



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

**Date:** Thursday, February 25, 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 (Shannon Kelly)**

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

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

- 3.1 Approval of meeting agenda  
Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_
- 3.2 Approval of meeting minutes for February 25, 2021  
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 Real Estate Advisor Report

6.3.1 Approve enrollment projections to solidify bonding

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

6.3.2 Approve revised MDE Review and Comment

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

6.4 Financial Director Report (BKDV)

6.5 Board Training on Finance and Budgeting, as well as a presentation of the 2021-2022 school year budget (BKDV)

6.6 Finance Committee Report (Jolene Skordahl)

6.5.1 Accept February Finance Committee Minutes and January Financials

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

6.7 Governance Committee Report (Jess Erickson)

6.6.1 Accept February Governance Committee Minutes, First reading on policies 510 (Promotion/Retention Policy) and 538 (Enrollment Admissions Policy) and Second reading on policies: 412(Expense Reimbursement) and 406 (Public and Private Personnel Data).

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

6.8 Facilities Committee Report (Jason Livingston)

6.7.1 Accept February Facility Committee Minutes

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

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

7.1 WLA Mascot

7.2 2021-2022 School Calendar

7.3 Approval for Dr. Mortensen to fill grade level sections as needed and as suitable for space constraints.

7.4 Annual Designations

7.4.1 MDE Designations

7.4.2 Designation of Depositories

7.4.3 Authorized signers at banks

7.4.4 Authorized individual to approve collateral changes

7.4.5 Delegation of authority to make electronic funds transfers

7.4.6 Granting of Administrative Authority

7.5 Closed Session Pursuant to MN Statute section 13D.05 to develop offers for the purchase of real property.

**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: March 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  
January 27, 2021



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

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

**Directors Absent:** None

**Administration/Advisors Attending Virtually:** Dr Kathleen Mortensen (Executive Director), Tyler Dehne (BerganKDV), Brenda Kes (BerganKDV-joined at 6:25), Rod Haenke (VOA)

**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 5:31 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Mr Livingston read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms Erickson moved “to amend the meeting agenda to move item 6.6.2. VOA Finance Report to 6.4.2. under Finance Committee.” 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.

**3.2 Approval of Meeting Minutes for December 16, 2020**

Ms Erickson moved “to approve the meeting minutes for the December 16, 2020 Board meeting, with the edit in item 9.1 Housekeeping to change the year of the next meeting date from 2020 to 2021.” 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.

**4. Conflict of Interest Declaration**

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

**5. Public Comment**

**5.1 Delegation of Public Comment Items**

A parent asked whether the school was planning to expand onsite learning to include Fridays, and if there were plans to provide Tier I childcare before and/or afterschool during the school year. Questions were delegated to Ms Mortensen to respond to the parent.

## **6. Board and Administration Reports**

### **6.1 Board Report**

Ms Folks wished everyone a Happy New Year and noted that it has been a busy start to what looks to be an exciting year for the school, with the planned growth in enrollment and the capital expansion. All items she wanted to address are elsewhere within the agenda.

### **6.2 Executive Director Report**

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

- Enrollment is at approximately 570 students. Applications are coming in at a rate consistent with prior year. Currently planning for approximately a 20% increase in enrollment for 2021-22, with more information to be presented at the February meeting.
- A committee is drafting the 21-22 school year calendar, to be presented at the February meeting.
- Administration is working with staff to determine if Friday will continue online for onsite students, or whether it will change to a half or full day onsite.
- PLC's continue, but the focus has changed from Covid related issues to academic performance.
- Training sessions have started for Paraprofessionals on Fridays.
- ACCESS testing is in progress.
- Staff groups are meeting to provide input of needs/wants for next school year.
- A meeting is scheduled with BerganKDV to begin budgeting for next year.
- Onsite Covid saliva testing has begun for staff. Vaccinations for staff opened up last night. WLA was offered 21 spots: 17 staff secured appointments and 4 staff are on a waiting list.
- The WLA PTO held a virtual dance which was well attended.
- Luna, the owl frequently seen behind the school, has passed. WLA has obtained a permit to stuff the owl for display at the school.
- February activities include virtual conferences, I love to Read Month, the Kindergarten Ball and the 100<sup>th</sup> day of school.

### **6.3 Financial Director Report**

Mr Dehne from BerganKDV introduced himself as having worked with Ms Kes for several months on the WLA account. He reviewed the Executive Summary in the Board packet, noting actual ADM is on target with budget, the revised budget projects a surplus, and that spending is on track with budget. The Governor recently announced his recommended 2-year budget, which includes a 1% increase in school funding for next year, and 2.5% the following year. The budget and other school related funding issues will need to go through the process and be approved by the legislature. He pointed out the addition to the monthly financial statements of a financial dashboard and visual graphs highlighting enrollment and financial trends.

### **6.4 Finance Committee Report**

Ms Skordahl reported the Finance Committee met and reviewed the December financials, continued discussion on the security deposit which will be returned to WLA, the line of credit application, CAM costs, and the need to budget for costs related to the new building. The VOA Finance Report was also reviewed.

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

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

#### **6.4.2 VOA Finance Report**

Ms Folks shared that VOA has financial standards which they expect their authorized schools to meet. Each year, VOA scores WLA against the standards and reports back. WLA scored well except for one month in which financial statements were not included in the Board packet. One of the required

standards is that financial statements, cash flow and supplemental information is reviewed and approved by the Board each month. The only exception to the standard is the June year end financials, which take longer to prepare.

### **6.5 Governance Committee Report**

Ms Erickson reported the Governance Committee met and began reviewing the 400 series of policies. Policies 401, 402 and 412 were discussed. The committee also reviewed the VOA Governance Report. Each year, VOA scores schools against governance standards which they expect schools to meet and reports back to the schools. WLA scored well on the Governance Report, except for one item: the health insurance policy was not posted. This will be addressed at the next governance meeting. Ms Erickson stated that she has received a comment on policy 412 and will be taking that policy back to the committee for further review.

#### **6.5.1 Accept January Governance Committee Minutes and Second Reading on Policies: 401, 402, and 412**

Ms Erickson moved “to accept the January Governance Committee minutes and the Second Reading of Policies 401 Equal Employment Opportunity and 402 Disability Nondiscrimination Policy.”

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

#### **6.5.2 VOA Governance Report**

Item was discussed under 6.5 above.

### **6.6 Facilities Committee Report**

Mr Livingston reported the Facilities Committee continues work on the building purchase and gym expansion project. The Design Team subcommittee has been busy working on the new gym building design with the architect, working to keep it within budget. The Project Team continues moving forward with the bonding process and building purchase negotiations. The Review and Comment was submitted to MDE and has been received back, with MDE responding that it looks good.

Ms Folks shared that WLA received a Woodbury Community Foundation grant to be used to build an outdoor classroom. Middle School students are being engaged in designing and completing the project. The public hearing for the building project is scheduled at the Woodbury City Council meeting on February 24<sup>th</sup>. More information will be shared to WLA stakeholders once received.

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Mr Livingston moved “to accept the January Facilities Committee minutes.” Ms Folks seconded the motion. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

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

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

Mandi shared that the Incident Command Team continues meeting weekly to monitor Covid activity within and outside the school and make any necessary Covid related decisions. Covid numbers continue to decrease. All grades K through 8 have returned onsite. Ms Mortensen shared that approximately 20 students changed learning models for Trimester 2, which due to going distance learning in December, was when students returned in January. WLA will offer another transition opportunity for Trimester 3.

### **7.2 WLA Mascot**

Mr Broderick, Middle School Dean, shared that he has been gathering input from staff members and surveyed students in grades 5 through 8 for ideas for a school mascot. 6 themes have been reoccurring:

- The Eagles
- The Owls
- The Phoenix
- The Lions
- The Torches
- The Dragons

Ms Folks asked the Board members for input on the selection process and role the Board should play. Mr Broderick shared that the flame has been a symbol for the school and based on input received, the consensus is that the flame should be incorporated in the mascot. There was discussion. It was decided to request students narrow down the number of ideas and present those ideas and supporting rationale to the Board. Input will also be requested from the PTO since they do spirit wear.

### **7.3 Harassment and Civil Rights Training**

Mr Broderick presented a power point on harassment and civil rights in the context of the school and workplace setting. He shared that this training will also be shared with WLA staff. He highlighted legislation ensuring people's civil rights and that people are treated fairly and equitably. WLA has numerous Board approved policies designed to protect the civil rights of employees, students and volunteers. Mr Broderick reviewed several of these policies:

- 101 Access to Public Data
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All these policies are important in protecting staff, student and volunteer's civil rights and are updated as civil rights legislation changes. These policies, and more, are available to read on the WLA website.

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

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

Ms Folks acknowledged Ms Sjoberg's recent addition to her family. Ms Erickson pointed out that the February Board meeting is scheduled on the same day as the Woodbury City Council hearing. It was decided to move the next Board meeting to Thursday, February 25<sup>th</sup>.

## **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 Thursday, February 25, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

## **10. Adjournment**

Ms Kelly moved "to adjourn." 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. The meeting adjourned at 7:07 PM.

Woodbury Leadership Academy  
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Regular Meeting  
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**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, FEBRUARY 25, 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)*

Current Enrollment and Enrollment for the 2021-2022 School Year

- WLA enrollment update: As of 2/18/2021, we have 568 students currently enrolled.
- For enrollment numbers for the 2021-2022 school year, we have 230 students who have applied for the 2021-2022 school year, which is similar to last year at this time, and compared to 151 new students who were enrolled for the 2021-2022 school year at the end of January.
- Tours are being held regularly for new families, and we try to limit these to Fridays.
- There are versions for the number of class sections as we move to capacity. (see attached information at the end of this report)

Regularly Scheduled Meetings

- The Governance Committee met on February 10<sup>th</sup>.
- There were various Finance Committee meetings this month, on the 4<sup>th</sup>, 10<sup>th</sup>, and the 11<sup>th</sup>.
- The Facilities Committee met on February 9<sup>th</sup>.

Design Expansion, Bonding

- The Facilities Design Committee met on the 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup>. We are currently looking at gym flooring, and running track products.
- The Facilities Design Committee met on February 22<sup>nd</sup> to interview the three construction teams that have bid on the expansion project.
- Weekly finance calls with a variety of stakeholders for the bonding and expansion initiatives are held weekly on Thursdays.
- As we prepare for breaking ground this school year in the west parking lot area, we are working on re-routing bus lanes and parent car lanes for morning drop-off and afternoon pick-up. We are also determining spaces for recess in the event that much of that parking area is unavailable.

COVID and Returning Students On-Site

- The Incident Command Team (ICT) continues to meet weekly and closely monitor COVID rates in Washington County. COVID rates are steadily declining and the school is maintaining a healthy climate.
- With a concerted vaccine effort through the State of MN, as well as through Washington County, all WLA staff members have had opportunities to make appointments and or receive COVID vaccines if they so wish. All staff members assisted each other in order for people run off-site and back to WLA, for their appointments, which has truly been a group effort.

