



Meeting: Board of Directors Regularly Scheduled Meeting

Date: Wednesday, June 23, 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: _____
- 3.2 Approval of May 26, 2021 and April 28, 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 Financial Director Report (BKDV)
- 6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Accept June Finance Committee Minutes and May Financials

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept June Governance Committee Minutes and second reading on policies 428 and 510 and place the uniform reading into first reading.

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept June Facilities Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

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

- 7.1 Takeaways from the Annual VOA Charter School Conference
- 7.2 Incident Command Team Update
- 7.3 Ratify cleaning company contract
- 7.4 Ratify English Language Arts teacher employment agreement
- 7.5 Bid Farewell to Jess Erickson, outgoing Teacher Board Member
- 7.6 Appoint parent to the open 1-year seat
- 7.7 Seat newly Elected Board Members
- 7.8 Set the 2021-22 Board Meeting Calendar

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

8.1 Board Communication/Future Agenda Items- Reflection
(Discuss next month's Officer Elections & Committee Assignments)

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

WLA Board of Directors Regular Meeting
Date: Tuesday, July 27, 2021
Time: 1:30pm
Gym ground breaking ceremony is at 3pm
Location: Zoom 432-394-8884, password: WLAROCKS

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

Adjournment
Motion: _____ 2nd _____ Vote: _____

Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
April 28, 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), Brenda Kes (BerganKDV)

Others in Attendance: WLA parents and staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 4:30 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Erickson read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Mr Livingston moved "to approve the meeting agenda." 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.

3.2 Approval of Meeting Minutes for March 24, 2021

Ms Kelly moved "to approve the minutes for the March 24, 2021 board meeting." 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.

4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

There was none.

6. Board and Administration Reports

6.1 Board Report

Ms Folks stated that all items she would report on are covered within the agenda. She expressed appreciation to board members for their ongoing attendance and contributions at board meetings.

6.2 Executive Director Report

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

- Enrollment is holding steady this year and is strong for next year.
- Busy month with lots of financial work related to bonding, budgets, salary increases, etc
- Bonding process is moving forward, and bonds will “go to market” tomorrow, April 29th
- Building design is being finalized and Rochon Construction Company has been selected for the expansion project.
- The ICT continues to meet weekly to monitor the status of Covid within the school. There was a concern in April when Community rates began increasing and school health decreased as cases were identified within WLA. MDH and MDE confirmed that WLA’s Covid protocols were appropriate for the situation. School health has since improved.
- MCA’s are in process and preliminary results reflect scores which are low for WLA, and lower than in previous years. Results are expected to be above state and national averages as these will be re-normed due to the impact of Covid. Online students are being encouraged to test to get larger testing groups and to be able to compare online versus onsite instruction.
- MAP testing starts mid-May.
- Ms Mortensen shared a recommended list of 2021-22 staff and teaching assignments. 96% of current staff are returning next year (50 out of 52).
- Ms Skordahl coordinated the Pennies for Patients campaign which was a huge success, raising over \$9,400 this year.

6.3 Financial Director Report

Ms Kes reviewed the March financial statements, noting that at March month end, the year is 75% complete and overall revenues and expenses are in line with 75% of the budget. Cash is strong, noting that PPP funds were received. She reviewed updates to the working budget to reflect new bond numbers. She also reviewed the revised 2021-22 budget and 5-year projection model that will be shared with investors. These revisions also reflect the bond issue.

Ms Folks moved “to approve the updated 2020-21 budget with total revenues of \$6,581,358 and total expenditures of \$5,684,941 and to also approve the updated 2021-22 budget with total revenues of \$7,121,780 and total expenditures of \$7,066,563.” Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.4 Finance Committee Report

Ms Folks shared that minutes from the March Finance Committee meeting will be included in next month’s board packet. Topics discussed are covered in agenda items in this meeting.

6.4.1 Accept March Financials

Ms Skordahl moved “to accept the March financial statements.” 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.

6.5 Governance Committee Report

Ms Erickson reported the Governance Committee did not meet in April.

6.6 Facilities Committee Report

Mr Livingston reported the Facilities Committee is busy as the bond issuance nears and the gym expansion construction plans are finalized. On the agenda of tonight’s City Council meeting is a vote needed to continue with the bond and expansion project. Standard & Poor’s bond rating came in at a BB rate, which is very favorable. Construction will begin July 5th and planned completion is April, 2022.

