~ If expenses are related to travel or professional development, the expense must be pre-approved by the Executive Director. Additionally, the Executive Director will provide guidelines for such expenditures. ~~Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school business-related expenses.~~

#### **III. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the ~~reimbursement official school~~ form and ~~are to be~~ submitted to the Executive Director with receipts attached and must be submitted within the same fiscal year. ~~for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.~~ Reimbursement to employees will be processed within 30 days from submission of reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the ~~state of Minnesota. school board.~~ Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

#### **~~IV. AIRLINE TRAVEL CREDIT~~**

- ~~A. Employees utilizing school funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of Woodbury Leadership Academy rather than the employee.~~
- ~~1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to Woodbury Leadership Academy, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.~~
  - ~~2. Reports of the receipt of an airline credit or benefit shall be made in~~

~~writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.~~

~~B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.~~

~~C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.~~

#### **~~V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES~~**

~~The administration shall develop a schedule of reimbursement rates for school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The administration shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.~~



**Meeting:** Facilities Committee

**Date:** Tuesday, January 12, 2021

**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 4:32 p.m.

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

Members Absent: None

Others in attendance: Shawn Smith , Craig Kepler

The meeting ended at 5:24 p.m.

**Development, Discussion, and Recommendations**

- This is very typical for projects, but our budgeted costs for the gym exceed our budgeted inflow of funds, so we need to make some cuts. We will send those extras items to the Finance Committee to see if there's any room in our General budget to fund those items.
- The MDE Review and Comment document has been submitted. We are waiting on a response.
- Project Team calls take place every Thursday at 2:30pm as we work through the bonding process, and will report updates to this committee monthly.
- The Design Team meets every Friday at 2:30pm, and will report updates to this committee monthly.
- Woodbury Community Foundation did a "huge" check presentation to WLA, which was photographed outside of the school. Mandi Folks and Jess Erickson were the photographed recipients, on behalf of WLA for the Woodbury Community Foundation grant, (\$2,000).

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, February 9, 2021

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS