

Meeting: Board of Directors Regularly Scheduled Meeting

Date: Wednesday, May 26, 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 (Jolene Skordahl)

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

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

- 3.1 Approval of meeting agenda
Motion: _____ 2nd: _____ Vote: _____

4. Conflict of Interest Declaration (Presenter: Mandi Folks, Board Chair)

5. Public Comment (Presenter: Mandi Folks, Board Chair)

- 5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

- 6.1 Board Report (Mandi Folks)
- 6.2 Executive Director Report (Kathleen Mortensen)
- 6.3 Financial Director Report (BKDV)
- 6.4 Finance Committee Report (Jolene Skordahl)
 - 6.4.1 Accept April and May Finance Committee Minutes and April Financials
Motion: _____ 2nd: _____ Vote: _____

- 6.5 Governance Committee Report (Jess Erickson)
 - 6.5.1 Accept May Governance Committee Minutes
Motion: _____ 2nd: _____ Vote: _____
- 6.6 Facilities Committee Report (Jason Livingston)
 - 6.6.1 Accept May Facilities Committee Minutes
Motion: _____ 2nd: _____ Vote: _____

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

- 7.1 Incident Command Team Update
- 7.2 Upcoming Board Elections
- 7.3 New Employee Contracts
- 7.4 Consultant Contract for Pursuing PK-12 Approval

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: Wednesday, June 23, 2021
Time: 5:30 P.M.
Location: Zoom 432-394-8884, password: WLAROCKS

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

Adjournment
Motion: _____ 2nd _____ Vote: _____

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, MAY 26, 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 5/21/2021, we have 568 students currently enrolled, and enrollment for the upcoming school year continues to be strong, with over 200 new WLA students who have accepted seats, and high retention rates for current students. Conservatively we have 683.5 enrolled for next year. Seats open to yet fill include:
 - Kindergarten = 9
 - Gr 1 = 1
 - Gr 2 = 0
 - Gr 3 = 7
 - Gr 4 = 1
 - Gr 5 = 9
 - Gr 6 = 2
 - Gr 7 = 11 (11 to fill a third section, or if holding off additional enrollment class sizes would be 27 & 28)
 - Gr 8 = 17 (17 needed to fill a second section, or if holding off additional enrollment class sizes would be one section at 27, or two sections at 13 & 14)

Regularly Scheduled Meetings

- The Governance Committee met on May 12th.
- There were various Finance Committee meetings this month, on the 10th, 13th, 19th, and 24th.
- The Facilities Committee met on May 11th.

Design Expansion, Bonding

- In addition to the Facilities Committee meeting mentioned above, various groups also met on the 12th, 13th, 17th, 19th, and 20th.
- We are looking at adding a shed/garage building, and a second surround for outdoor trash and recycling pick-up. The shed/garage will house some ATV and/or golf cart vehicles for use by the PE teachers to haul items out to the fields, as well as for custodial use such as salting sidewalks. The shed/garage will also be used to store outdoor PE equipment, ladders and other general items.
- Nancy, Diane and Kathy have met to figure out the electrical needs for the concession stand area. (Think popcorn maker, hot dog roller, microwaves, freezers...Very fun meeting!)

COVID Update

- As of May 19th, we do not have any grade levels or classrooms on quarantine. County COVID rates have been continually declining and the school attendance rates continue to demonstrate a healthy school environment.

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

- Mallory, Taylor W, and Julie presented to staff on Social Emotional Learning on Friday, May 21st
- Our school psychologist presented on watching out for signs of suicide, and mental health in general, on Friday, May 14th
- There have been multiple meetings with the technology team to ensure that current rooms are being updated, and that the new classrooms in the expansion area are equipped with state of the art technology resources.
- There have been multiple meetings with teachers and administration to ensure that WLA will have all needed curriculum materials in place for the start of the school year.
- As Curriculum Coordinator, Kylie Griffith has been able to spend the remaining \$20,000 out of finance org #460 on CK science readers for K-2 and other CK materials. She has also spent the remaining \$35,000 from org #430 on science lab materials, art materials, PE equipment, music resources, math, history and geography curriculum, as well as middle school language arts curriculum on ancient Greece.
- Kylie and I have also been planning for the Friday staff meetings, August Workshops, and Professional Development days for the coming school year. We are looking at dividing staff members into cohorts in order to tailor professional development and training to best suit needs. (for example, “new to the field teachers” have different training needs than “veteran teachers” may have)
- Teachers have been meeting to create class lists for the coming school year. They will conduct “hand-ups” amongst grade levels, to let the upcoming grade level understand the strengths and challenges of student groupings.
- MCA testing has been completed for this school year. All online students whose parents preferred their student not test, have been coded properly. Online students who were quarantined were removed from test sessions. MDE will help all schools by marking students not in sessions with the COVID code. Furthermore, Minnesota’s waiver for the accountability sections of its Every Student Succeeds Act (ESSA) State Plan was approved. For accountability purposes, this means that MCA test results will not be used in any way to calculate or report accountability for Minnesota schools this year, not even for students with valid scores.

III. Financial Management

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

- We are spending down any budgeted areas for the 2020-2021 school year in order to get a head start for the coming school year. Otherwise finances are on track and we are on budget.

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.

- We have conducted additional interviews and have now offered employment agreements to the following:
 - Radhika Sharma for Grade 4 Teacher, recent graduate, dual licensed in elementary education and special education, counselor for Hindu camp in Maple Grove
 - Kailin Thomas for Grade 2 Teacher, two years of experience, Literacy Endorsement, strong recommendations
 - Elizabeth Higgins for Middle School Language Arts Teacher, three years of experience teaching language arts, Master's degree
 - Roberto Martinez for Custodian, current custodian, and WLA's first custodial employee!

Oversee conflict resolution and all other personnel matters

- There are no issues at this time.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- As mentioned 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.

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

- Wolf Ridge has been set up for the upcoming school year. (Jess Erickson will provide update)
- Washington D.C. trip is moving forward. (Andy Sharp will provide update)
- We will be having an end of year car parade, similar to last year, on Thursday evening, June 3rd, from 5:30-6:30. This will provide some limited face time for our families and staff prior to our summer break.
- Kathy, Andy and Diane have met to start organizing events for the coming school year!
- 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. Much of the focus on these calls is now the planning for the Annual VOA Conference, to be held June 16-18th in Bemidji. Board members are encouraged and welcome to attend this conference, and I will be booking reservations this upcoming week.
- There are frequent updates between the Board Chair, Mandi Folks, and Dr. Mortensen
- Various memos and updates to families are sent out to various stakeholder sub-groups.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

April 30, 2021

**Woodbury Leadership Academy
Woodbury, MN
April 30, 2021 Financial Statements**

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**Woodbury Leadership Academy
Woodbury, MN
April 30, 2021 Financial Statements**

Executive Summary

Summary of Key Indicators

- The School is currently budgeting 568 Average Daily Membership (ADM). Actual Membership as of April 30th is 557, with a current ADM of 566. An enrollment summary is presented on page 12 with actual enrollment amounts and ADM for each month through the date of this report.
- The Revised budget for 2020-2021 projects an annual surplus (revenues to exceed expenditures) in all funds in the amount of \$896,417, projected cumulative fund balance of \$1,859,860, 33% of total budgeted expenditures.
- Overall, the school is right on track with 75.6% of expenditures spent year to date, compared to 83% 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 \$1,454,462. The increase this month is due to receiving the lease aid revenue. 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 \$141,382 represents the amount the School has spent on behalf of the building company. This will be refunded to the school at the end of May.

The School began receiving State aid holdback payments for FY 2019-2020 in August. The remaining State aid holdback payments of \$38,188 will be received over the next couple of months once FY 2019-2020 has been finalized.

The State holdback for the current fiscal year is estimated to be a receivable of \$669,516 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 30th, 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 revised budget, 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 state aids, staffing, benefits, and other costs.

Cash Flow Projection

Cash balance went up significantly this month due to receiving lease aid catch up payments. The cash flow projection tracks the activity of revenues and expenditures from previous months.

Other Items

- 990 tax return is complete and will be submitted before May 15th.

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 Brenda Kes at Brenda.kes@bergankdv.com should you have questions related to the financial statements.

Financial Statements Dashboard
April 30, 2021

Financial Summary - Budgeted Amounts and Year to Date Activity

Resources to Operate Programs (Revenues):

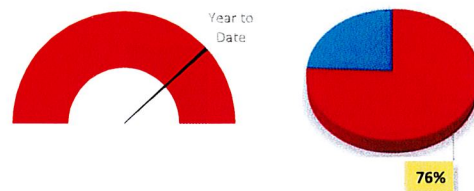
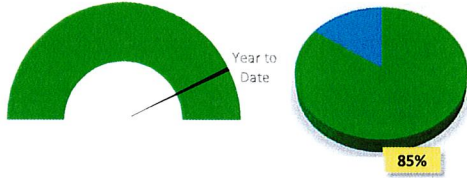
Approved Budget	\$5,513,753
Working Budget	\$6,581,358
Year to Date	\$5,586,777

Funds Used to Provide Programs and Services (Expenses):

Approved Budget	\$5,416,851
Working Budget	\$5,684,941
Year to Date	\$4,298,719

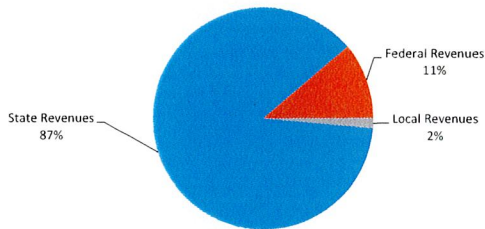
Excess / Deficit

Approved Budget	\$96,903
Working Budget	\$896,417
Year to Date	\$1,288,058

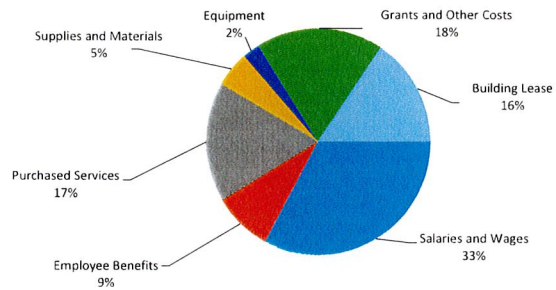


Budgets for the Year

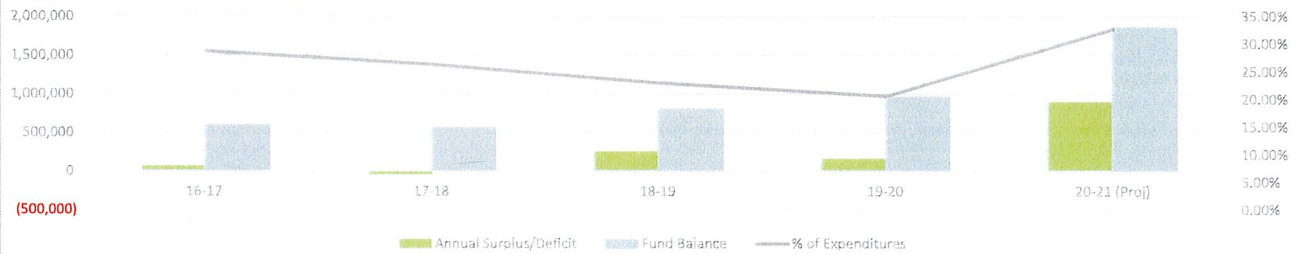
Where funds will come from to operate the school:

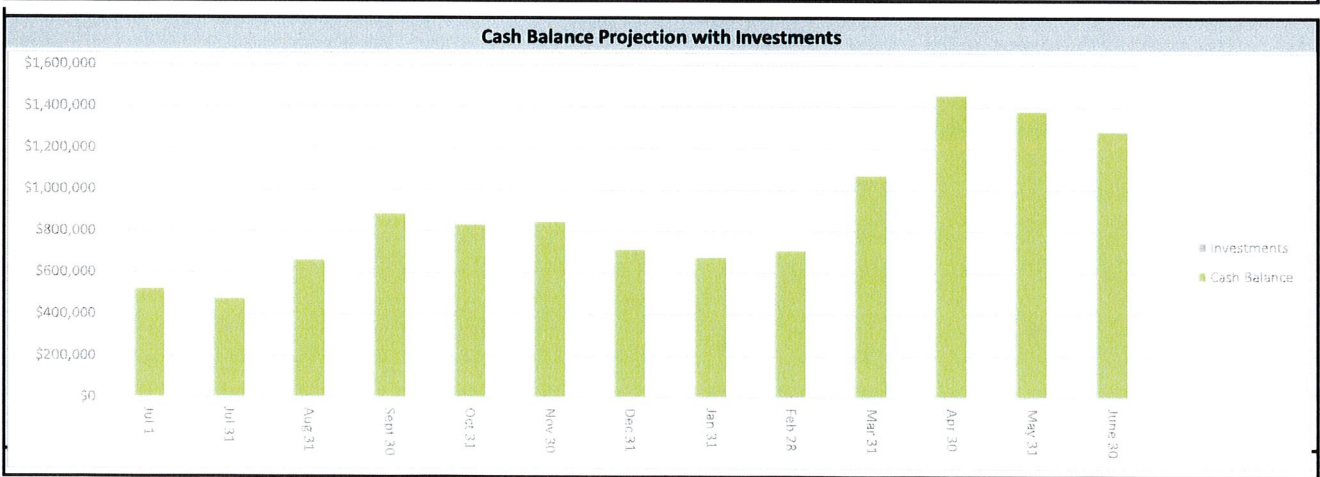
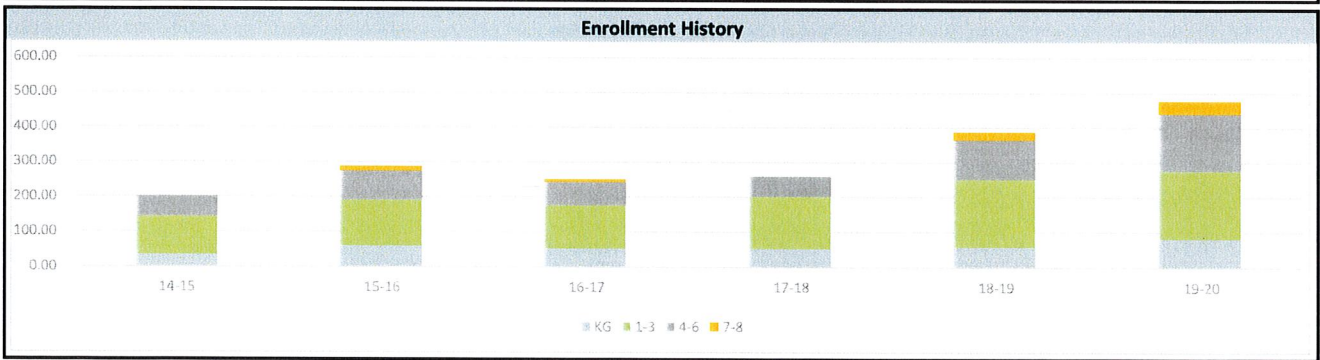
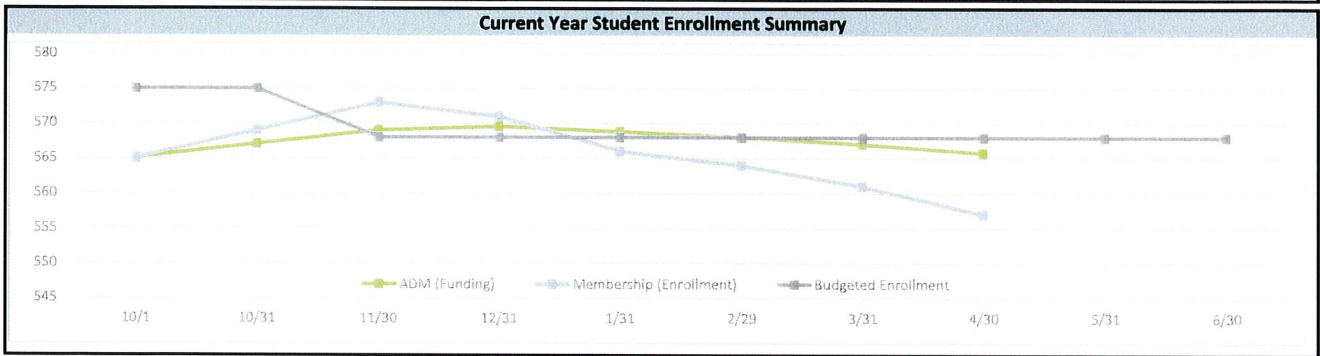
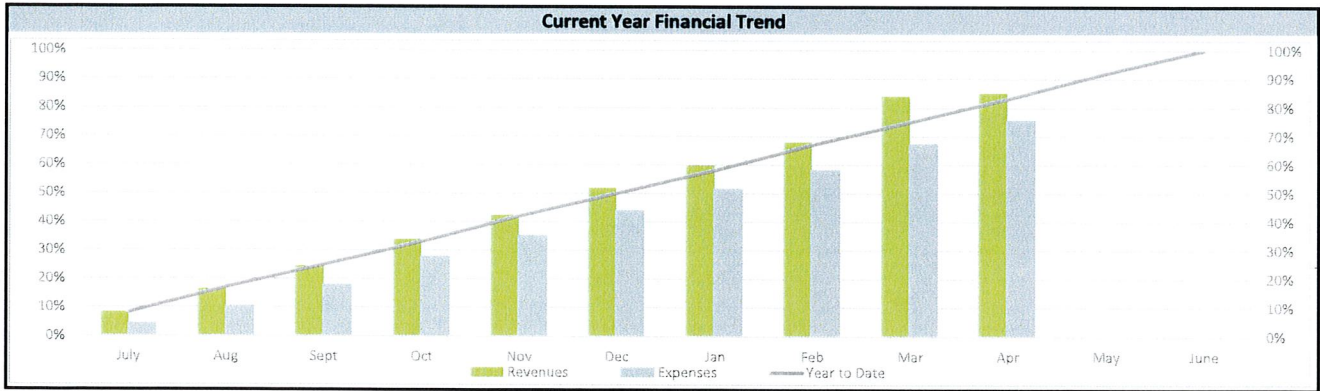