6.6.1 Accept April Facilities Committee Minutes

Agenda item addressed after 6.6.5.

6.6.2 Approve Bonding Resolutions

Ms Folks explained that the Board needs to approve and sign several resolutions tonight which are included in the board packet. The first is a resolution approving Board adoption of procedures to ensure compliance with the bond requirements.

Mr Livingston moved "to approve the Resolution of the Board of Directors of Woodbury Leadership Academy Adopting Post-Issuance Compliance Procedure." 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.

Ms Mortensen left the meeting at 5:45 PM.

Mr Livingston explained the second resolution is Board approval of the bond issuance and use of proceeds for the building purchase and expansion project.

Ms Folks moved "to approve the Resolution of the Board of Directors of Woodbury Leadership Academy." 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.

6.6.3 Approve Shawn Smith's contract

Ms Folks explained that WLA worked with Shawn Smith from Wildamere in obtaining the lease with Globe and on the current project is serving as the project manager to help build the gym expansion.

Mr Livingston moved "to approve the project management contract with Wildamere Capital Management." Seconded by Ms Erickson. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.6.4 Approve Colliers contract

Ms Folks explained WLA had worked with Colliers Architecture, LLC for the current building renovation project. The Board had previously approved a contract with Colliers for the gym expansion project, but the project has changed significantly since, so this is an amendment to that initial contract. Mr Livingston moved "to approve the Colliers Contract Amendment #1."

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

6.6.5 Approve Construction Company contract

Ms Folks stated the contract was not received in time to review. Item will be on the May meeting agenda.

Accept April Facilities Committee Minutes (item 6.6.1)

Mr Livingston moved "to accept the April 13 Facilities Committee minutes." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Approve Renewal of BerganKDV contract

Ms Folks directed members to the contract in the Board packet, noting fees increased by 2%.

Ms Folks moved "to approve the contract renewal with BerganKDV." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7. Board Training, Discussion and Business

7.1 Incident Command Team Update

Item was covered in the Director's report.

7.2 Wolf Ridge Education Overnight Field Trip & Washington DC Overnight Field trip 2021-22

Ms Erickson shared that the Wolf Ridge field trip is an annual 3-day, 2-night trip for incoming 5th graders. Staff is requesting approval for a September 2021 fieldtrip for the 5th grade class in 2021-22. Current 5th graders were unable to experience Wolf Ridge due to the pandemic. Staff is recommending an April 2022 Wolf Ridge fieldtrip for this group of students as 6th graders in the 2021-22 school year.

WLA had been planning a Washington DC trip for Middle School students, but planning was put on hold due to Covid. Staff is requesting approval for a Middle School Washington DC fieldtrip for the 2021-22 school year.

Ms Folks moved "to approve the 2021-22 school year Wolf Ridge Education overnight fieldtrips and the Washington DC overnight fieldtrip." Ms Kelly 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.

7.3 Upcoming Board Elections

Ms Folks reviewed the board election process and timing. There are 3 seats up for election and 2 empty seats. The process will utilize Election Runner, an online software which allows parents to vote remotely. New members will be announced in June and seated at the July board meeting.

7.4 Ratification of employment Agreements

Ms Folks reviewed the list of employee contracts presented in the Director's Report.

Ms Erickson moved "to ratify employment agreements for the new and returning staff members for the 2021-22 school year as presented." Ms Sjoberg 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.

8. Closed meeting to Discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.05 Subd. 3a

Ms Folks previously asked Ms Mortensen if she would like the meeting open or closed. Ms Mortensen requested the meeting be closed. Motion was made by Ms Folks "to close the meeting to discuss the Executive Director's annual evaluation according to Minnesota Statute 13D.05, subdivision 3(a)." Seconded by Ms Skordahl. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Meeting closed at 6:15 PM.

Jess Erickson left the meeting at 6:37pm.

Convene into Open Session

The Board convened into open session at 7:03 PM.

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

Ms Folks summarized the closed session as a discussion of the Executive Director's performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Ms Mortensen.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

Items to discuss at future meetings include elections, teacher agreements, and future building updates.

10. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting of the WLA Board of Directors is scheduled for Wednesday, May 26, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

11. Adjournment

Ms Kelley moved “to adjourn.” Ms Sjoberg seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:09PM.