- WLA has surveyed parents regarding having our on-site students resume Friday programming on-site. (Thus far this year, Friday's have been on-line for all WLA students.) Survey results show that 75% of the parents of our on-site students would like Friday on-site programming to resume from 9:20-1:00. Due to the added prep needs for teachers this year, all public schools are to afford teachers an added 30 minutes of prep per day, which can be combined for early release days, or full workshop days. Public school districts do not need to afford this added prep time if the teacher is only working over one instructional delivery platform, such as only on-line, or only on-site. However, at WLA most teachers are working and/or collaborating across both on-line and on-site platforms, and teachers use Friday afternoons for the added teacher prep and collaboration time.
- WLA staff members were also asked face to face in small groups, for their opinions regarding resuming Fridays on-site. Staff was overwhelmingly in favor of having students on-site Fridays from 9:20-1:00. Staff feel that in-person instruction with their students is of high value. We have also checked with our bus company and they have assured us that there will be no additional costs involved for Fridays.
- WLA has queried all parents of current on-line students and found that 27 families are interested in coming back on-site after Spring Break. All of these students have been placed in on-site classrooms without the need to bring more on-line teachers back on-site.

### School Calendar

- The draft for the 2021-2022 WLA calendar is complete. A small group of WLA teachers assisted with details, and all WLA staff members have had the opportunity to review it. It closely follows the South Washington Public Schools calendar. (see attached) Some of the differences are as follows:
  - Both districts have similar teacher workshop sessions during August, with WLA's workshops being more condensed
  - WLA starts on Monday, August 30 whereas #833 starts on Tuesday, August 31
  - WLA has an early release day on Friday, Sept. 3<sup>rd</sup> for the start of Labor Day Weekend, whereas #833 does not have school that day
  - WLA has a Teacher Workshop Day on October 8, rather than November 2
  - WLA will start Winter Break on Dec. 20, rather than Dec. 22
  - WLA will not have a day off on April 15

## **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*

- We held a "Data Dig" day on February 8<sup>th</sup> and reviewed student achievement per grade level and subject area. We also used the time to revise curriculum maps, pacing guides, and write domains.
- In Professional Learning Communities (PLCs) grades K-2 is focused on a six-week review of academics. Grades 3-8 are reviewing their curriculum and making early

adjustments for the 2021-2022 school year. All groups are also developing assessment plans for the 2021-2022 school year.

- WLA has begun in-depth training with our para professional team, using Friday afternoons to walk through a variety of topics and resources. Para-professionals have also been surveyed for their interest in various professional development topics for the coming school year.
- MCAs will be conducted on-site this spring.

### **III. Financial Management**

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

- Brenda, Tyler and myself have met to draft the 2021-2022 budget and we have presented that to the Finance Committee. With board approval of the first draft of that budget, I will move forward to re-allocate current WLA staff members to the anticipated positions for the upcoming school year. Those staffing assignments will also be based on the number of approved sections per each grade level.
- 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.
- We are applying for PPP funds in addition to CRF, GEERS, and ESSER funds.
- We have applied for ADSIS funds to help cover the costs of a full-time school counselor.

### **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.*

- WLA staff members have generated many good ideas regarding the staffing compliment for next year and the years beyond. I have also sent out a query to all staff members to determine which staff members would like to consider changes in assignment, as well as if they have any longer term aspirations that I can support them working towards. For example, teachers can indicate if they would like to continue working at their current grade or subject level, as well as if they are planning to pursue different licensure such as for a reading specialist, English Language learner teacher, or administrator.
- We will be sad to see Jenny and John Owens move back to Georgia this coming summer. However, we have posted and begun interviewing for a new Middle School Science teacher. We have also posted for a school counselor, additional P.E. teacher, and an additional special education teacher.
- Staffing assignments for the 2021-2022 school year will be based on the number of approved sections per each grade level, and the approval of the draft budget. (as noted above)

*Oversee conflict resolution and all other personnel matters*

- There are several issues at this time that are being constructively resolved.

## **V. Provision for a Safe and Effective Learning Environment**

*Monitor reporting systems involving health and safety of students*

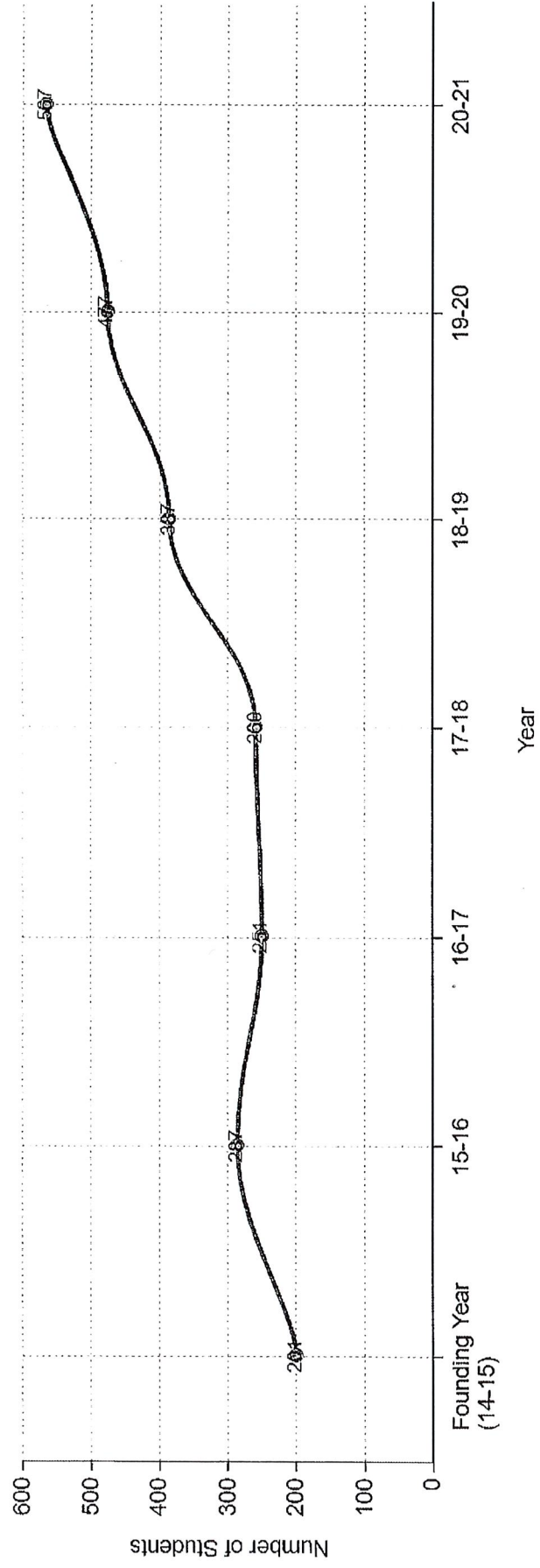
- As mentioned regularly in these reports, the Incident Command Team (ICT) meets weekly to assess school safety and COVID-19 county rates. Mandi Folks sends out a weekly update to Board members and Amy Cahlander sends out an update to all other WLA stakeholder groups.
- Amy Cahlander has been reviewing safety precautions and running safety drills and Crisis Management training with all WLA 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*

- WLA held a Royal Ball for our kindergarten students which was a special and fancy affair!
- Our Kindergarten Round-Up for the 2021-2022 school year will be held on April 8<sup>th</sup>!
- The end of Trimester II is on March 5<sup>th</sup>.
- Spring Break is coming up March 8-12<sup>th</sup>, followed by a Trimester II grading day on March 15<sup>th</sup>.
- During the current pandemic, WLA has implemented several communication protocols, with some communications paring back from the previous levels.
  - Dr. Mortensen attends occasional conference calls with the Commissioner of Education. However, topics have drifted from COVID discussion topics.
  - Dr. Mortensen facilitates a conference call with other school leaders through the School Leadership Team, (SLT) once per month, and with all VOA 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.

WLA ADM Analysis by School

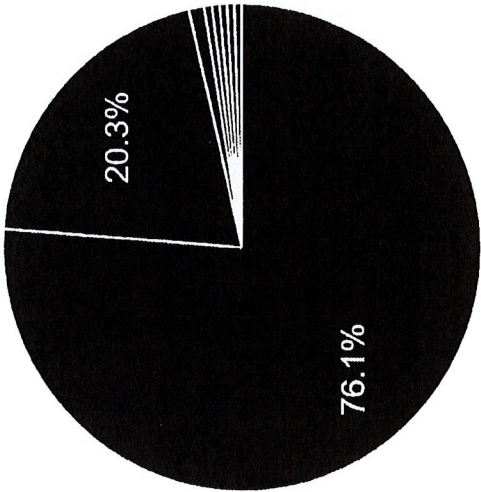






# Are you in support of having your child(ren) in-person on Fridays?

197 responses



- Yes
- No
- Depending on COVID cases
- I'm open either way. It's great having the kids back in school, but with a shorter...
- Doesn't matter to us either way
- We've scheduled out next 7 weeks assuming they are home for medical r...
- Next year due to personal schedule
- Yes but concerned about pick up time....

**ENROLLMENT TRENDS,  
CLASS SECTIONS, AND FACILITIES SPACES**

PAST AND PRESENT ENROLLMENT

2014-15	201	Founding Year
2015-16	287	43% Growth
2016-17	251	13% Loss
2017-18	260	3% Growth, Stabilized with Board and Leadership
2018-19	387	49% Growth
2019-20	477	23% Growth
2020-21	567	19% Growth

PROJECTED ENROLLMENT

2021-22	680
2022-23	774
2023-24	832
2024-25	870
2025-26	885

PROJECTED CLASS SECTIONS

	2021-22	2022-23	2023-24	2024-25	2025-26
	680	774	832	870	885
1	90	90	90	90	90
2	105	105	105	105	105
3	78	105	105	105	105
4	81	88	105	105	105
5	76	88	88	105	105
6	74	80	88	96	96
7	44	72	78	85	92
8	27	41	68	74	82

## FACILITIES SPACES

### Main Building

First Floor	12 classroom spaces (10 are classrooms, with space for 2 additional classrooms in the "old gym" space) Also, two small special education rooms and a lunch room. The first floor will be very tight and there will be very limited space for kindergarten cubbies for the first half of the year until the second building is completed.
Second Floor	13 classroom spaces, a media center, an art room, two sped classrooms, and one tutoring room
Third Floor	11 classroom spaces, two special education rooms, one tutoring room, and one lunchroom

### Second Building

First Floor	2 gym spaces, stage, large entrance area that can be utilized
Second Floor	6 classroom spaces
Third Floor	12-13 classroom spaces

---



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

**Date:** Thursday, February 11, 2021

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

**Location:** Virtual Meeting

### Meeting Minutes

#### Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:38

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

#### WLA Mission & Vision – Tyler Dehne

**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 January 2021. Tyler Dehne
2. Follow up discussion of line of credit, approval at a higher limit. Brenda, Take out a line of credit up to the allowable amount. May need for the fall. Draft pledge agreements, raise amount to \$500,000. Still in process.
3. Review CAM costs and savings. Are there funds available for an alternative filtration system? Tabled. Kathy to check with Brian to review the need. Have not heard back from Brian.
4. Review lease credit use of funds for new build, \$250,000. Judith & Brenda to review if this is possible. Will check in with [Shawn Smith](#) to verify.
5. 2021-2022 Draft Budget - [Kathy Mortensen](#) and Brenda Kes reviewed details to the committee to prepare to present for the BOD.
6. 2021-2022 Enrollment Numbers projected to be 683
7. Finance section of Appendix A - Judith, Brenda and Tyler to update.
8. Bonding Representation letter from Baird - Craig Kepler reported it is in good order. Questioning if Board approval is needed. Mandi to check previous board minutes to identify the need.
9. Kathy reported a special "Kudos" to SPED Director Paula Krippner for accurate documentation on SPED transportation costs. All costs will be reimbursed by the state.

#### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: March 15, 2021 \*NOTE CHANGE

Time: 10:00 am

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

**Adjournment @ 6:08**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Statements

January 31, 2021

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**January 31, 2021 Financial Statements**

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Enrollment	12



**Woodbury Leadership Academy**  
**Woodbury, MN**  
**January 31, 2021 Financial Statements**

**Executive Summary**

**Summary of Key Indicators**

- The School is currently budgeting 568 Average Daily Membership (ADM). Actual Membership as of January 31<sup>st</sup> is 566, with a current ADM of 569. An enrollment summary is presented on page 12 with actual enrollment amounts and ADM for each month through the date of this report.
- The working budget 2020-2021 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 51.5% of expenditures spent year to date, compared to 58% 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 \$673,847. 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 \$48,640 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 \$34,533 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 \$872,805 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 approved, the working 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.

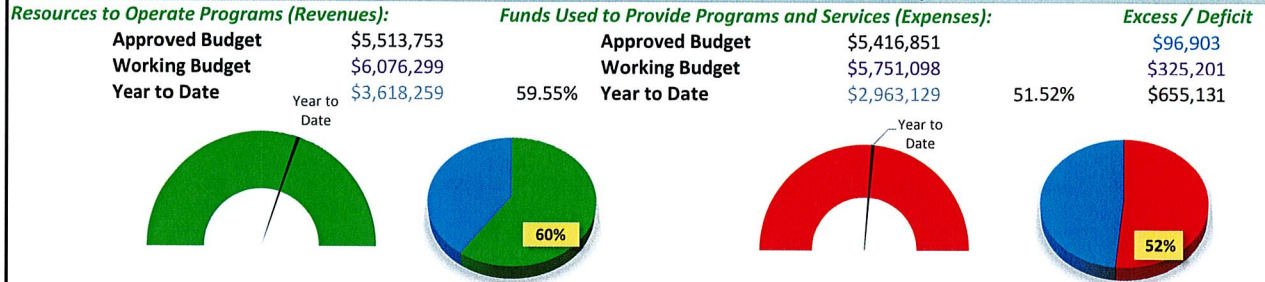
**Supplemental Information**

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.

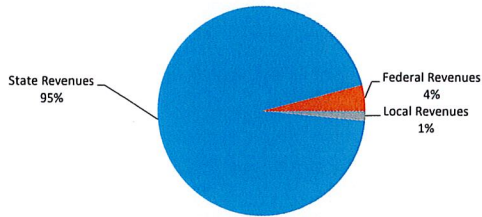
**Woodbury Leadership Academy  
Woodbury, MN  
Financial Statements Dashboard  
January 31, 2021**

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

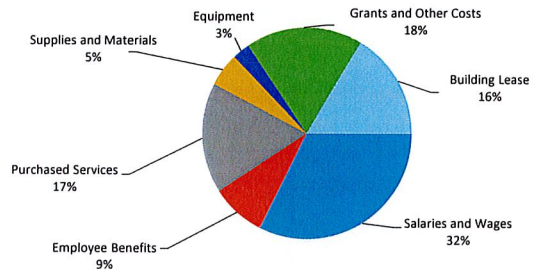


**Budgets for the Year**

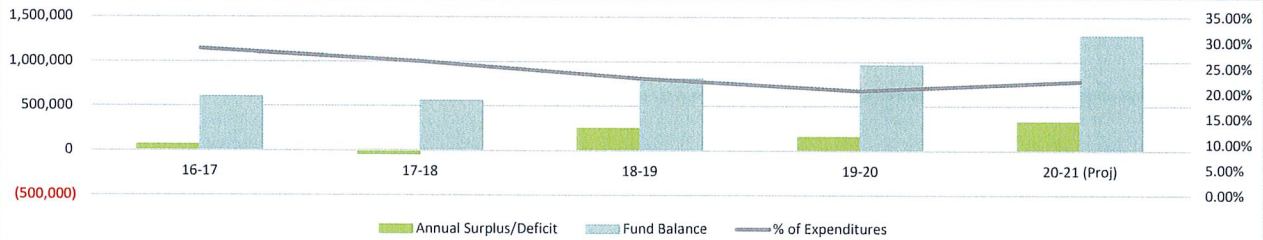
*Where funds will come from to operate the school:*

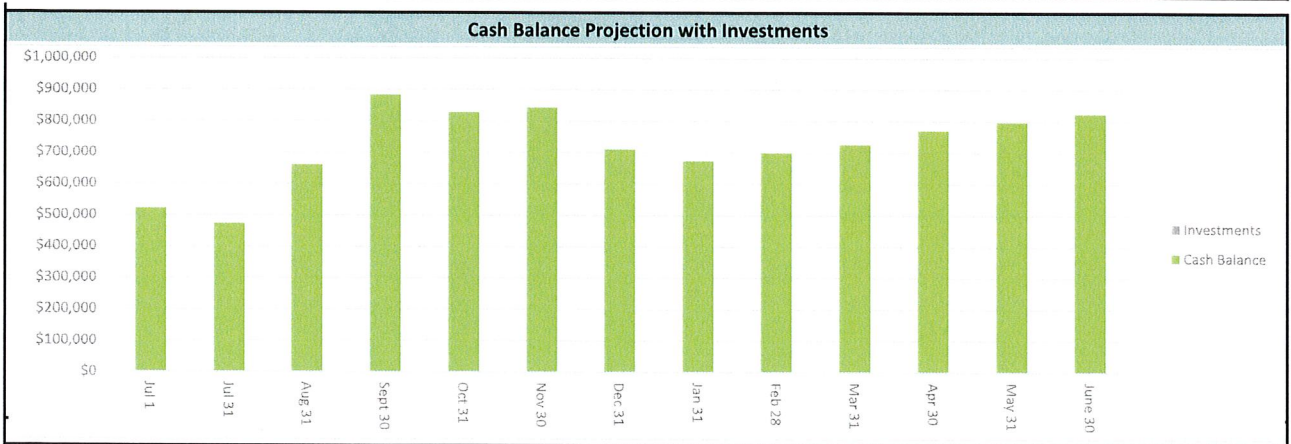
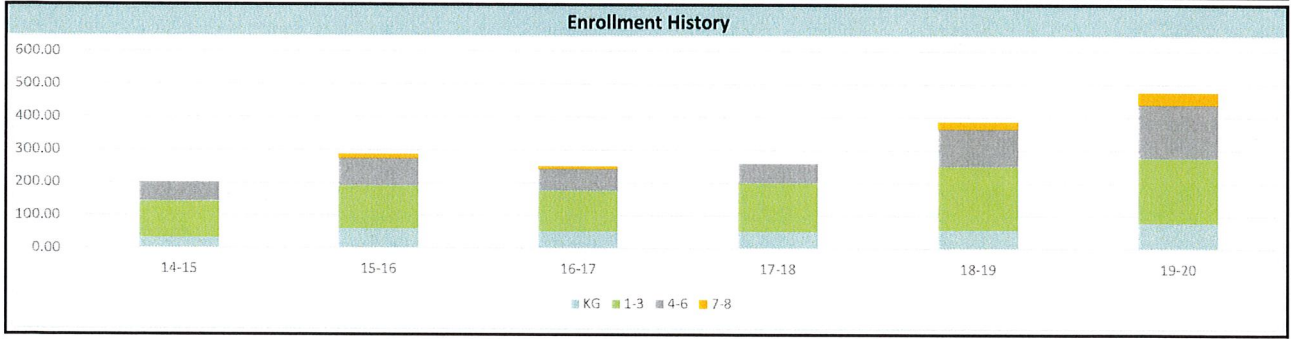
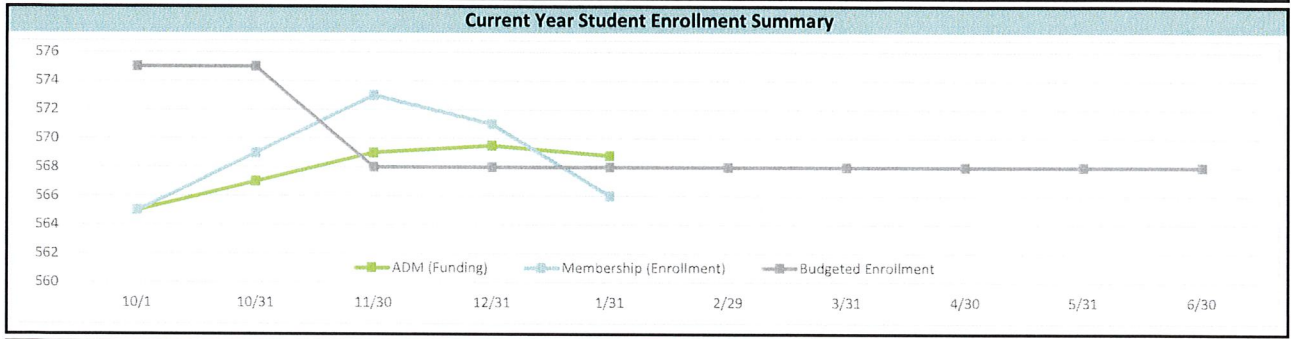


*How the money is budgeted to be spent:*



**Fund Balance History**





**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Balance Sheet**  
**January 31, 2021**

	<b>Audited Balance June 30, 2020</b>	<b>Ending Balance</b>
<b>Assets</b>		
Cash and Investments	\$ 520,783	\$ 673,847
Accounts Receivable	750	-
Due from Other Funds	-	48,640
State Aids Receivable	604,292	34,533
Current Year State Holdback Receivable		872,805
Federal Aids Receivable	16,536	67,687
Prepaid Expenses and Deposits	72,463	50,117
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
<b>Total All Assets</b>	<b>\$ 1,214,824</b>	<b>\$ 1,747,628</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 115,779	\$ 93,864
Accounts Payable	36,221	-
Payroll Deductions and Contributions (Owed)	99,381	35,190
Total current liabilities	<hr/> 251,381	<hr/> 129,055
Fund balance		
Fund balance 07-01-2020	\$ 963,443	\$ 963,443
Net income to date		655,131
Total fund balance	<hr/> 963,443	<hr/> 1,618,574
	<hr/>	<hr/>
<b>Total liabilities and fund balance</b>	<b>\$ 1,214,824</b>	<b>\$ 1,747,628</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**  
**January 31, 2021**

Months: 7      58.33%

	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	\$ 2,306,284	55.5%
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	-	-	-	872,805	-
Total State Revenues	4,705,162	5,364,453	5,748,145	3,353,085	58.3%
Federal Revenues					
Federal Title I, II, V	25,064	38,600	31,021	2,717	8.8%
Federal Special Education	68,056	54,700	57,233	54,029	94.4%
Federal GEER & ESSER	-	-	38,241	10,941	28.6%
Federal CRF	-	-	111,906	111,906	100.0%
Total Federal Revenues	93,120	93,300	238,401	179,593	75.3%
Local Revenues					
Fees from Students	29,101	47,000	9,400	2,294	24.4%
Medical Assistance	897	2,000	1,100	369	33.5%
Interest Earnings	4,668	7,000	3,500	372	10.6%
Contributions and Gifts, Grants	8,841	-	47,200	53,957	114.3%
Miscellaneous Revenues	5,436	-	28,553	28,553	100.0%
Sale of Merchandise/Fundraising	(2,440)	-	-	38	-
Total local revenues	46,502	56,000	89,753	85,582	95.4%
<b>Total Revenues</b>	<b>\$ 4,844,784</b>	<b>\$ 5,513,753</b>	<b>\$ 6,076,299</b>	<b>\$ 3,618,259</b>	<b>59.6%</b>
Expenditures					
Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 968,132	52.1%
Employee Benefits	427,043	558,017	485,605	241,488	49.7%
Contracted Services	260,271	295,987	266,586	144,596	54.2%
Technology Services	19,407	26,300	27,400	9,482	34.6%
Communication Services	6,872	8,650	8,650	3,281	37.9%
Postage	1,373	3,400	3,500	1,828	52.2%
Utilities	87,639	122,842	122,842	92,091	75.0%
Property and Casualty Insurance	15,120	17,600	18,400	16,033	87.1%
Repairs and Maintenance	58,001	127,564	127,564	50,938	39.9%
Student Transportation	339,604	362,476	375,153	223,235	59.5%
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	690	13.8%
Building Lease	681,276	815,848	945,507	536,981	56.8%
Other Rentals and Leases	33,996	2,000	2,000	1,995	99.7%

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
January 31, 2021

Months: 7      58.33%

	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	14,997	26.7%
Maintenance Supplies	17,112	17,500	20,800	11,289	54.3%
Non-Instructional Software	13,280	14,900	13,085	10,131	77.4%
Instructional Software	9,293	13,700	44,200	33,829	76.5%
Instructional Supplies	61,820	62,400	75,100	24,127	32.1%
Textbooks and Workbooks	46,547	50,000	66,000	39,752	60.2%
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	1,733	31.5%
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	9,021	45.1%
Dues and Memberships	27,642	30,500	30,500	239	0.8%
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	307,105	41.3%
Federal Title I, II, V	25,064	38,600	31,021	2,717	8.8%
Federal Special Education	68,056	54,700	57,233	54,029	94.4%
Federal GEER & ESSER	-	-	38,241	10,941	28.6%
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>\$ 2,963,129</b>	<b>51.7%</b>
<b>General fund net income</b>	<b>\$ 157,555</b>	<b>\$ 116,903</b>	<b>\$ 345,201</b>	<b>\$ 655,131</b>	
<b>Community Services Fund - 04</b>					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	\$ -	-
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</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>	

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
January 31, 2021

Months: 7      58.33%

	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	\$ 3,353,085	58.3%
Federal Revenues	93,120	93,300	238,401	179,593	75.3%
Local Revenues	46,502	56,000	89,753	85,582	95.4%
<b>Total Revenues</b>	<b>\$ 4,844,784</b>	<b>\$ 5,513,753</b>	<b>\$ 6,076,299</b>	<b>\$ 3,618,259</b>	<b>59.6%</b>
Expenditures					
Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 968,132	52.1%
Employee Benefits	427,043	558,017	485,605	241,488	49.7%
Purchased Services	1,552,894	1,815,647	1,917,602	1,089,757	56.8%
Supplies and Materials	194,483	230,100	293,285	141,845	48.4%
Equipment	171,238	180,000	160,000	34,970	21.9%
Grants and Other Costs	717,622	667,400	1,034,947	486,937	47.1%
<b>Total Expenditures</b>	<b>\$ 4,688,843</b>	<b>\$ 5,416,851</b>	<b>\$ 5,751,098</b>	<b>\$ 2,963,129</b>	<b>51.5%</b>
<b>Total Revenues All Funds</b>	<b>\$ 4,844,784</b>	<b>\$ 5,513,753</b>	<b>\$ 6,076,299</b>	<b>\$ 3,618,259</b>	<b>59.6%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 4,688,843</b>	<b>\$ 5,416,851</b>	<b>\$ 5,751,098</b>	<b>\$ 2,963,129</b>	<b>51.5%</b>
<b>Net Income - All Funds</b>	<b>\$ 155,942</b>	<b>\$ 96,903</b>	<b>\$ 325,201</b>	<b>\$ 655,131</b>	

Beginning Fund Balance, All Funds, July 1, 2020	\$ 807,501	\$ 963,443	\$ 963,443	\$ 963,443
Projected Fund Balance, All Funds, June 30, 2021	\$ 963,443	\$ 1,060,345	\$ 1,288,644	\$ 1,618,574
Projected Fund Balance Percentage	21%	20%	22%	

*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)				Beginning Balance	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		
Jul 31	\$ 346,416	\$ -	\$ 1,101	\$ 750	\$ 348,267	\$ 134,423	\$ 261,455	\$ -	\$ 395,878	\$ 473,172
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	-	30,869	108,706	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
Dec 31	352,737	54,539	38,783	247	446,306	190,654	379,330	9,649	579,633	710,894
<b>Jan 31</b>	<b>352,712</b>	<b>-</b>	<b>4,480</b>	<b>30,176</b>	<b>387,368</b>	<b>178,503</b>	<b>231,922</b>	<b>13,991</b>	<b>424,416</b>	<b>673,847</b>
Feb 28	538,610	20,531	681	-	559,822	225,602	307,636	-	533,238	700,431
Mar 31	538,610	20,531	681	-	559,822	225,602	307,636	-	533,238	727,015
Apr 30	538,610	20,531	681	17,750	577,572	225,602	307,636	-	533,238	771,349
May 31	538,610	20,531	681	-	559,822	225,602	307,636	-	533,238	797,933
June 30	538,610	20,531	681	-	559,822	225,602	307,636	-	533,238	824,518
Projected	5,173,331	214,561	94,753	620,828	6,103,472	2,345,264	3,405,834	48,640	5,799,738	-
	5,173,331	214,561	94,753	620,828	2,345,264	2,345,264	3,405,834		5,799,738	
Totals	5,173,331	214,561	94,753	620,828	6,103,472	2,345,264	3,405,834		5,799,738	824,518

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.

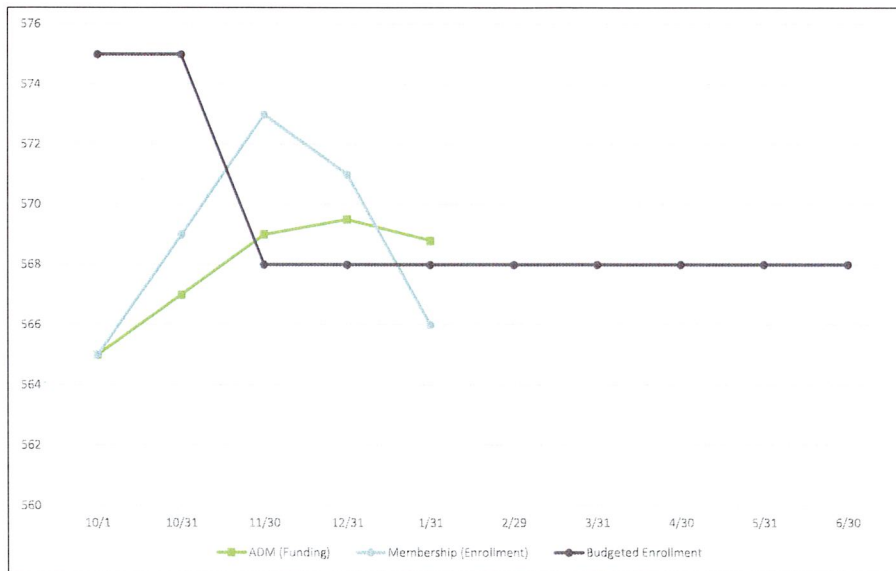
Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

Woodbury Leadership Academy  
Woodbury, MN  
Enrollment Report  
January 31, 2021

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	86					
	1	93	94	94	94	94					
	2	71	70	69	69	69					
	3	78	77	77	77	76					
	4	69	69	69	69	69					
	5	68	69	69	69	69					
	6	51	52	52	52	52					
	7	29	31	32	32	32					
	8	20	21	22	22	22					
Grand Total		565	567	569	570	569	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	85					
	1	93	94	95	95	94					
	2	71	68	69	68	67					
	3	78	76	76	76	75					
	4	69	69	70	69	68					
	5	68	69	69	69	69					
	6	51	52	52	52	52					
	7	29	33	33	33	33					
	8	20	22	23	23	23					
Grand Total		565	569	573	571	566	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

January 31, 2021

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		6624		Wire	1	1001	Public Employee Retirement Association		No	No	No	01/28/2021	2,261.44
OLDN		6625		Wire	1	1002	Teachers Retirement Association		No	No	No	01/28/2021	13,195.11
OLDN		6626		Wire	1	1369	BergankDV Outsourced Services LLC		No	No	No	01/28/2021	341.48
OLDN		6627		Wire	1	1417	VOYA		No	No	No	01/28/2021	189.90
OLDN		6628		Wire	1	1558	Bill.com		No	No	No	01/28/2021	100.51
OLDN		6629		BP	1	1010	SFM		No	No	No	01/12/2021	394.00
OLDN		6630		BP	1	1029	The Home Depot		No	No	No	01/12/2021	10.05
OLDN		6631		BP	1	1029	The Home Depot		No	No	No	01/12/2021	10.05
OLDN		6632		BP	1	1029	The Home Depot		No	No	No	01/12/2021	4.02
OLDN		6633		BP	1	1054	Integrative Therapy, LLC.		No	No	No	01/12/2021	2,970.00
OLDN		6634		BP	1	1054	Integrative Therapy, LLC.		No	No	No	01/12/2021	2,293.00
OLDN		6635		BP	1	1116	Strategic Staffing Solutions		No	No	No	01/12/2021	420.00
OLDN		6636		BP	1	1150	JR Computer Associates		No	No	No	01/12/2021	1,200.00
OLDN		6637		BP	1	1214	The Hanover Insurance Group		No	No	No	01/12/2021	5,080.55
OLDN		6638		BP	1	1233	Reno Mothes		No	No	No	01/12/2021	157.50
OLDN		6639		BP	1	1240	Keys to Communication		No	No	No	01/12/2021	5,333.75
OLDN		6640		BP	1	1462	Monarch Bus Service Inc		No	No	No	01/12/2021	35,559.84
OLDN		6641		BP	1	1462	Monarch Bus Service Inc		No	No	No	01/12/2021	(5,333.98)
OLDN		6642		BP	1	1462	Monarch Bus Service Inc		No	No	No	01/12/2021	3,080.00
OLDN		6643		BP	1	1462	Monarch Bus Service Inc		No	No	No	01/12/2021	3,080.00
OLDN		6644		BP	1	1480	The Cincinnati Insurance Companies		No	No	No	01/12/2021	1,959.00
OLDN		6645		BP	1	1504	Assured Security Inc		No	No	No	01/12/2021	63.50
OLDN		6646		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	No	No	01/12/2021	979.00
OLDN		6647		BP	1	1591	PreferredOne Insurance Company		No	No	No	01/12/2021	10,677.99
OLDN		6648		BP	1	1591	PreferredOne Insurance Company		No	No	No	01/12/2021	5,851.01
OLDN		6649		BP	1	1592	JOJ School Nurse Consulting LLC	Ind/Sole Proprietor	No	No	No	01/12/2021	135.00
OLDN		6650		BP	1	1617	CDWG		No	No	No	01/12/2021	130.10
OLDN		6651		BP	1	1620	Carson Dellosa Education		No	No	No	01/12/2021	17.74
OLDN		6652		BP	1	1621	Cintas		No	No	No	01/12/2021	110.73
OLDN		6653		BP	1	1622	Intrado		No	No	No	01/12/2021	1,250.00
OLDN		6654		BP	1	1013	Region V Computer Services		No	No	No	01/20/2021	1,072.00
OLDN		6655		BP	1	1029	The Home Depot		No	No	No	01/20/2021	206.96
OLDN		6656		BP	1	1029	The Home Depot		No	No	No	01/20/2021	31.11
OLDN		6657		BP	1	1029	The Home Depot		No	No	No	01/20/2021	799.77
OLDN		6658		BP	1	1054	Integrative Therapy, LLC.		No	No	No	01/20/2021	1,014.84
OLDN		6659		BP	1	1150	JR Computer Associates		No	No	No	01/20/2021	562.05
OLDN		6660		BP	1	1240	Keys to Communication		No	No	No	01/20/2021	4,945.20
OLDN		6661		BP	1	1249	Designs for Learning		No	No	No	01/20/2021	1,176.00
OLDN		6662		BP	1	1330	Junior Achievement		No	No	No	01/20/2021	690.00

# 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		6663		BP	1	1369	BerganKDV Outsourced Services LLC		No	No	No	01/20/2021	6,163.00
OLDN		6664		BP	1	1461	Gamino's Cleaning Company LLC		No	No	No	01/20/2021	8,762.00
OLDN		6665		BP	1	1509	Colliers Architecture LLC		No	No	No	01/20/2021	13,990.91
OLDN		6666		BP	1	1539	Toshiba Business Solutions		No	No	No	01/20/2021	2,225.48
OLDN		6667		BP	1	1569	ASCD		No	No	No	01/20/2021	239.00
OLDN		6668		BP	1	1594	InstantWhip- Minneapolis		No	No	No	01/20/2021	148.09
OLDN		6669		Wire	1	1002	Teachers Retirement Association		No	No	No	01/31/2021	12,619.56
OLDN		6670		Wire	1	1128	AssociatedBank		No	No	No	01/31/2021	700.01
OLDN		6671		Wire	1	1369	BerganKDV Outsourced Services LLC		No	No	No	01/31/2021	856.23
OLDN		6672		Wire	1	1417	VOYA		No	No	No	01/31/2021	1,689.90
OLDN		6673		Wire	1	1441	Old National		No	No	No	01/31/2021	77.22
OLDN		6674		BP	1	1457	MSB Holdings - Woodbury LLC		No	No	No	01/28/2021	83,964.25
OLDN		6675		BP	1	1508	First Bankcard		No	No	No	01/28/2021	6,727.28
OLDN		6676		Check	1	1613	Christina Burnett		No	No	No	01/31/2021	556.97
OLDN		6677		Wire	1	1001	Public Employee Retirement Association		No	No	No	01/31/2021	1,389.88
OLDN		6678		Wire	1	1609	GIS Benefits		No	No	No	01/31/2021	3,783.55

Bank Total:

Report Total:

# WOODBURY LEADERSHIP ACADEMY

## Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1685	4228	OLDN	CR0121	Credit	A	01/15/21	4228	R 01 005 000 000 211	Check 1 M		Miscellaneous Customer				176,592.86		0.00
FY21 IDEAS																	
Receipt Total: \$176,592.86																	
Deposit Total: \$176,592.86																	
1686	4228	OLDN	CR0121	Credit	A	01/11/21	4228	R 01 005 000 000 096	Check 1	DONATE	Donations				20.00		0.00
FY21 Mighty Cause Donation																	
Receipt Total: \$20.00																	
Deposit Total: \$20.00																	
1687	4228	OLDN	CR0121	Credit	A	01/29/21	4228	R 01 005 000 000 092	Check 1 I		Interest				22.83		0.00
FY21 Mighty Cause Donation																	
Receipt Total: \$22.83																	
Deposit Total: \$22.83																	
1688	4228	OLDN	CR0121	Credit	A	01/29/21	4228	B 01 121 000	Check 1 m		Miscellaneous Customer				14.54		0.00
FY21 IDEAS																	
Receipt Total: \$22.83																	
Deposit Total: \$22.83																	
1689	4228	OLDN	CR0121	Credit	A	01/21/21	4228	R 01 005 000 000 621	Check 1 M		Miscellaneous Customer				20.00		0.00
Deposit 1.21.21																	
Receipt Total: \$206,295.42																	
Deposit Total: \$206,295.42																	
1689	4228	OLDN	CR0121	Credit	A	01/21/21	4228	R 01 005 000 000 621	Check 1 M		Math Curriculum Donation				17.50		0.00
Deposit 1.21.21																	
Receipt Total: \$206,295.42																	
Deposit Total: \$206,295.42																	
1689	4228	OLDN	CR0121	Credit	A	01/21/21	4228	R 01 005 000 000 621	Check 1 M		Recorder Donations				2,000.00		0.00
Deposit 1.21.21																	
Receipt Total: \$206,295.42																	
Deposit Total: \$206,295.42																	
1689	4228	OLDN	CR0121	Credit	A	01/21/21	4228	R 01 005 000 000 096	Check 1 M		WCF Community Grant				780.84		0.00
Deposit 1.21.21																	
Receipt Total: \$206,295.42																	
Deposit Total: \$206,295.42																	
1689	4228	OLDN	CR0121	Credit	A	01/21/21	4228	E 01 010 411 000 740 394	Check 1 M		Reimb from Strategic Staffing				1,277.50		0.00
Deposit 1.21.21																	
Receipt Total: \$206,295.42																	
Deposit Total: \$206,295.42																	
1689	4228	OLDN	CR0121	Credit	A	01/21/21	4228	R 01 005 000 000 096	Check 1 M		Boxtops				72.80		0.00
Deposit 1.21.21																	
Receipt Total: \$206,295.42																	
Deposit Total: \$206,295.42																	

# 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
1689	4228	OLDN	CR0121	1692	Credit	A	01/21/21	4228	R	01 005 000 000 372 071	Miscellaneous Customer					268.46	0.00
Deposit 1.21.21																\$4,437.10	\$0.00
																\$4,437.10	\$0.00
																\$387,368.21	\$0.00

Receipt Total: 268.46 \$4,437.10 \$0.00  
 Deposit Total: \$4,437.10 \$0.00  
 Report Total: \$387,368.21 \$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
4064	202107	01/11/2021	P	JE		R/C 115 A/R Activity	R/C 115 A/R Activity	B	01	115	000				Accounts Receivable	0.00	750.00
						R/C 115 A/R Activity	R/C 115 A/R Activity	B	01	115	001				Accounts Receivable	750.00	0.00
						R/C 115 A/R Activity	R/C 115 A/R Activity	B	01	115	001				Accounts Receivable	26,823.40	0.00
						R/C 115 A/R Activity	R/C 115 A/R Activity	R	01	005	000	000	099		Misc Local Revenue	0.00	26,823.40
<table border="1" style="float: right;"> <tr> <td style="width: 150px;"></td> <td style="text-align: right;"><b>\$27,573.40</b></td> </tr> </table>																	<b>\$27,573.40</b>
	<b>\$27,573.40</b>																



**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Contracted Services Report**  
**January 31, 2021**

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	43,141	58.33%
Time & Attendance Fees	6,000	11,500	5,196	45.18%
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	1,519	55.22%
Grant Writing	1,000	1,000	1,000	100.00%
Benefit Fees	-	750	390	52.00%
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	6,368	82.16%
Nursing	6,000	6,000	388	6.46%
Janitorial Services	81,500	111,000	61,836	55.71%
Other Fees	7,001	3,600	94	2.61%
	295,987	266,586	144,596	54.24%



**Meeting:** Governance Committee

**Date:** Wednesday, February 10, 2021

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

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

**Minutes:**

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

Members Present: Jess Erickson, Kylie Griffith, Natalie Sjoberg, and Kathy Mortensen

Members Absent: Claudia George

**Development, Discussion, and Recommendations**

- Reviewed policies 406 and 412
- Discussed adding the policy that we missed in the VOA Governance evaluation and will begin creating that policy in March.
- We will be revisiting the wording on policy 538 (Enrollment)

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Monday, March 15, 2021

Time: 8:30 a.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 5:47 p.m.

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

*Revised: February 10, 2021*

*Board Approved:*

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school employees as to the data Woodbury Leadership Academy collects and maintains regarding its personnel.

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

- A. All data on individuals collected, created, received, maintained or disseminated by Woodbury Leadership Academy, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by Woodbury Leadership Academy.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school staff who need it to conduct the business of Woodbury Leadership Academy
- C. "Confidential" means the data is not available to the subject.
- ~~D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.~~
- ~~E.D "Personnel data" means government data on individuals maintained because they are or were employees of Woodbury Leadership Academy, applicants for employment, volunteers for Woodbury Leadership Academy, or members of or applicants for an advisory board or commission. Personnel data include data submitted to Woodbury Leadership Academy by an employee as part of an organized self-evaluation effort by Woodbury Leadership Academy to request suggestions from all employees on ways to cut costs, make Woodbury Leadership Academy more efficient, or to improve school operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion. means data about current and former government employees, volunteers, and individual independent contractors.~~
- ~~F. E. "Finalist" means an individual who is selected to be interviewed by the school board for a position. someone who the appointing authority selects to be interviewed.~~

- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school in its role as employer.

#### IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, ~~including volunteers and independent contractors~~, is public:

1. An employee's name
2. An employee's actual gross salary
3. Salary range
4. The value and nature of employer paid fringe benefits
5. The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary
6. An employee's job title and job description
7. The terms and conditions of the employment relationship
8. An employee's education and training background and previous work experience
9. An employee's work-related continuing education
10. The existence and status of any complaints or charges against the employee even if the complaint or charge does not result in discipline
11. The final disposition of discipline together with the specific reasons for the discipline and data that document the basis of the discipline
12. An employee's work location
13. An employee's work telephone number

~~1. name;~~

~~2. employee identification number, which may not be the employee's social security number;~~

~~3. actual gross salary;~~

~~4. salary range;~~

~~5. terms and conditions of employment relationship;~~

~~6. contract fees;~~

~~7. actual gross pension;~~

~~8. the value and nature of employer paid fringe benefits;~~

~~9. the basis for and the amount of any added remuneration, including expense~~

reimbursement, in addition to salary;

~~10. job title;~~

~~11. bargaining unit;~~

~~12. job description;~~

~~13. education and training background;~~

~~14. previous work experience;~~

~~15. date of first and last employment;~~

~~16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;~~

~~17. the final disposition of any disciplinary action, as defined in Minn. Stat. §~~

~~406-2~~

~~Woodbury Leadership Academy~~

~~13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of Woodbury Leadership Academy~~

~~18. the terms of any agreement settling any dispute arising out of the employment relationship, including administrative buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;~~

~~19. work location;~~

~~20. work telephone number;~~

~~21. badge number;~~

~~22. work-related continuing education;~~

~~23. honors and awards received; and~~

~~24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.~~

B. The following information on applicants for employment or to an advisory board/ commission is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

- ~~C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position. The names of applicants are private unless and until an applicant becomes a finalist; at that point, the individual's name is public in connection with the data listed above.~~
- ~~D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. All data relating to a complaint or charge are public upon completion of the investigation (or if the public official resigns or is terminated while charges are pending).~~

## V. PRIVATE PERSONNEL DATA

- A. All other personnel data ~~are~~ **is** private and will only be shared with school staff whose work requires such access. Private data of the employee or employee's dependent will not be released unless authorized by law or by the employee's informed written consent.
- ~~B. Data pertaining to an employee's dependents are private data on individuals.~~
- ~~C. Data created, collected or maintained by Woodbury Leadership Academy to administer employee assistance programs are private.~~
- ~~D. Parking space leasing data are private.~~
- ~~E. Personnel data may be disseminated to labor organizations to the extent Woodbury Leadership Academy determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.~~
- ~~F. Woodbury Leadership Academy may display a photograph of a current or former employee to prospective witnesses as part of Woodbury Leadership Academy's investigation of any complaint or charge against the employee.~~
- ~~G. Woodbury Leadership Academy may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the~~

~~employee, release data that are relevant to the concerns for safety to:~~

- ~~1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;~~
- ~~2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or~~
- ~~3. A court, law enforcement agency, or prosecuting authority.~~

~~H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.~~

~~I. A complainant has access to a statement provided by the complainant to Woodbury Leadership Academy in connection with a complaint or charge against~~

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~~Woodbury Leadership Academy~~

~~an employee.~~

~~J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if Woodbury Leadership Academy determines that the employee's access to that data would:~~

- ~~1. threaten the personal safety of the complainant or a witness; or 2.~~

~~subject the complainant or witness to harassment.~~

~~If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.~~

~~K. Woodbury Leadership Academy shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from Woodbury Leadership Academy's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.~~

~~L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.~~

~~M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.~~

~~N. Woodbury Leadership Academy shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of Woodbury Leadership Academy or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.~~

~~O. The identity of an employee making a suggestion as part of an organized self evaluation effort by Woodbury Leadership Academy to cut costs, make Woodbury Leadership Academy more efficient, or to improve school operations is private.~~

~~P. Health information on employees is private unless otherwise provided by law. To the extent that Woodbury Leadership Academy transmits protected health information, Woodbury Leadership Academy will comply with all privacy~~

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~~Woodbury Leadership Academy~~

~~requirements.~~

~~Q. Personal home contact information for employees may be used by Woodbury Leadership Academy and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for Woodbury Leadership Academy or government entity.~~

## ~~VI. MULTIPLE CLASSIFICATIONS~~

~~If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.~~

## ~~VII. VI. CHANGE IN CLASSIFICATIONS~~

Woodbury Leadership Academy shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## ~~VIII. VII. RESPONSIBLE AUTHORITY~~

Woodbury Leadership Academy has designated the Executive Director *[name and title, telephone]* as the authority responsible for personnel data. ~~If you have any questions, contact *[him/her]*.~~

## ~~IX. EMPLOYEE AUTHORIZATION/RELEASE FORM~~

~~An employee authorization form is included as an addendum to this policy.~~





## 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, February 9, 2021

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

**Location:** Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS

**Minutes:**

The meeting was called to order by Mandi Folks at 4:31 p.m.

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

Members Absent: Jason Livingston,

Others in attendance: Shawn Smith , Craig Kepler

The meeting ended at 5:24 p.m.

**Development, Discussion, and Recommendations**

- Based on our strong enrollment numbers and future goals, we are looking to add a 3<sup>rd</sup> floor to the new gym build, which will have an additional 10-12 classrooms. We will bring to the Board for their approval next meeting. Financing is a cumbersome and expensive project to go through, so it makes sense to do it at this time, but the last minute change will push the project back a month.
- 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.
- Our Landlord has received an offer to purchase the building on the other side of the parking lot (8147 Globe Dr). The new owner The buyer will be an affiliated LLC to the real estate company that represents Mike Myhre- Crossroads Properties, who will continue to honor or right of first refusal to purchase after this offer (as stated in this offer). They are buying it as an investment to keep in its current use. Our tax-exempt status prohibits us from accepting lease payments from current tenants, therefore we are unable to purchase the building at this time. We will discuss at the Board level, but our real estate advisor has advised that we exercise our first right of refusal.

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, March 9, 2021

Time: 4:30 p.m. via Zoom (details above)



## 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.*

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### **MDE Review and Comment Amended Submittal**

The following Review and Comment Amended 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.



February 26, 2021

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

RE: Review and Comment Amended Submittal for Woodbury Leadership Academy

Dear Commissioner Ricker:

Thank you for your positive review and comment letter dated January 19<sup>th</sup>. Since submitting our original document in December, WLA's Project team has been able to work through more details of our Project, including on the building and site design, requirements from the City of Woodbury, and communication from other stakeholders of our school, which taken together required us to make certain changes that we felt warrant additional review from you.

There are three primary factors driving the changes outlined in this letter: 1) concern for more flexibility from the school and their stakeholders, 2) being faced with certain constraints within our allotted property boundaries, namely designing new improvements around an existing building within the requirements given to us from various governmental agencies and 3) economics and efficiency in our budget. Given these considerations, we have revised our enrollment projections upward and increased our project costs, which are further outlined in this amended Document submittal.

It is with these changes we are seeking your positive review and comment. Thank you for reviewing this amended submission. Please contact us with any questions.

Respectfully Submitted,

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Dr. Kathy Mortenson  
Executive Direct  
(651) 444 - 9335

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Mandi Folks  
WLA Board Chair  
(913) 221 - 6263

Amended 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*

**b.**

Grade	2021-22	2022-23	2023-24	2024-25	2025-26
<b>K</b>	90	90	90	90	90
<b>1st</b>	105	105	105	105	105
<b>2nd</b>	108	105	105	105	105
<b>3rd</b>	78	105	105	105	105
<b>4th</b>	81	88	105	105	105
<b>5th</b>	76	88	88	105	105
<b>6th</b>	74	80	88	96	96
<b>7th</b>	44	72	78	85	92
<b>8th</b>	27	41	68	74	82
<b>Total</b>	<b>683</b>	<b>774</b>	<b>832</b>	<b>870</b>	<b>885</b>

**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*

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: 3,000 square feet
- New Structure – Gym Area: 9,000 square feet
- New Structure – Classroom, Admin, & Circulation Area: 30,000 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:	\$325,000
New Structure**:	\$10,238,003
Debt Service Reserve Fund:	\$1,272,000
Cost of Bond Issuance:	<u>\$660,685.33</u>
<b>Total Project Costs:</b>	<b>\$18,488,195</b>

\*\*New Structure:

-Construction Costs:	\$9,268,003
-Permits:	\$150,000
-Softs (Design, Testing, PM, Admin):	<u>\$820,000</u>
Total New Structure:	\$10,238,003

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: May 15, 2021
- New Structure & Existing Building Renovation: Construction to start in May, 2021, lasting 9-11 months, and being complete in late winter/early spring of 2022.



**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*

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 March 24, 2021, or sooner.

The updated financing schedules and payments outlined are below:

SOURCES AND USES OF FUNDS

THE CITY OF WOODBURY, MN  
 Series 2021 Charter School Lease Revenue Bonds  
 (Woodbury Leadership Academy)  
 Assumes Non-Rated  
 35 Year Financing

Project Fund: Maximum Amount Available Based on Revenue Constraints  
 Estimated Rates As of 2-11-2021  
 \*\* Preliminary: For Discussion Purposes \*\*

Dated Date 04/15/2021  
 Delivery Date 04/15/2021

Sources:	Series 2021A (Tax Exempt)	Series 2021B (Taxable)	Total
Bond Proceeds:			
Par Amount	22,910,000.00	200,000.00	23,110,000.00
Premium	935,688.50		935,688.50
	23,845,688.50	200,000.00	24,045,688.50
Uses:	Series 2021A (Tax Exempt)	Series 2021B (Taxable)	Total
Project Fund Deposits:			
Project Fund	21,565,931.44		21,565,931.44
Other Fund Deposits:			
Capitalized Interest Fund	546,851.51		546,851.51
Debt Service Reserve Fund	1,260,991.78	11,008.22	1,272,000.00
	1,807,843.29	11,008.22	1,818,851.51
Delivery Date Expenses:			
Cost of Issuance	114,228.44	185,771.56	300,000.00
Underwriter's Discount	357,685.33	3,000.00	360,685.33
	471,913.77	188,771.56	660,685.33
Other Uses of Funds:			
Contingency		220.22	220.22
	23,845,688.50	200,000.00	24,045,688.50

BOND SUMMARY STATISTICS

THE CITY OF WOODBURY, MN  
 Series 2021 Charter School Lease Revenue Bonds  
 (Woodbury Leadership Academy)  
 Assumes Non-Rated  
 35 Year Financing

Project Fund: Maximum Amount Available Based on Revenue Constraints  
 Estimated Rates As of 2-11-2021

\*\* Preliminary: For Discussion Purposes \*\*

Dated Date	04/15/2021
Delivery Date	04/15/2021
First Coupon	07/01/2021
Last Maturity	07/01/2056
Arbitrage Yield	3.462410%
True Interest Cost (TIC)	3.827692%
Net Interest Cost (NIC)	3.890761%
All-In TIC	4.019592%
Average Coupon	4.000837%
Average Life (years)	22.604
Weighted Average Maturity (years)	22.630
Duration of Issue (years)	14.487
Par Amount	23,110,000.00
Bond Proceeds	24,045,688.50
Total Interest	20,899,123.33
Net Interest	20,324,120.16
Bond Years from Dated Date	522,368,777.78
Bond Years from Delivery Date	522,368,777.78
Total Debt Service	44,009,123.33
Maximum Annual Debt Service	1,272,000.00
Average Annual Debt Service	1,249,864.66

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Taxable Bond	200,000.00	100.000	5.000%	2.186	06/22/2023	41.40
2031 Term Bond	3,080,000.00	108.495	4.000%	7.062	05/07/2028	2,587.20
2041 Term Bond	5,710,000.00	104.706	4.000%	16.035	04/27/2037	4,568.00
2051 Term Bond	8,465,000.00	103.187	4.000%	26.033	04/27/2047	6,772.00
2056 Term Bond	5,655,000.00	102.397	4.000%	33.289	07/29/2054	4,410.90
	23,110,000.00			22.604		18,379.50

	TIC	All-In TIC	Arbitrage Yield
Par Value	23,110,000.00	23,110,000.00	22,910,000.00
+ Accrued Interest			
+ Premium (Discount)	935,688.50	935,688.50	935,688.50
- Underwriter's Discount	(360,685.33)	(360,685.33)	
- Cost of Issuance Expense		(300,000.00)	
- Other Amounts			
Target Value	23,685,003.17	23,385,003.17	23,845,688.50
Target Date	04/15/2021	04/15/2021	04/15/2021
Yield	3.827692%	4.019592%	3.462410%

**NET DEBT SERVICE**  
**THE CITY OF WOODBURY, MN**  
**Series 2021 Charter School Lease Revenue Bonds**  
**(Woodbury Leadership Academy)**  
**Assumes Non-Rated**  
**35 Year Financing**  
**Project Fund: Maximum Amount Available Based on Revenue Constraints**  
**Estimated Rates As of 2-11-2021**  
**\*\* Preliminary: For Discussion Purposes \*\***

Period Ending	Principal	Coupon	Interest	Total Debt Service	Annual Dissemination Fee	Annual Accounting Fee	Repair and Replacement Fund	Annual Trustee Fee	Capitalized Interest Fund	Debt Service Reserve Fund	Net Debt Service
07/01/2021			195,573.33	195,573.33			10,833.33		(89,186.08)		117,220.58
07/01/2022	20,000	5.000%	926,400.00	946,400.00	3,000	12,500	52,000.00	2,500	(422,460.40)		593,939.60
07/01/2023	165,000	5.000%	925,400.00	1,090,400.00	3,000	12,500	52,000.00	2,500	(35,205.03)		1,125,194.97
07/01/2024	265,000	** %	917,150.00	1,182,150.00	3,000	12,500	52,000.00	2,500			1,252,150.00
07/01/2025	335,000	4.000%	906,400.00	1,241,400.00	3,000	12,500	52,000.00	2,500			1,311,400.00
07/01/2026	375,000	4.000%	893,000.00	1,268,000.00	3,000	12,500	52,000.00	2,500			1,338,000.00
07/01/2027	390,000	4.000%	878,000.00	1,268,000.00	3,000	12,500	52,000.00	2,500			1,338,000.00
07/01/2028	405,000	4.000%	862,400.00	1,267,400.00	3,000	12,500	52,000.00	2,500			1,337,400.00
07/01/2029	425,000	4.000%	846,200.00	1,271,200.00	3,000	12,500	52,000.00	2,500			1,341,200.00
07/01/2030	440,000	4.000%	829,200.00	1,269,200.00	3,000	12,500	52,000.00	2,500			1,339,200.00
07/01/2031	460,000	4.000%	811,600.00	1,271,600.00	3,000	12,500	52,000.00	2,500			1,341,600.00
07/01/2032	475,000	4.000%	793,200.00	1,268,200.00	3,000	12,500	52,000.00	2,500			1,338,200.00
07/01/2033	495,000	4.000%	774,200.00	1,269,200.00	3,000	12,500	52,000.00	2,500			1,339,200.00
07/01/2034	515,000	4.000%	754,400.00	1,269,400.00	3,000	12,500	52,000.00	2,500			1,339,400.00
07/01/2035	535,000	4.000%	733,800.00	1,268,800.00	3,000	12,500	52,000.00	2,500			1,338,800.00
07/01/2036	555,000	4.000%	712,400.00	1,267,400.00	3,000	12,500	52,000.00	2,500			1,337,400.00
07/01/2037	580,000	4.000%	690,200.00	1,270,200.00	3,000	12,500	52,000.00	2,500			1,340,200.00
07/01/2038	600,000	4.000%	667,000.00	1,267,000.00	3,000	12,500	52,000.00	2,500			1,337,000.00
07/01/2039	625,000	4.000%	643,000.00	1,268,000.00	3,000	12,500	52,000.00	2,500			1,338,000.00
07/01/2040	650,000	4.000%	618,000.00	1,268,000.00	3,000	12,500	52,000.00	2,500			1,338,000.00
07/01/2041	680,000	4.000%	592,000.00	1,272,000.00	3,000	12,500	52,000.00	2,500			1,342,000.00
07/01/2042	705,000	4.000%	564,800.00	1,269,800.00	3,000	12,500	52,000.00	2,500			1,339,800.00
07/01/2043	735,000	4.000%	536,600.00	1,271,600.00	3,000	12,500	52,000.00	2,500			1,341,600.00
07/01/2044	760,000	4.000%	507,200.00	1,267,200.00	3,000	12,500	52,000.00	2,500			1,337,200.00
07/01/2045	795,000	4.000%	476,800.00	1,271,800.00	3,000	12,500	52,000.00	2,500			1,341,800.00
07/01/2046	825,000	4.000%	445,000.00	1,270,000.00	3,000	12,500	52,000.00	2,500			1,340,000.00
07/01/2047	860,000	4.000%	412,000.00	1,272,000.00	3,000	12,500	52,000.00	2,500			1,342,000.00
07/01/2048	890,000	4.000%	377,600.00	1,267,600.00	3,000	12,500	52,000.00	2,500			1,337,600.00
07/01/2049	925,000	4.000%	342,000.00	1,267,000.00	3,000	12,500	52,000.00	2,500			1,337,000.00
07/01/2050	965,000	4.000%	305,000.00	1,270,000.00	3,000	12,500	52,000.00	2,500			1,340,000.00
07/01/2051	1,005,000	4.000%	266,400.00	1,271,400.00	3,000	12,500	52,000.00	2,500			1,341,400.00
07/01/2052	1,045,000	4.000%	226,200.00	1,271,200.00	3,000	12,500	52,000.00	2,500			1,341,200.00
07/01/2053	1,085,000	4.000%	184,400.00	1,269,400.00	3,000	12,500	52,000.00	2,500			1,339,400.00
07/01/2054	1,130,000	4.000%	141,000.00	1,271,000.00	3,000	12,500	52,000.00	2,500			1,341,000.00
07/01/2055	1,175,000	4.000%	95,800.00	1,270,800.00	3,000	12,500	52,000.00	2,500			1,340,800.00
07/01/2056	1,220,000	4.000%	48,800.00	1,268,800.00	3,000	12,500	52,000.00	2,500		(1,272,000)	14,800.00
	23,110,000		20,899,123.33	44,009,123.33	105,000	437,500	1,778,833.33	87,500	(546,851.51)	(1,272,000)	44,599,105.15

BOND DEBT SERVICE

THE CITY OF WOODBURY, MN  
 Series 2021 Charter School Lease Revenue Bonds  
 (Woodbury Leadership Academy)  
 Assumes Non-Rated  
 35 Year Financing

Project Fund: Maximum Amount Available Based on Revenue Constraints  
 Estimated Rates As of 2-11-2021

\*\* Preliminary: For Discussion Purposes \*\*

Period Ending	Principal	Coupon	Dated Date		Annual Debt Service
			Delivery Date	04/15/2021	
07/01/2021				195,573.33	195,573.33
01/01/2022				463,200.00	463,200.00
07/01/2022	20,000	5.000%		463,200.00	483,200.00
01/01/2023				462,700.00	462,700.00
07/01/2023	165,000	5.000%		462,700.00	627,700.00
01/01/2024				458,575.00	458,575.00
07/01/2024	265,000	** %		458,575.00	723,575.00
01/01/2025				453,200.00	453,200.00
07/01/2025	335,000	4.000%		453,200.00	788,200.00
01/01/2026				446,500.00	446,500.00
07/01/2026	375,000	4.000%		446,500.00	821,500.00
01/01/2027				439,000.00	439,000.00
07/01/2027	390,000	4.000%		439,000.00	829,000.00
01/01/2028				431,200.00	431,200.00
07/01/2028	405,000	4.000%		431,200.00	836,200.00
01/01/2029				423,100.00	423,100.00
07/01/2029	425,000	4.000%		423,100.00	848,100.00
01/01/2030				414,600.00	414,600.00
07/01/2030	440,000	4.000%		414,600.00	854,600.00
01/01/2031				405,800.00	405,800.00
07/01/2031	460,000	4.000%		405,800.00	865,800.00
01/01/2032				396,600.00	396,600.00
07/01/2032	475,000	4.000%		396,600.00	871,600.00
01/01/2033				387,100.00	387,100.00
07/01/2033	495,000	4.000%		387,100.00	882,100.00
01/01/2034				377,200.00	377,200.00
07/01/2034	515,000	4.000%		377,200.00	892,200.00
01/01/2035				366,900.00	366,900.00
07/01/2035	535,000	4.000%		366,900.00	901,900.00
01/01/2036				356,200.00	356,200.00
07/01/2036	555,000	4.000%		356,200.00	911,200.00
01/01/2037				345,100.00	345,100.00
07/01/2037	580,000	4.000%		345,100.00	925,100.00
01/01/2038				333,500.00	333,500.00
07/01/2038	600,000	4.000%		333,500.00	933,500.00
01/01/2039				321,500.00	321,500.00
07/01/2039	625,000	4.000%		321,500.00	946,500.00
01/01/2040				309,000.00	309,000.00
07/01/2040	650,000	4.000%		309,000.00	959,000.00
01/01/2041				296,000.00	296,000.00
07/01/2041	680,000	4.000%		296,000.00	976,000.00
01/01/2042				282,400.00	282,400.00
07/01/2042	705,000	4.000%		282,400.00	987,400.00
01/01/2043				268,300.00	268,300.00
07/01/2043	735,000	4.000%		268,300.00	1,003,300.00
01/01/2044				253,600.00	253,600.00
07/01/2044	760,000	4.000%		253,600.00	1,013,600.00
01/01/2045				238,400.00	238,400.00
07/01/2045	795,000	4.000%		238,400.00	1,033,400.00
01/01/2046				222,500.00	222,500.00
07/01/2046	825,000	4.000%		222,500.00	1,047,500.00
01/01/2047				206,000.00	206,000.00
07/01/2047	860,000	4.000%		206,000.00	1,066,000.00
01/01/2048				188,800.00	188,800.00
07/01/2048	890,000	4.000%		188,800.00	1,078,800.00
01/01/2049				171,000.00	171,000.00
07/01/2049	925,000	4.000%		171,000.00	1,096,000.00
01/01/2050				152,500.00	152,500.00
07/01/2050	965,000	4.000%		152,500.00	1,117,500.00
01/01/2051				133,200.00	133,200.00
07/01/2051	1,005,000	4.000%		133,200.00	1,138,200.00
01/01/2052				113,100.00	113,100.00
07/01/2052	1,045,000	4.000%		113,100.00	1,158,100.00
01/01/2053				92,200.00	92,200.00
07/01/2053	1,085,000	4.000%		92,200.00	1,177,200.00
01/01/2054				70,500.00	70,500.00
07/01/2054	1,130,000	4.000%		70,500.00	1,200,500.00
01/01/2055				47,900.00	47,900.00
07/01/2055	1,175,000	4.000%		47,900.00	1,222,900.00
01/01/2056				24,400.00	24,400.00
07/01/2056	1,220,000	4.000%		24,400.00	1,244,400.00
	23,110,000		20,899,123.33	44,009,123.33	44,009,123.33

BOND PRICING

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

Assumes Non-Rated  
 35 Year Financing

Project Fund: Maximum Amount Available Based on Revenue Constraints  
 Estimated Rates As of 2-11-2021

\*\* Preliminary: For Discussion Purposes \*\*

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)
2031 Term Bond:									
	07/01/2024	250,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	21,237.50
	07/01/2025	335,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	28,458.25
	07/01/2026	375,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	31,856.25
	07/01/2027	390,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	33,130.50
	07/01/2028	405,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	34,404.75
	07/01/2029	425,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	36,103.75
	07/01/2030	440,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	37,378.00
	07/01/2031	460,000	4.000%	2.940%	108.495 C	3.026%	07/01/2030	100.000	39,077.00
		3,080,000							261,646.00
2041 Term Bond:									
	07/01/2032	475,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	22,353.50
	07/01/2033	495,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	23,294.70
	07/01/2034	515,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	24,235.90
	07/01/2035	535,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	25,177.10
	07/01/2036	555,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	26,118.30
	07/01/2037	580,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	27,294.80
	07/01/2038	600,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	28,236.00
	07/01/2039	625,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	29,412.50
	07/01/2040	650,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	30,589.00
	07/01/2041	680,000	4.000%	3.400%	104.706 C	3.668%	07/01/2030	100.000	32,000.80
		5,710,000							268,712.60
2051 Term Bond:									
	07/01/2042	705,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	22,468.35
	07/01/2043	735,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	23,424.45
	07/01/2044	760,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	24,221.20
	07/01/2045	795,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	25,336.65
	07/01/2046	825,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	26,292.75
	07/01/2047	860,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	27,408.20
	07/01/2048	890,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	28,364.30
	07/01/2049	925,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	29,479.75
	07/01/2050	965,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	30,754.55
	07/01/2051	1,005,000	4.000%	3.590%	103.187 C	3.821%	07/01/2030	100.000	32,029.35
		8,465,000							269,779.55
2056 Term Bond:									
	07/01/2052	1,045,000	4.000%	3.690%	102.397 C	3.874%	07/01/2030	100.000	25,048.65
	07/01/2053	1,085,000	4.000%	3.690%	102.397 C	3.874%	07/01/2030	100.000	26,007.45
	07/01/2054	1,130,000	4.000%	3.690%	102.397 C	3.874%	07/01/2030	100.000	27,086.10
	07/01/2055	1,175,000	4.000%	3.690%	102.397 C	3.874%	07/01/2030	100.000	28,164.75
	07/01/2056	1,220,000	4.000%	3.690%	102.397 C	3.874%	07/01/2030	100.000	29,243.40
		5,655,000							135,550.35
Taxable Bond:									
	07/01/2022	20,000	5.000%	5.000%	100.000				
	07/01/2023	165,000	5.000%	5.000%	100.000				
	07/01/2024	15,000	5.000%	5.000%	100.000				
		200,000							
		23,110,000							935,688.50

Dated Date	04/15/2021	
Delivery Date	04/15/2021	
First Coupon	07/01/2021	
Par Amount	23,110,000.00	
Premium	935,688.50	
Production	24,045,688.50	104.048847%
Underwriter's Discount	(360,685.33)	(1.560733%)
Purchase Price	23,685,003.17	102.488114%
Accrued Interest		
Net Proceeds	23,685,003.17	

## **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.*

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## **MDE Review and Comment Amended Submittal**

The following Review and Comment Amended 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.