How the money is budgeted to be spent:



Fund Balance History





**Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
April 30, 2021**

	Audited Balance June 30, 2020	Ending Balance
Assets		
Cash and Investments	\$ 520,783	\$ 1,454,462
Accounts Receivable	750	10
Due from Other Funds	-	141,382
State Aids Receivable	604,292	38,188
Current Year State Holdback Receivable		669,516
Federal Aids Receivable	16,536	25,112
Prepaid Expenses and Deposits	72,463	53,221
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
Total All Assets	\$ 1,214,824	\$ 2,381,892
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 115,779	\$ 130,464
Accounts Payable	36,221	-
Payroll Deductions and Contributions (Owed)	99,381	28,065
Total current liabilities	<hr/> 251,381	<hr/> 158,529
Fund balance		
Fund balance 07-01-2020	\$ 963,443	\$ 963,443
Net income to date		1,288,058
Total fund balance	<hr/> 963,443	<hr/> 2,251,501
Total liabilities and fund balance	\$ 1,214,824	\$ 2,410,030
<i>Days of cash on hand</i>		103

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
April 30, 2021

					Months: 10	83%	
	FY 2020 Audited Actuals 477 ADM	FY 2021 Original Budget 547 ADM	FY 2021 Revised Budget 568 ADM	FY 2021 Revised #2 Budget 568 ADM	Year to Date Activity	Percent of Working Budget	Revised #2 Budget Changes
General Fund - 01							
Revenues							
State Revenues							
General Education Aid	\$ 3,411,497	\$ 4,002,254	\$ 4,159,015	\$ 4,159,015	\$ 3,616,914	87.0%	
Charter School Lease Aid	613,148	734,263	760,280	760,280	-	0.0%	
Long Term Facilities Maintenance Aid	63,949	73,762	76,375	76,375	-	0.0%	
Literacy Incentive Aid	41,029	41,412	41,029	44,999	40,500	90.0%	3,970
Safe School Supplemental Aid	9,020	-	-	-	-	-	
School Land Trust Endowment Aid	17,441	13,724	20,294	20,294	20,113	99.1%	
Special Education Aid	549,365	499,038	691,152	691,152	446,387	64.6%	
Prior Year Adjustments	(287)	-	-	-	-	-	
Estimated State Holdback Amount	-	-	-	-	669,516	-	
Total State Revenues	4,705,162	5,364,453	5,748,145	5,752,116	4,793,430	83.3%	3,971
Federal Revenues							
Federal Title I, II, V	25,064	38,600	31,021	31,021	8,826	28.5%	0
Federal Special Education	68,056	54,700	57,233	57,233	58,594	102.4%	0
Federal GEER & ESSER	-	-	38,241	38,241	28,766	75.2%	0
Federal CRF	-	-	111,906	111,906	111,906	100.0%	0
PPP Loan	-	-	-	493,588	493,588	100.0%	493,588
Total Federal Revenues	93,120	93,300	238,401	731,989	701,679	95.9%	
Local Revenues							
Fees from Students	29,101	47,000	9,400	9,400	7,310	77.8%	0
Medical Assistance	897	2,000	1,100	1,100	749	68.1%	0
Interest Earnings	4,668	7,000	3,500	3,500	430	12.3%	0
Contributions and Gifts, Grants	8,841	-	47,200	54,700	54,610	99.8%	7,500
Miscellaneous Revenues	5,436	-	28,553	28,553	28,553	100.0%	0
Sale of Merchandise/Fundraising	(2,440)	-	-	-	16	-	0
Total local revenues	46,502	56,000	89,753	97,253	91,668	94.3%	
Total Revenues	\$ 4,844,784	\$ 5,513,753	\$ 6,076,299	\$ 6,581,358	\$ 5,586,777	84.9%	\$ 505,059
Expenditures							
100 Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 1,865,014	\$ 1,518,411	81.4%	5,355
200 Employee Benefits	427,043	558,017	485,605	486,417	379,948	78.1%	812
305 Contracted Services	260,271	295,987	266,586	266,586	201,732	75.7%	0
305 Technology Services	19,407	26,300	27,400	27,400	13,082	47.8%	0
320 Communication Services	6,872	8,650	8,650	8,650	4,815	55.7%	0
329 Postage	1,373	3,400	3,500	3,500	2,658	75.9%	0
330 Utilities	87,639	122,842	122,842	122,842	102,409	83.4%	0
340 Property and Casualty Insurance	15,120	17,600	18,400	18,400	17,992	97.8%	0
350 Repairs and Maintenance	58,001	127,564	127,564	127,564	56,460	44.3%	0
369 Student Transportation	339,604	362,476	375,153	375,153	335,415	89.4%	0
369 Field Trip Transportation	11,331	10,940	5,000	5,000	-	0.0%	0
366 Travel and Conferences	22,605	10,000	10,000	10,000	9,334	93.3%	0
369 Field Trip Admissions	15,400	12,040	5,000	5,000	690	13.8%	0
370 Building Lease	681,276	815,848	885,683	885,683	747,522	84.4%	0
380 Other Rentals and Leases	33,996	2,000	2,000	2,000	1,995	99.7%	0

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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
April 30, 2021

					Months: 10	83%	
	FY 2020 Audited Actuals 477 ADM	FY 2021 Original Budget 547 ADM	FY 2021 Revised Budget 568 ADM	FY 2021 Revised #2 Budget 568 ADM	Year to Date Activity	Percent of Working Budget	Revised #2 Budget Changes
401 Office Supplies/General Supplies	38,909	54,100	56,200	56,200	19,857	35.3%	0
401 Maintenance Supplies	17,112	17,500	20,800	20,800	14,806	71.2%	0
405 Non-Instructional Software	13,280	14,900	13,085	13,085	12,110	92.6%	0
406 Instructional Software, incl Wash. Cty Grant	9,293	13,700	44,200	44,200	38,144	86.3%	0
430 Instructional Supplies	61,820	62,400	75,100	75,100	42,060	56.0%	0
460 Textbooks and Workbooks	46,547	50,000	66,000	66,000	40,497	61.4%	0
461 Standardized Tests	5,013	9,500	9,900	9,900	5,988	60.5%	0
470 Media/Library Resources	-	2,500	2,500	2,500	-	0.0%	0
490 Food	2,223	5,500	5,500	5,500	4,045	73.5%	0
520 Building Improvements	131,386	70,000	70,000	70,000	18,230	26.0%	0
530 Furniture and Other Equipment	20,065	40,000	20,000	20,000	7,719	38.6%	0
555 Technology Equipment	6,348	30,000	30,000	30,000	-	0.0%	0
580 Principal and Interest - Capital Lease	12,114	20,000	20,000	20,000	12,887	64.4%	0
820 Dues and Memberships	27,642	30,500	30,500	30,500	26,507	86.9%	0
530 School Safety	5,248	-	3,772	3,772	-	0.0%	0
372 Third Party Expenditures	897	2,000	1,100	1,100	-	0.0%	0
96 Give to the Max	-	-	13,000	20,500	74	0.4%	7,500
430 Director's Discretionary Fund	-	5,000	5,000	5,000	-	0.0%	0
f740 State Special Education	590,715	536,600	743,174	743,174	455,243	61.3%	0
f401 Federal Title I, II, V	25,064	38,600	31,021	31,021	8,826	28.5%	0
f419 Federal Special Education	68,056	54,700	57,233	57,233	58,594	102.4%	0
f15x Federal GEER & ESSER	-	-	38,241	38,241	28,766	75.2%	0
f154 Federal CRF	-	-	111,906	111,906	111,906	100.0%	0
Total expenditures	\$ 4,687,230	\$ 5,396,851	\$ 5,671,274	\$ 5,684,941	\$ 4,298,719	75.6%	13,667
				31,198			
General fund net income	\$ 157,555	\$ 116,903	\$ 405,025	\$ 896,417	\$ 1,288,058		491,391
Community Services Fund - 04							
Revenues							
Registration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Total revenues	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Expenditures							
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Supplies and Materials, Snacks	288	-	-	-	-	-	
Equipment	1,325	20,000	20,000	-	-	-	(20,000)
Dues and Memberships	-	-	-	-	-	-	
Total Expenditures	\$ 1,613	\$ 20,000	\$ 20,000	\$ -	\$ -	0.0%	(20,000)
Community Services Fund Net Income	\$ (1,613)	\$ (20,000)	\$ (20,000)	\$ -	\$ -		(20,000)

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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
April 30, 2021

	Months: 10		83%				
	FY 2020 Audited Actuals 477 ADM	FY 2021 Original Budget 547 ADM	FY 2021 Revised Budget 568 ADM	FY 2021 Revised #2 Budget 568 ADM	Year to Date Activity	Percent of Working Budget	Revised #2 Budget Changes
Total All Funds							
Revenues							
State Revenues	\$ 4,705,162	\$ 5,364,453	\$ 5,748,145	\$ 5,752,116	\$ 4,793,430	83.3%	3,971
Federal Revenues	93,120	93,300	238,401	731,989	701,679	95.9%	0
Local Revenues	46,502	56,000	89,753	97,253	91,668	94.3%	0
Total Revenues	\$ 4,844,784	\$ 5,513,753	\$ 6,076,299	\$ 6,581,358	\$ 5,586,777	84.9%	505,059
Expenditures							
Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 1,865,014	\$ 1,518,411	81.4%	5,355
Employee Benefits	427,043	558,017	485,605	486,417	379,948	78.1%	812
Purchased Services	1,552,894	1,815,647	1,857,778	1,857,778	1,494,103	80.4%	0
Supplies and Materials	194,483	230,100	293,285	293,285	177,506	60.5%	0
Equipment	171,238	180,000	160,000	140,000	38,836	27.7%	(20,000)
Grants and Other Costs	717,622	667,400	1,034,947	1,042,447	689,915	66.2%	7,500
Total Expenditures	\$ 4,688,843	\$ 5,416,851	\$ 5,691,274	\$ 5,684,941	\$ 4,298,719	75.6%	(6,333)
Total Revenues All Funds	\$ 4,844,784	\$ 5,513,753	\$ 6,076,299	\$ 6,581,358	\$ 5,586,777	84.9%	505,059
Total Expenditures All Funds	\$ 4,688,843	\$ 5,416,851	\$ 5,691,274	\$ 5,684,941	\$ 4,298,719	75.6%	(6,333)
Net Income - All Funds	\$ 155,942	\$ 96,903	\$ 385,025	\$ 896,417	\$ 1,288,058		511,391
				511,391			
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	\$ 1,348,468	\$ 1,859,860			
Projected Fund Balance Percentage	21%	20%	24%	33%			

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	Total Expenses		
Jul 31	\$ 346,416	\$ -	\$ 1,101	\$ 750	\$ 348,267	\$ 134,423	\$ 261,455	\$ -	\$ 395,878	\$ 520,783	
Aug 31	346,367	-	5,865	233,689	585,921	142,720	255,843	-	398,563	660,530	
Sept 30	357,326	-	6,246	228,842	592,414	193,080	176,642	-	369,722	883,222	
Oct 31	346,531	-	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	
Jan 31	352,712	-	4,480	30,176	387,368	178,503	231,922	13,991	424,416	673,847	
Feb 28	371,254	44,505	1,595	1,918	419,272	179,847	171,997	35,050	386,894	706,225	
Mar 31	364,980	500,714	1,117	11,805	878,616	180,608	307,661	28,117	516,385	1,068,456	
Apr 30	907,400	20,030	3,427	(17,379)	913,478	182,885	315,011	29,576	527,472	1,454,462	
May 31	410,725	16,437	7,896	21,405	456,462	196,945	335,594	-	532,540	1,378,385	
June 30	410,232	16,437	7,896	-	434,565	196,945	335,594	-	532,540	1,280,410	
Projected	4,944,871	710,029	113,277	620,828	6,389,005	2,154,486	3,333,510	141,382	5,629,378	(196,945)	
	5,176,904	710,029	113,277	620,828		2,351,431	3,333,510		5,826,323		
Totals	4,944,871	710,029	113,277	620,828	6,389,005	2,154,486	3,333,510		5,629,378	1,280,410	

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.

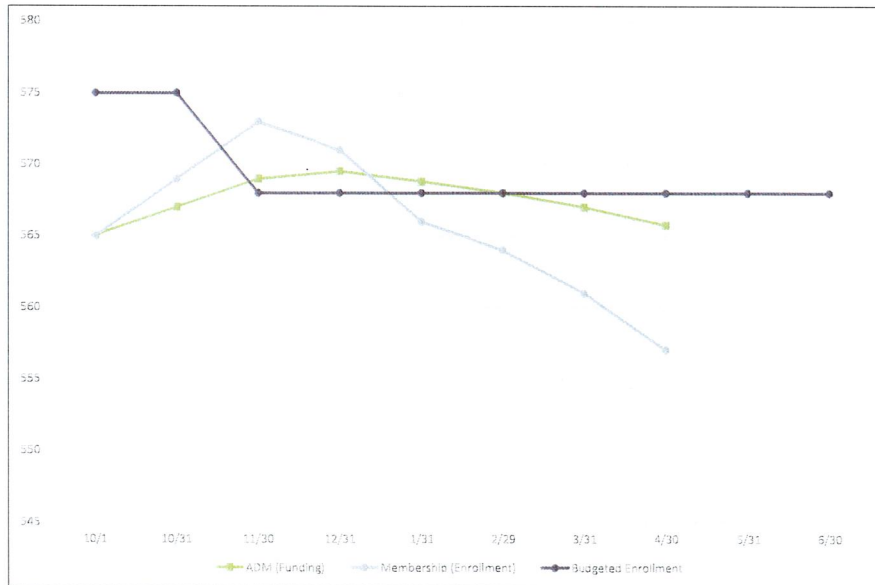
Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

Woodbury Leadership Academy
Woodbury, MN
Enrollment Report
April 30, 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	86	85	85		
	1	93	94	94	94	94	94	94	94		
	2	71	70	69	69	69	68	68	68		
	3	78	77	77	77	76	76	76	75		
	4	69	69	69	69	69	69	69	69		
	5	68	69	69	69	69	69	69	69		
	6	51	52	52	52	52	52	52	53		
	7	29	31	32	32	32	32	32	32		
	8	20	21	22	22	22	22	22	22		
Grand Total		565	567	569	570	569	568	567	566	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	85	84	83		
	1	93	94	95	95	94	93	93	93		
	2	71	68	69	68	67	66	67	67		
	3	78	76	76	76	75	74	74	73		
	4	69	69	70	69	68	68	68	68		
	5	68	69	69	69	69	68	68	68		
	6	51	52	52	52	52	54	54	54		
	7	29	33	33	33	33	33	31	29		
	8	20	22	23	23	23	23	22	22		
Grand Total		565	569	573	571	566	564	561	557	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
Contracted Services Report
April 30, 2021

305 - Contracted Services Detail	FY21		Actual	83%
	Original Budget	Working Budget		
Advertising & Marketing	4,000	4,000	2,535	63.4%
Board Related Services	500	3,500	94	2.7%
Financial Management Services	73,956	73,956	61,630	83.3%
Time & Attendance Fees	6,000	11,500	7,543	65.6%
Audit & Tax Services	10,780	10,780	9,400	87.2%
Background Checks	500	1,000	840	84.0%
Bank Fees	1,000	2,750	2,510	91.3%
Grant Writing	1,000	1,000	1,000	100.0%
Benefit Fees	-	750	440	58.7%
Architect Services	14,000	14,000	13,625	97.3%
Legal Services	15,000	10,000	398	4.0%
Substitutes/Student Services/ESL	74,750	12,750	8,457	66.3%
Nursing	6,000	6,000	388	6.5%
Janitorial Services	81,500	111,000	92,829	83.6%
Other Fees	7,001	3,600	43	1.2%
	<u>295,987</u>	<u>266,586</u>	<u>201,732</u>	75.7%



Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Reports

April 30, 2021

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	Amount
OLDN		6801		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	04/26/2021	1,410.26
OLDN		6802		Wire	1	1002	Teachers Retirement Association		No	Yes	No	04/26/2021	12,773.95
OLDN		6803		Wire	1	1128	AssociatedBank		No	Yes	No	04/26/2021	1,200.01
OLDN		6804		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	04/26/2021	340.85
OLDN		6805		Wire	1	1417	VOYA		No	Yes	No	04/26/2021	1,739.90
OLDN		6806		Wire	1	1558	Bill.com		No	Yes	No	04/26/2021	100.78
OLDN		6807		Wire	1	1591	PreferredOne Insurance Company		No	Yes	No	04/26/2021	17,935.34
OLDN		6808		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	04/26/2021	4,338.05
OLDN		6809		Wire	1	1002	Teachers Retirement Association		No	Yes	No	04/26/2021	19,504.32
OLDN		6810		Wire	1	1003	Internal Revenue Service		No	Yes	No	04/26/2021	32,425.65
OLDN		6811		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	04/26/2021	4,947.76
OLDN		6812		Wire	1	1128	AssociatedBank		No	Yes	No	04/26/2021	1,650.01
OLDN		6813		Wire	1	1417	VOYA		No	Yes	No	04/26/2021	1,689.90
OLDN		6814		Wire	1	1609	GIS Benefits		No	Yes	No	04/26/2021	3,697.74
OLDN		6815		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	04/01/2021	1,789.92
OLDN		6816		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	04/01/2021	994.50
OLDN		6817		BP	1	1241	Sheila Merzer		No	Yes	No	04/01/2021	250.00
OLDN		6818		BP	1	1249	Designs for Learning		No	Yes	No	04/01/2021	1,421.00
OLDN		6819		BP	1	1481	Comcast		No	Yes	No	04/01/2021	393.35
OLDN		6820		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	04/01/2021	263.87
OLDN		6821		BP	1	1596	Anna Shoop		No	Yes	No	04/01/2021	80.00
OLDN		6822		BP	1	1621	Cintas		No	Yes	No	04/01/2021	231.73
OLDN		6823		BP	1	1029	The Home Depot		No	Yes	No	04/08/2021	26.32
OLDN		6824		BP	1	1029	The Home Depot		No	Yes	No	04/08/2021	410.29
OLDN		6825		BP	1	1029	The Home Depot		No	Yes	No	04/08/2021	(2.76)
OLDN		6826		BP	1	1150	JR Computer Associates		No	Yes	No	04/08/2021	1,200.00
OLDN		6827		BP	1	1233	Reno Mothes		No	Yes	No	04/08/2021	210.00
OLDN		6828		BP	1	1387	Kathleen Mortensen		No	Yes	No	04/08/2021	18.46
OLDN		6829		BP	1	1461	Gamino's Cleaning Company LLC		No	Yes	No	04/08/2021	10,611.00
OLDN		6830		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	04/08/2021	35,559.84
OLDN		6831		BP	1	1480	The Cincinnati Insurance Companies		No	Yes	No	04/08/2021	1,959.00
OLDN		6832		BP	1	1509	Colliers Architecture LLC		No	Yes	No	04/08/2021	29,575.00
OLDN		6833		BP	1	1592	JOJ School Nurse Consulting LLC	Ind/Sole Proprietor	No	Yes	No	04/08/2021	170.00
OLDN		6834		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	04/08/2021	238.40
OLDN		6835		BP	1	1602	Heidi Dettman		No	Yes	No	04/08/2021	409.50
OLDN		6836		BP	1	1013	Region V Computer Services		No	Yes	No	04/15/2021	1,590.75
OLDN		6837		BP	1	1029	The Home Depot		No	Yes	No	04/15/2021	11.21
OLDN		6838		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	04/15/2021	3,003.64
OLDN		6839		BP	1	1089	Learning A-Z		No	Yes	No	04/15/2021	65.00

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		6840		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	04/15/2021	221.00
OLDN		6841		BP	1	1240	Keys to Communication		No	Yes	No	04/15/2021	7,033.75
OLDN		6842		BP	1	1302	Toshiba Financial Services		No	Yes	No	04/15/2021	1,553.01
OLDN		6843		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	04/15/2021	1,123.68
OLDN		6844		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	04/15/2021	178.05
OLDN		6845		BP	1	1273	Priority Courier Express		No	Yes	No	04/22/2021	43.28
OLDN		6846		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	04/22/2021	6,163.00
OLDN		6847		BP	1	1457	MSB Holdings - Woodbury LLC		No	Yes	No	04/22/2021	83,964.25
OLDN		6848		Wire	1	1441	Old National		No	Yes	No	04/30/2021	100.19
OLDN		6849		BP	1	1029	The Home Depot		No	Yes	No	04/30/2021	358.10
OLDN		6850		BP	1	1029	The Home Depot		No	Yes	No	04/30/2021	11.21
OLDN		6851		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	04/30/2021	442.00
OLDN		6852		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	04/30/2021	385.00
OLDN		6853		BP	1	1249	Designs for Learning		No	Yes	No	04/30/2021	588.00
OLDN		6854		BP	1	1508	First Bankcard		No	Yes	No	04/30/2021	2,735.82
OLDN		6855		BP	1	1522	Masloski Pest Services		No	Yes	No	04/30/2021	400.00
OLDN		6856		BP	1	1541	Business Essentials		No	Yes	No	04/30/2021	649.69
OLDN		6857		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	04/30/2021	80.63
OLDN		6858		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	04/30/2021	178.05
OLDN		6859		BP	1	1621	Cintas		No	Yes	No	04/30/2021	102.24
OLDN		6860		Wire	1	1001	Public Employee Retirement Association		No	No	No	04/30/2021	2,656.79
OLDN		6861		Wire	1	1002	Teachers Retirement Association		No	No	No	04/30/2021	12,854.84
OLDN		6862		Wire	1	1003	Internal Revenue Service		No	No	No	04/30/2021	21,690.19
OLDN		6863		Wire	1	1004	MN Department of Revenue Service		No	No	No	04/30/2021	3,603.54
OLDN		6864		Wire	1	1128	AssociatedBank		No	No	No	04/30/2021	1,400.01
OLDN		6865		Wire	1	1417	VOYA		No	No	No	04/30/2021	1,689.90
OLDN		6866		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	04/15/2021	146.34

Bank Total: \$344,587.10

Report Total: \$344,587.10

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1001	B 01 215 017		Public Employee Retirement Association		Wire
					Payroll Accrual		
		PO#:	Voucher #: 7366	Invoice	Invoice No: 4.7.21 PR 3.31.21	4/26/2021	Paid Amt: \$1,410.26
							Check Amount: \$1,410.26
4228	OLDN	1002	B 01 215 018		Teachers Retirement Association		Wire
					Payroll Accrual		
		PO#:	Voucher #: 7368	Invoice	Invoice No: 4.7.21 PR 3.31.21	4/26/2021	Paid Amt: \$12,773.95
							Check Amount: \$12,773.95
4228	OLDN	1128	B 01 215 022		AssociatedBank		Wire
					HSA		
		PO#:	Voucher #: 7365	Invoice	Invoice No: 4.7.21 PR 3.31.21	4/26/2021	Paid Amt: \$1,200.01
							Check Amount: \$1,200.01
4228	OLDN	1369	E 01 005 110 000 000 305		BerganKDV Outsourced Services LLC		Wire
					KPay Processing Fee		
		PO#:	Voucher #: 7364	Invoice	Invoice No: 4.2.21	4/26/2021	Paid Amt: \$340.85
							Check Amount: \$340.85
4228	OLDN	1417	B 01 215 021		VOYA		Wire
					TSA		
		PO#:	Voucher #: 7367	Invoice	Invoice No: 4.7.21 PR 3.31.21	4/26/2021	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
4228	OLDN	1558	E 01 005 110 000 000 305		Bill.com		Wire
					Service Fees		
		PO#:	Voucher #: 7363	Invoice	Invoice No: 4.15.21	4/26/2021	Paid Amt: \$100.78
							Check Amount: \$100.78
4228	OLDN	1591	B 01 215 008		PreferredOne Insurance Company		Wire
					April: Health Insurance Premiums- PC02 300.1		
		PO#:	Voucher #: 7369	Invoice	Invoice No: 4.1.21	4/26/2021	Paid Amt: \$17,935.34
							Check Amount: \$17,935.34
4228	OLDN	1001	B 01 215 017		Public Employee Retirement Association		Wire
					Payroll Deductions PERA		
		PO#:	Voucher #: 7354	Invoice	Invoice No: S202119S0	4/26/2021	Paid Amt: \$1,680.00
					Payroll Deductions PERA		
		PO#:	Voucher #: 7359	Invoice	Invoice No: S2021190	4/26/2021	Paid Amt: \$2,658.05
							Check Amount: \$4,338.05
4228	OLDN	1002	B 01 215 018		Teachers Retirement Association		Wire
					Payroll Deductions TRA		
		PO#:	Voucher #: 7356	Invoice	Invoice No: S202119S0	4/26/2021	Paid Amt: \$6,720.90
							Check Amount: \$6,720.90

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1002	B 01 215 018		Teachers Retirement Association		Wire
		PO#:	Voucher #: 7361	Invoice	Invoice No: S2021190	4/26/2021	Paid Amt: \$12,783.42
							Check Amount: \$19,504.32
4228	OLDN	1003	B 01 215 010		Internal Revenue Service		Wire
		PO#:	Voucher #: 7353	Invoice	Invoice No: S202119S0	4/26/2021	Paid Amt: \$10,825.90
			Voucher #: 7358	Invoice	Invoice No: S2021190	4/26/2021	Paid Amt: \$21,599.75
							Check Amount: \$32,425.65
4228	OLDN	1004	B 01 215 013		MN Department of Revenue Service		Wire
		PO#:	Voucher #: 7355	Invoice	Invoice No: S202119S0	4/26/2021	Paid Amt: \$1,357.69
			Voucher #: 7360	Invoice	Invoice No: S2021190	4/26/2021	Paid Amt: \$3,590.07
							Check Amount: \$4,947.76
4228	OLDN	1128	B 01 215 000		AssociatedBank		Wire
		PO#:	Voucher #: 7357	Invoice	Invoice No: S2021190	4/26/2021	Paid Amt: \$1,094.59
							Check Amount: \$1,650.01
4228	OLDN	1417	B 01 215 021		VOYA		Wire
		PO#:	Voucher #: 7362	Invoice	Invoice No: S2021190	4/26/2021	Paid Amt: \$1,689.90
							Check Amount: \$1,689.90
4228	OLDN	1609	B 01 215 007		GIS Benefits		Wire
		PO#:	Voucher #: 7370	Invoice	Invoice No: 4.21.21	4/26/2021	Paid Amt: \$1,921.44
							Check Amount: \$3,697.74
4228	OLDN	1054	E 01 010 420 000 740 394		Integrative Therapy, LLC.		BP
		PO#:	Voucher #: 7370	Invoice	Invoice No: 4.21.21	4/26/2021	Paid Amt: \$912.42
							Check Amount: \$3,697.74

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4228	OLDN	1054	E 01 010 420 000 740 394	7376	Integrative Therapy, LLC.	4/1/2021	BP	\$1,789.92
					OT 9.75 @ \$90/hr			\$877.50
PO#:		Voucher #:		Invoice No:	2676			\$1,789.92
4228	OLDN	1098	E 01 010 203 000 000 305	7374	Teachers on Call	4/1/2021	BP	\$994.50
					Elementary			\$110.50
					Kindergarten			\$884.00
PO#:		Voucher #:		Invoice No:	123762			\$994.50
4228	OLDN	1241	E 01 010 411 000 740 394	7375	Sheila Merzer	4/1/2021	BP	\$250.00
					Autism Specialist: 3.16-3.18, 21-2 hrs @ \$125			\$250.00
PO#:		Voucher #:		Invoice No:	22743			\$250.00
4228	OLDN	1249	E 01 010 420 000 740 394	7373	Designs for Learning	4/1/2021	BP	\$1,421.00
					Psych Services: S. Kelley 14.5 hrs @ \$98/hr 2.2			\$1,421.00
PO#:		Voucher #:		Invoice No:	115			\$1,421.00
4228	OLDN	1481	E 01 005 110 000 000 320	7371	Comcast	4/1/2021	BP	\$393.35
					Internet Services: 3.21-4.20, 21 Acc#8772 10 57			\$393.35
PO#:		Voucher #:		Invoice No:	3162021			\$393.35
4228	OLDN	1594	E 01 010 203 000 000 490	7378	InstantWhip- Minneapolis	4/1/2021	BP	\$263.87
					Lunch Milk			\$263.87
PO#:		Voucher #:		Invoice No:	4300278407			\$263.87
4228	OLDN	1596	E 01 010 203 000 000 401	7372	Anna Shoop	4/1/2021	BP	\$80.00
					Reimb: 2 bookshelves/cubes			\$80.00
PO#:		Voucher #:		Invoice No:	3192021			\$80.00
4228	OLDN	1621	E 01 005 810 000 000 401	7377	Cintas	4/1/2021	BP	\$231.73
					Mats service			\$231.73
PO#:		Voucher #:		Invoice No:	4079080857			\$231.73
4228	OLDN	1029	E 01 005 810 000 000 401	7379	The Home Depot	4/8/2021	BP	\$26.32
					Janitorial Supplies: Bowl Disinfectant			\$26.32
PO#:		Voucher #:		Invoice No:	1606963304			\$26.32

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1029	E 01 005 810 000 000 401		The Home Depot		BP
					Janitorial Supplies: Hand Soap, Mops, Cleaning		
					Invoice No: '608002614	4/8/2021	
							Paid Amt: \$410.29
							Check Amount: \$410.29
4228	OLDN	1029	E 01 005 810 000 000 401		The Home Depot		BP
					CREDIt-Wrong Item delivered		
					Invoice No: '606702868	4/8/2021	
							Paid Amt: (\$2.76)
							Check Amount: (\$2.76)
4228	OLDN	1150	E 01 005 605 000 000 315		JR Computer Associates		BP
					Month to month Contract Services: April 2021		
					Invoice No: R20211281	4/8/2021	
							Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
4228	OLDN	1233	E 01 010 404 000 740 394		Reno Mothes		BP
					DAPE Services: March- 3 hrs @ \$70/hr		
					Invoice No: WLA-0050	4/8/2021	
							Paid Amt: \$210.00
							Check Amount: \$210.00
4228	OLDN	1387	E 01 005 110 000 000 401		Kathleen Mortensen		BP
					Reimbursement: Office Supplies		
					Invoice No: 3/30/2021	4/8/2021	
							Paid Amt: \$18.46
							Check Amount: \$18.46
4228	OLDN	1461	E 01 005 810 000 000 305		Gamino's Cleaning Company LLC		BP
					Janitorial Services: April		
					Invoice No: 2941	4/8/2021	
							Paid Amt: \$10,611.00
							Check Amount: \$10,611.00
4228	OLDN	1462	E 01 005 760 000 720 360		Monarch Bus Service Inc		BP
					Student Transportation: Installment 9 of 10		
					Invoice No: 38568	4/8/2021	
							Paid Amt: \$35,559.84
							Check Amount: \$35,559.84
4228	OLDN	1480	E 01 005 940 000 000 340		The Cincinnati Insurance Companies		BP
					Acc#1000436769 School Leaders Liability Insur		
					Invoice No: 3/25/2021	4/8/2021	
							Paid Amt: \$1,959.00
							Check Amount: \$1,959.00
4228	OLDN	1509	B 01 118 000		Colliers Architecture LLC		BP
					Architect Services -Gym Expansion 2.22-3.19.2		
					Invoice No: 3/26/2021	4/8/2021	
							Paid Amt: \$29,575.00
							Check Amount: \$29,575.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1592	E 01 010 420 000 740 394	7385	Invoice	4/8/2021	BP
		Voucher #:			Invoice No: 1054		
							Paid Amt: \$170.00
							Check Amount: \$170.00
4228	OLDN	1594	E 01 010 203 000 000 490	7388	Invoice	4/8/2021	BP
		Voucher #:			Invoice No: 4300278634		
							Paid Amt: \$238.40
							Check Amount: \$238.40
4228	OLDN	1602	E 01 010 407 000 740 394	7384	Invoice	4/8/2021	BP
		Voucher #:			Invoice No: 1003		
							Paid Amt: \$409.50
							Check Amount: \$409.50
4228	OLDN	1013	E 01 005 108 000 000 405	7395	Invoice	4/15/2021	BP
		Voucher #:			Invoice No: 14140		
							Paid Amt: \$1,590.75
							Check Amount: \$1,590.75
4228	OLDN	1029	E 01 005 810 000 000 401	7392	Invoice	4/15/2021	BP
		Voucher #:			Invoice No: 608261616		
							Paid Amt: \$11.21
							Check Amount: \$11.21
4228	OLDN	1054	E 01 010 420 000 740 394	7396	Invoice	4/15/2021	BP
		Voucher #:			Invoice No: 2701		
							Paid Amt: \$1,301.14
							Check Amount: \$1,702.50
4228	OLDN	1089	E 01 010 630 000 000 406	7397	Invoice	4/15/2021	BP
		Voucher #:			Invoice No: 3625031		
							Paid Amt: \$65.00
							Check Amount: \$65.00
4228	OLDN	1098	E 01 010 203 000 000 305	7394	Invoice	4/15/2021	BP
		Voucher #:			Invoice No: 124161		
							Paid Amt: \$221.00
							Check Amount: \$221.00
4228	OLDN	1240	E 01 010 401 000 740 394	7400	Invoice	4/15/2021	BP
		Voucher #:			Invoice No: 9201642		
							Paid Amt: \$7,033.75
							Check Amount: \$7,033.75

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
4228	OLDN	1302			Toshiba Financial Services		BP		
			E 01	010	605 000 000 580	FY21 February Copier Lease		\$1,288.65	
			E 01	010	203 000 000 401	Overages		\$264.36	
PO#:		Voucher #:	7399		Invoice	Invoice No: 5014584548	4/15/2021		\$1,553.01
									Check Amount: \$1,553.01
4228	OLDN	1555			DHH Consulting LLC		BP		
			E 01	010	405 000 740 394	DHH Services: March -12 hrs @ \$89/hr/Mileagr		\$1,123.68	
PO#:		Voucher #:	7393		Invoice	Invoice No: 1104	4/15/2021		\$1,123.68
									Check Amount: \$1,123.68
4228	OLDN	1594			InstantWhip - Minneapolis		BP		
			E 01	010	203 000 000 490	Lunch Milk		\$178.05	
PO#:		Voucher #:	7398		Invoice	Invoice No: 4300278857	4/15/2021		\$178.05
									Check Amount: \$178.05
4228	OLDN	1273			Priority Courier Express		BP		
			E 01	005	110 000 000 305	Courier: Supplemental PR Checks		\$43.28	
PO#:		Voucher #:	7402		Invoice	Invoice No: 1365702	4/22/2021		\$43.28
									Check Amount: \$43.28
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
			E 01	005	110 000 000 305	FY21 April Financial Management and Account		\$6,163.00	
PO#:		Voucher #:	7401		Invoice	Invoice No: 1126234	4/22/2021		\$6,163.00
									Check Amount: \$6,163.00
4228	OLDN	1457			MSB Holdings - Woodbury LLC		BP		
			E 01	005	850 000 348 370	Mgmt Fees		\$2,992.31	
			E 01	005	850 000 348 370	Lease		\$44,364.25	
			E 01	005	850 000 348 370	Insurance		\$997.44	
			E 01	005	810 000 000 350	R&M		\$6,206.73	
			E 01	005	810 000 000 330	Utilities		\$10,236.85	
			E 01	005	850 000 348 370	Real Estate Taxes		\$19,166.67	
PO#:		Voucher #:	7403		Invoice	Invoice No: R5219	4/22/2021		\$83,964.25
									Check Amount: \$83,964.25
4228	OLDN	1441			Old National		Wire		
			E 01	005	110 000 000 305	Service Charge:		\$100.19	
PO#:		Voucher #:	7410		Invoice	Invoice No: 4.30.21	4/30/2021		\$100.19
									Check Amount: \$100.19
4228	OLDN	1029			The Home Depot		BP		
			E 01	005	810 000 000 401	Janitorial Supplies: Bathroom tissue, Cleaner		\$358.10	
PO#:		Voucher #:	7411		Invoice	Invoice No: '609768098	4/30/2021		\$358.10
									Check Amount: \$358.10

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

r_ap_checkregd

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4228	OLDN	1029	1029	E 01 005 810 000 000 401	The Home Depot	4/30/2021	BP	\$11.21
		PO#:			Janitorial Supplies: Scouring Pads			
					Invoice No: 610041774			\$11.21
								Check Amount: \$11.21
4228	OLDN	1098	1098	E 01 010 201 000 000 305	Teachers on Call	4/30/2021	BP	\$442.00
		PO#:			Kindergarten			
					Invoice No: 124392			\$442.00
								Check Amount: \$442.00
4228	OLDN	1116	1116	E 01 010 411 000 740 394	Strategic Staffing Solutions	4/30/2021	BP	\$385.00
		PO#:			ASD consultant: 2.26-3.26.21- 5 hr @ \$70.00			
					Invoice No: 10175-22			\$385.00
								Check Amount: \$385.00
4228	OLDN	1249	1249	E 01 010 420 000 740 394	Designs for Learning	4/30/2021	BP	\$588.00
		PO#:			Psych Services: S. Kelley 6 hrs @ \$98/hr 3.1-3.			
					Invoice No: 190			\$588.00
								Check Amount: \$588.00
4228	OLDN	1508	1508	E 01 010 203 000 000 430	First Bankcard	4/30/2021	BP	\$2,735.82
		PO#:			CC Purchases 3/10-4/10/21 4988 6562 4659 64			
					Invoice No: 4/12/2021			\$2,735.82
								Check Amount: \$2,735.82
4228	OLDN	1522	1522	E 01 005 810 000 000 350	Masloski Pest Services	4/30/2021	BP	\$400.00
		PO#:			Pest Application-Playground & Field Area			
					Invoice No: 33836			\$400.00
								Check Amount: \$400.00
4228	OLDN	1541	1541	E 01 010 203 000 000 430	Business Essentials	4/30/2021	BP	\$649.69
		PO#:			Instructional Supplies: copy paper			
					Invoice No: WO-1122203-1			\$649.69
								Check Amount: \$649.69
4228	OLDN	1594	1594	E 01 010 203 000 000 490	InstantWhip- Minneapolis	4/30/2021	BP	\$80.63
		PO#:			Lunch Milk			
					Invoice No: 4300279166			\$80.63
								Check Amount: \$80.63
4228	OLDN	1594	1594	E 01 010 203 000 000 490	InstantWhip- Minneapolis	4/30/2021	BP	\$178.05
		PO#:			Lunch Milk			
					Invoice No: 4300279353			\$178.05
								Check Amount: \$178.05

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

r_ap_checkregd

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4228	OLDN	1621	E 01 005 810 000 401		Cintas	4/30/2021	BP	\$102.24
PO#:		Voucher #:	7418	Invoice	Invoice No: 4081719698		Paid Amt:	\$102.24
4228	OLDN	1001	B 01 215 017		Public Employee Retirement Association	4/30/2021	Wire	\$2,656.79
PO#:		Voucher #:	7406	Invoice	Invoice No: S2021200		Paid Amt:	\$2,656.79
4228	OLDN	1002	B 01 215 018		Teachers Retirement Association	4/30/2021	Wire	\$12,854.84
PO#:		Voucher #:	7408	Invoice	Invoice No: S2021200		Paid Amt:	\$12,854.84
4228	OLDN	1003	B 01 215 010		Internal Revenue Service	4/30/2021	Wire	\$14,900.34
PO#:		Voucher #:	7405	Invoice	Invoice No: S2021200		Paid Amt:	\$21,690.19
4228	OLDN	1004	B 01 215 013		MN Department of Revenue Service	4/30/2021	Wire	\$3,603.54
PO#:		Voucher #:	7407	Invoice	Invoice No: S2021200		Paid Amt:	\$3,603.54
4228	OLDN	1128	B 01 215 000		AssociatedBank	4/30/2021	Wire	\$1,400.01
PO#:		Voucher #:	7404	Invoice	Invoice No: S2021200		Paid Amt:	\$1,400.01
4228	OLDN	1417	B 01 215 021		VOYA	4/30/2021	Wire	\$1,689.90
PO#:		Voucher #:	7409	Invoice	Invoice No: S2021200		Paid Amt:	\$1,689.90
4228	OLDN	1369	E 01 005 110 000 305		BerganKDV Outsourced Services LLC	4/15/2021	Wire	\$146.34
PO#:		Voucher #:	7422	Invoice	Invoice No: 4.15.21		Paid Amt:	\$146.34
Report Total:								\$344,587.10

WOODBURY LEADERSHIP ACADEMY
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Type	Pmt Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1705	4228	OLDN CR0421	1708	Credit	A	04/12/21	Check	1	M						
						4228	R	01 005 000 000 000 096	Miscellaneous Customer FY21 Mighty Cause Donation				20.00		0.00
													Receipt Total:	\$20.00	\$0.00
													Deposit Total:	\$20.00	\$0.00
1706	4228	OLDN CR0421	1709	Credit	A	04/15/21	Check	1	M						
						4228	R	01 005 000 000 000 211	Miscellaneous Customer FY21 Gen Ed Aid				1,711.12		0.00
						4228	R	01 005 000 000 740 360	FY21 SPED Aid				157,302.85		0.00
						4228	R	01 005 000 000 000 212	FY21 Literacy Aid				20,331.51		0.00
													Receipt Total:	\$179,345.48	\$0.00
													Deposit Total:	\$179,345.48	\$0.00
1707	4228	OLDN CR0421	1710	Credit	A	04/22/21	Check	1	M						
						4228	R	01 005 000 000 420 400	Miscellaneous Customer FY21 F420 Draws				186.68		0.00
						4228	R	01 005 000 011 420 400	FY21 F420 Draws				369.99		0.00
						4228	R	01 005 000 012 420 400	FY21 F420 Draws				30.65		0.00
						4228	R	01 005 000 000 419 400	FY21 F419 Draw				13,478.01		0.00
						4228	R	01 005 000 000 425 400	FY21 F425 Draw				2,819.83		0.00
						4228	R	01 005 000 011 425 400	FY21 F425 Draw				3,144.99		0.00
													Receipt Total:	\$20,030.15	\$0.00
													Deposit Total:	\$20,030.15	\$0.00
1708	4228	OLDN CR0421	1711	Credit	A	04/30/21	Check	1	M						
						4228	R	01 005 000 000 000 211	Miscellaneous Customer FY21 Gen Ed Aid				602,818.99		0.00
						4228	R	01 005 000 000 740 360	FY21 SPED Aid				125,235.47		0.00
													Receipt Total:	\$728,054.46	\$0.00
1712	Adj for FY20	SPED Aid	1712	Debit	A	04/30/21	Check	1	M						
						4228	B	01 121 000	Miscellaneous Customer FY20 SPED Adj				(17,378.62)		0.00
													Receipt Total:	(\$17,378.62)	\$0.00
													Deposit Total:	\$710,675.84	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1709	4228	OLDN	CR0421	1713	Credit	A	04/27/21		Check	1	M	Miscellaneous Customer						
							4228	R 01 005	000	000	050	Milk Sales				528.50	0.00	
							4228	R 01 005	000	000	050	Recorder Sales				7.50	0.00	
							4228	R 01 005	000	000	372	MA IESP 3rd Party Billing				148.90	0.00	
							4228	R 01 005	000	000	372	MA IEP 3rd Party-Covid Fee				107.84	0.00	
															Receipt Total:	\$792.74	\$0.00	
															Deposit Total:	\$792.74	\$0.00	
1710	4228	OLDN	CR0421	1714	Credit	A	04/30/21		Check	1	M	Miscellaneous Customer						
							4228	R 01 005	000	000	050	FY21 Yearbook Sales				2,590.00	0.00	
															Receipt Total:	\$2,590.00	\$0.00	
															Deposit Total:	\$2,590.00	\$0.00	
1711	4228	OLDN	CR0421	1715	Credit	A	04/30/21		Check	1	I	Interest						
							4228	R 01 005	000	000	092	April Interest				24.24	0.00	
															Receipt Total:	\$24.24	\$0.00	
															Deposit Total:	\$24.24	\$0.00	
															Report Total:	\$913,478.45	\$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
4173	202110	04/30/2021	P	JE		correct acct for 4.15-4.30 PR	Title/COVID Paycodes Title/COVID Paycodes	B	01	101	000				Cash & Cash Equiv	1,399.22	0.00
								B	01	101	003				Cash & Cash Equiv	0.00	1,399.22
																\$1,399.22	\$1,399.22
4175	202110	04/30/2021	P	JE		Reclass Fa. Harris to Title I	7/1-4/30/2021 Wages	E	01	010	216	000	401	161	ParaProf/Personal Care Ass	7,065.01	0.00
							7/1-4/30/21 FICA	E	01	010	216	000	401	210	Fica/Medicare	545.39	0.00
							7/1-4/30/21 TRA	E	01	010	216	000	401	218	Tra	595.52	0.00
							7/1-4/30/21 Medical	E	01	010	216	000	401	220	Health Insurance	589.78	0.00
							7/1-4/30/21 Life insurance	E	01	010	216	000	401	230	Life Insurance	12.69	0.00
							7/1-4/30/21 Dental	E	01	010	216	000	401	235	Dental Insurance	50.73	0.00
							7/1-4/30/21 LTD	E	01	010	216	000	401	240	Long Term Disability Insuran	52.56	0.00
							7/1-4/30/21 WC	E	01	010	216	000	401	280	Unemployment Compensati	42.75	0.00
							7/1-4/30/2021 Wages	E	01	010	400	000	000	140	Lic Classroom Tch	0.00	7,065.01
							7/1-4/30/21 FICA	E	01	010	400	000	000	210	Fica/Medicare	0.00	545.39
							7/1-4/30/21 TRA	E	01	010	400	000	000	218	Tra	0.00	595.52
							7/1-4/30/21 Medical	E	01	010	400	000	000	220	Health Insurance	0.00	589.78
							7/1-4/30/21 Life insurance	E	01	010	400	000	000	230	Life Insurance	0.00	12.69
							7/1-4/30/21 Dental	E	01	010	400	000	000	235	Dental Insurance	0.00	50.73
							7/1-4/30/21 LTD	E	01	010	400	000	000	240	Long Term Disability Insuran	0.00	52.56
							7/1-4/30/21 WC	E	01	010	400	000	000	280	Unemployment Compensati	0.00	42.75
																\$8,954.43	\$8,954.43



Meeting: Governance Committee

Date: Wednesday, May 12, 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, Claudia George, Natalie Sjoberg, and Kathy Mortensen

Members Absent: Kylie Griffith

Development, Discussion, and Recommendations

- Policy: 410 Family and Medical Leave Policy
 - We will ask Nancy to review and verify that this policy is still up to date with state and federal laws.
- Policy: 418 Drug-Free Workplace/Drug-Free School
 - The governance committee reviewed and amended this policy. See policy for changes.
- Facilities Usage Policy
 - Kathy looking into gym rental rates in the area
 - Bring policy board early next year (discuss YMCA, teacher usage, etc.)
 - Kathy to create rates chart for rental
 - Kathy to check insurance coverage for rental and equipment
 - Kathy to check for security (staff/cameras) and employee for maintaining rental times
 - Proof of insurance policy for renters
 - Nancy to help with research on items above
 - Governance Committee revisit policy creation in October/November 2021 to prepare for board discussion
 - Open track time before school (~6:30-9am) for free
- Health Insurance Policy
 - We will ask Nancy to get a template from another school then review and modify as needed at the June committee meeting.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Monday, June 7, 2021

Time: 3:00 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned **at 5:20pm.**

Adopted: June 24th, 2014

Amended: February 2015

Updated: May 12, 2021

Board Approved:

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.

C. Woodbury Leadership Academy will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

D. This policy is consistent with and follows the guidance outlined in Policy 419 Tobacco-Free Environment.

III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of Woodbury Leadership Academy; or during any period of time such employee is supervising students on behalf of Woodbury Leadership Academy or otherwise engaged in school business.

IV. EXCEPTIONS

A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with Woodbury Leadership Academy's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform **administration** ~~his or her director~~. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to Woodbury Leadership Academy's drug and alcohol testing policies and procedures.

~~E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the director.~~

F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant

shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with Woodbury Leadership Academy's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify **administration** ~~his or her director~~ in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school federal grant is performed, no later than five (5) calendar days after such conviction.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by Woodbury Leadership Academy. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, and school policies.
5. Woodbury Leadership Academy shall establish an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. Woodbury Leadership Academy's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.



Meeting: Facilities Committee

Date: Tuesday, May 11, 2021

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS

Minutes:

The meeting was called to order by Jason Livingston at 4:32 p.m.

Role call. Members Present: Jason Livingston, Kathy Mortensen, Judith Darling, Mandi Folks, Jolene Skordahl, Diane Thiels, Andy Sharp

Members Absent: None.

Others in attendance: Shawn Smith, Craig Kepler

The meeting ended at 5:35 p.m.

Development, Discussion, and Recommendations

- Purchase Agreement Update
 - PSA is signed 11/20/20
 - Amendment – Complete and Executed.
 - Closing: May 26 (Weds), with a “pre-closing” May 24th (Mon)
- MDE Review and Comment: Complete – Received positive Review.
- Construction Contract: Complete and Executed.
- Next Steps:
 - 1) Finalize forms for Rochon to purchase materials
 - 2) Discuss Donation Closing
 - 3) Complete Operations & Maintenance Plan for City’s review and approval.
 - 4) Submit for Permit – May 24th
 - 5) File Exemption Paperwork
- Timing
 - 1) Site Mobilization: July 5th – Start of Construction
 - 2) Ground Breaking: Tues, July 27th, 2021 – Exact time TBD
 - 3) Completion end of March/Beginning of April 2022

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, June 8, 2021

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

Woodbury Leadership Academy

Project Stages for a new High School

Conceptual

- Building School Culture
- Decision Making Process
- Expansion Team
- Mindset needed for Growth
- Market Analysis
- Application for Authorizer

Planning

- Academic: Grad Requirements, Curriculum, PSEO, College in the Schools
- Student Life: Leadership, Activities
- Operations: Faculty, Finances, Physical Space
- Outside Surveys: parents, staff, students
- Marketing
- Timelines

Development

- Student/Family Handbook
- Academic: WLC Grad Requirements
Career Planning and Counseling: 4-year plan
transcripts, weighted classes, honor classes, registration
and scheduling platforms, time schedule, curriculum guide,
grade level needs, academic support, testing requirements
- Student Life: Clubs, sports, dances, etc.
- Operations: School Counselor, HS administration, transportation director,
physical space, marketing, technology needs

Implementation

- Academics: Registration forms, college board registration, Testing
- Support services: special education services, after school programs, etc.
- Operations: Policies, attendance, discipline and conduct, dress code, parking, emergency plans,
supplies, staffing, marketing
- Open House: Overview and narrative of HS model, 9th registration

Launch

- Enrollment
- Staffing
- Opening Day



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Thursday, April 8, 2021

Time: 4.30pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order

Roll Call -

WLA Mission & Vision – Mandi Folks

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

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

Development, Discussion, and Recommendations

1. Brenda presented March financial statements and Committee reviewed, will present to Board for approval.
2. The \$250,000 rent credit will be used to offset the purchase price of the building.
3. We are making good progress on the Bonding documents – especially Appendix A. All Bonding docs will be presented to Board for approval.
4. Reviewed the "Construction Risk" coverage with North Risk Partners
5. Reviewed additional costs for "old gym" remodel, 3rd milk machine, floor cleaner.
6. Present ESSER II funds came in at \$42,347, PPP funds were deposited in the WLA account.
7. Reviewed new Employment Agreements, will present to Board for approval
8. Discussed Custodial Company Update,
9. Reviewed contract renewal with BerganKDV, will present to Board for approval
10. Reviewed contract with Shawn Smith, will present to Board for approval

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: May 13, 2021

Time: 4:30 pm

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

Adjournment



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Thursday, May 13, 2021

Time: 4.30pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order - @4:30

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

WLA Mission & Vision – Jolene Skordahl

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

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

Development, Discussion, and Recommendations

1. Review financial statements for April 2021, Brenda Kes. All on track and within normal ranges.
2. New employee contract review, Kathy. All within budget range.
3. Property Management, Mandi How do we plan to manage our new property? Continue with the vendors that handle the building currently until the school season ends. Then search for HVAC, Snow removal & lawn mowing. Bring bids for the next finance meeting from vendors or property management company. Possibly continue with Current owner's vendor. Special note to "Juan" current custodian, would like to hire him, his salary is in our budget.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: June 10, 2021

Time: 4:30 pm

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

Adjournment @ 5:10