February 26, 2021

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

RE: Review and Comment Amended Submittal for Woodbury Leadership Academy

Dear Commissioner Ricker:

Thank you for your positive review and comment letter dated January 19<sup>th</sup>. Since submitting our original document in December, WLA's Project team has been able to work through more details of our Project, including on the building and site design, requirements from the City of Woodbury, and communication from other stakeholders of our school, which taken together required us to make certain changes that we felt warrant additional review from you.

There are three primary factors driving the changes outlined in this letter: 1) concern for more flexibility from the school and their stakeholders, 2) being faced with certain constraints within our allotted property boundaries, namely designing new improvements around an existing building within the requirements given to us from various governmental agencies and 3) economics and efficiency in our budget. Given these considerations, we have revised our enrollment projections upward and increased our project costs, which are further outlined in this amended Document submittal.

It is with these changes we are seeking your positive review and comment. Thank you for reviewing this amended submission. Please contact us with any questions.

Respectfully Submitted,

---

Dr. Kathy Mortenson  
Executive Direct  
(651) 444 - 9335

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Mandi Folks  
WLA Board Chair  
(913) 221 - 6263



**Amended 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*

**b.**

<b>Grade</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b>K</b>	90	90	90	90	90
<b>1st</b>	105	105	105	105	105
<b>2nd</b>	108	105	105	105	105
<b>3rd</b>	78	105	105	105	105
<b>4th</b>	81	88	105	105	105
<b>5th</b>	76	88	88	105	105
<b>6th</b>	74	80	88	96	96
<b>7th</b>	44	72	78	85	92
<b>8th</b>	27	41	68	74	82
<b>Total</b>	<b>683</b>	<b>774</b>	<b>832</b>	<b>870</b>	<b>885</b>

**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*

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: 3,000 square feet
- New Structure – Gym Area: 9,000 square feet
- New Structure – Classroom, Admin, & Circulation Area: 30,000 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:	\$325,000
New Structure**:	\$10,238,003
Debt Service Reserve Fund:	\$1,272,000
Cost of Bond Issuance:	<u>\$660,685.33</u>
<b>Total Project Costs:</b>	<b>\$18,488,195</b>

\*\*New Structure:

-Construction Costs:	\$9,268,003
-Permits:	\$150,000
-Softs (Design, Testing, PM, Admin):	<u>\$820,000</u>
Total New Structure:	\$10,238,003

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: May 15, 2021
- New Structure & Existing Building Renovation: Construction to start in May, 2021, lasting 9-11 months, and being complete in late winter/early spring of 2022.

**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*

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 March 24, 2021, or sooner.

The updated financing schedules and payments outlined are below:

**RESOLUTION DECLARING REIMBURSEMENT INTENT IN CONNECTION WITH A  
PROJECT UNDERTAKEN BY WOODBURY LEADERSHIP ACADEMY AND THE  
ISSUANCE OF TAX-EXEMPT BONDS TO PROVIDE FINANCING THEREFOR**

WHEREAS, Woodbury Leadership Academy, a Minnesota nonprofit corporation (the “**School**”), is an organization described in Section 501(c)(3) of the Internal Revenue Code, exempt from the payment of income taxes under Section 501(a) of the Code; and

WHEREAS, the School has determined to undertake a project (the “**Project**”) pursuant to Minnesota Statutes, Sections 469.152 to 469.1651, as amended, consisting of the acquisition of a school facility located at in the City of Woodbury, Minnesota (the “**City**”); and

WHEREAS, to provide financing for the Project, Friends of WLA (the “**Company**”) expects to borrow proceeds of tax-exempt revenue bonds (the “**Bonds**”); and

WHEREAS, the School has agreed to make certain rental payments to the Company pursuant to a Lease Agreement (the “**Lease Agreement**”) between the School and the Company; and

WHEREAS, the School has made and will be advancing payment of certain costs of the Project in advance of the issuance of the Bonds and desires that proceeds of the Bonds be applied to the reimbursement of any of such prior expenditures and desires to express an official reimbursement intention with respect to all such expenditures to be reimbursed from the proceeds of the Bonds; and

WHEREAS, the School previously adopted a reimbursement resolution on May 22, 2019, and wishes to reaffirm and renew such resolution by this action.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE SCHOOL, AS FOLLOWS:

1. It is desirable that certain expenditures for or relating to the Project be incurred and paid prior to the issuance of the Bonds;
2. The School reasonably expects to reimburse the above-described expenditures with the proceeds of the Bonds; and
3. No funds (from sources other than the Bonds) are, or are reasonably expected to be, allocated on a long-term basis, reserved or otherwise set aside pursuant to the School’s budget or financial policies for such expenditures at this time.

I, the undersigned, being a duly qualified and acting officer of Woodbury Leadership Academy, a Minnesota nonprofit corporation (the “**School**”), hereby certify that attached hereto is a compared, true and correct copy of a corporate resolution duly adopted on February \_\_\_\_\_, 2021, by the Board of Directors of the School, at a meeting of the Board of Directors duly called and held, and that said resolution has not been modified, amended, rescinded or revoked and has been in full force and effect since its adoption and at all times thereafter, to and including the date hereof.

**WITNESS** my hand this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Secretary

S	M	T	W	Th	F	S
J				1	2	3
U	4	5	6	7	8	9
L	11	12	13	14	15	16
Y	18	19	20	21	22	23
	25	26	27	28	29	30
						31

0

S	M	T	W	Th	F	S
S			1	2	3	4
E	5	6	7	8	9	10
P	12	13	14	15	16	17
T	19	20	21	22	23	24
	26	27	28	29	30	

21

S	M	T	W	Th	F	S
N		1	2	3	4	5
O	7	8	9	10	11	12
V	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			

19

S	M	T	W	Th	F	S
J						1
A	2	3	4	5	6	7
N	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

20

S	M	T	W	Th	F	S
M			1	2	3	4
A	6	7	8	9	10	11
R	13	14	15	16	17	18
C	20	21	22	23	24	25
H	27	28	29	30	31	

17

S	M	T	W	Th	F	S
M						
A	1	2	3	4	5	6
Y	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

98

S	M	T	W	Th	F	S
A						
U	1	2	3	4	5	6
G	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

2

S	M	T	W	Th	F	S
O						1
C	3	4	5	6	7	8
T	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

18

S	M	T	W	Th	F	S
D				1	2	3
E	5	6	7	8	9	10
C	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

13

S	M	T	W	Th	F	S
F			1	2	3	4
E	6	7	8	9	10	11
B	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28				

18

S	M	T	W	Th	F	S
A						1
P	3	4	5	6	7	8
R	10	11	12	13	14	15
I	17	18	19	20	21	22
L	24	25	26	27	28	29
	30	31				

20

S	M	T	W	Th	F	S
J				1	2	3
U	5	6	7	8	9	10
N	12	13	14	15	16	17
E	19	20	21	22	23	24
	26	27	28	29	30	

3

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WOODBURY LEADERSHIP ACADEMY	
2021-2022 SCHOOL YEAR	
DRAFT SCHOOL CALENDAR	
172 STUDENT CONTACT DAYS	
<i>(Board approved on _____)</i>	
Aug. 16-18 New Teacher Workshop	
Aug. 23-27 All Staff Workshop	
Aug. 26 Back to School Open House 4-7 p.m.	
Aug. 30 First Day of School Gr 2-8	
August 30-31 Kindergarten, Gr 1, Gr 2 Conferences/Testing	
Sept. 1 First Day of School Kindergarten, Gr 1, Gr 2	
Sept. 3 Early Release 1:00 p.m., Labor Day Weekend	
Sept. 6 Labor Day Holiday	
Sept. 20-Oct. 7 NWEA MAP Fall Assessments	
Oct. 8 No School, Teacher Workshop & Data Dig	
Oct. 19 Evening Conferences	
Oct. 20 Students Dismissed at 1:00, Afternoon Conferences	
Oct. 21-22 EM-No School	
Nov. 23 End of Trimester I (58 days)	
Nov. 24 No School, Teacher Grading Day	
Nov. 25-26 Thanksgiving Holiday	
Dec. 9 Enrollment Showcase!	
Dec. 20-31 Winter Break	
Jan. 3 Return to school from Winter Break	
Jan. 17 Martin Luther King Jr Holiday	
Jan. 31-Feb. 17, NWEA MAP Winter Assessments	
Feb. 18 No School, Teacher Workshop & Data Dig	
Feb. 21 President's Day Holiday	
Feb. 22 to Mar. 31, ACCESS Testing	
Feb. 24 Evening Conferences	
Feb. 25 Students Dismissed at 1:00, Afternoon Conferences	
Mar. 4 End of Trimester II (57 days)	
Mar. 7-11 Spring Break	
Mar. 14 No School, Teacher Grading Day	
Apr. 7 Kindergarten Round-Up	
Apr. 11-May 6, MN Comprehensive Assessments (MCAs)	
Apr. 25 No School, Teacher Workshop & Data Dig	
May 26 All School Carnival	
May 30 Memorial Day Holiday	
June 3 End of Trimester III (57 days)	
June 6 Teacher Workshop & Data Dig	
June 7 Teacher Grading Day	
<b>TEACHER CONTRACT DAYS (186)</b>	
172 Student Contact Days	172
5 All Staff Professional Development Days in August	5
3 Teacher Grading Days (Nov. 24, Mar. 14, June 7)	3
4 Teacher Workshops & Data Digs (Oct. 8, Feb. 18, Apr. 25, June 6)	4

Open House Aug. 26 additional evening hrs, Sept. 3 staff released at 1:30	0
Teacher Conferences (Oct. 19, Feb. 24, 4 hrs per evening)	1
Dec. 9 Enrollment Showcase, May 26 All School Carnival	1
	<b>186</b>