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

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
May 26, 2021**



Directors Onsite: Jessica Erickson (left at 6:58 PM), Mandi Folks, Jason Livingston

Directors Attending Virtually: Shannon Kelly, Natalie Sjoberg, Jolene Skordahl

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BerganKDV-joined at 6:16 PM)

Others in Attendance: WLA parents

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

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Kelly moved "to approve the meeting agenda for May 26, 2021." Ms Sjoberg seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, Mr Livingston, Ms Sjoberg, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

There was none.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected that WLA was almost to the end of a challenging year and thanked the Board, WLA families and staff for navigating the school through a difficult situation. She noted that all items she would report on are covered within the agenda. Information was shared about the VOA-MN conference that will attend in June by WLA Board members, Administration and staff.

6.2 Executive Director Report

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

- Enrollment for 2021-22 is fluid, remains strong and is on target to meet or exceed budget.

- Work continues with the architect on building design. The PTO provided input for the concession area, as they will be using the area for fundraising. Board members requested Ms Mortensen look into the need for licenses or additional insurance coverage for concession sales.
- The bond issue resulted in extra funds being available, which will be used to purchase 23 interactive Smart Boards with current technology for use in the new building.
- Purchasing of curriculum and supplies for next fall has begun, utilizing remaining current year budgeted funds.
- MCA testing is complete at WLA. Minnesota did receive a waiver for the accountability sections of its Every Student Succeeds Act Plan, so test results will not be used to determine school performance this year. We will use the scores to gauge WLA's progress compared to other schools during the pandemic year.
- Wexford construction has been hired to build a temporary wall in the current gym this summer, to provide space for two classrooms next school year.
- Ms Mortensen shared information on 3 teachers and 1 custodian for whom she has offered employment agreements and is requesting Board ratification of the agreements. The hiring process for the Middle School Language Arts teacher included in the Board packet is not complete at this time.
- Registration for the 2022 Washington DC trip is open and there is huge interest in participating, with 25 students and 4 parents signed up thus far.
- Ms Mortensen shared a children's book titled "What Does a Screen Mean?" which was written by a teacher's spouse.
- Ms Mortensen, with the assistance of Board members, read a story she had authored about the history of WLA, which was written as an analogy of the weather.

6.3 Financial Director Report

The Finance Director and Finance Committee Reports were deferred until Brenda Kes, Business Manager from BerganKDV, joined the meeting.

6.4 Finance Committee Report

Item deferred.

6.4.1 Accept April and May Finance Committee Minutes and April Financials

Item deferred.

6.5 Governance Committee Report

Ms Erickson reported the Governance Committee met and reviewed Policies 410 and 418. Policy 410 is complete and ready for approval of a second reading. Ms Sjoberg shared that the Committee began work on a new Facility Usage Policy, gathering ideas for items to be researched and possibly included in the policy. They also began work on a new Health Insurance Policy, the policy that was required in the VOA Governance Review, and will gather information discussion at the June meeting. There was discussion about the need to review the Uniform Policy before the start of the next school year.

6.5.1 Accept May Governance Committee Minutes

Ms Erickson moved "to accept the May Governance Committee minutes, the second reading of Policy 418 Drug-Free Workplace/Drug-Free School, and first reading of Policy 540 Student Dress, Appearance and Uniform." 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.

Brenda Kes joined the meeting at 6:16 PM.

6.3 Financial Director Report (previously deferred)

Ms Kes reviewed the Executive Summary and April financial statements, noting that ADM is slightly below budget, and the revised budget is on track to end the year with a 33% fund balance. This past month, the Building Company payback was received and MDE approved WLA's Lease Aid application, making payments to catch up for the year. State aid holdback will begin to be paid back in August. WLA's Form 990 tax return for 2020 has been submitted to the IRS. Overall, WLA's financial position remains strong.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the April financials and the new employee agreements that were presented in the Director's report. The Committee discussed management of the soon to be purchased building. WLA will continue with the current building management and vendors used by the previous owner for the remainder of the year and obtain bids for necessary services and property management for next year.

6.4.1 Accept April and May Finance Committee Minutes and April Financials

Ms Skordahl moved "to accept April and May Finance Committee minutes and the April financial statements." 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.

6.6 Facilities Committee Report

Mr Livingston reflected that when the Facilities Committee was formed, it was for the purpose of working on improvements in the building, with no idea that WLA would get to the point of owning a building and adding a major addition. He thanked everyone for their assistance, acknowledging Ms Folks and Ms Mortensen as the primary force behind the process. Ms Folks shared that the closing for the purchase of the building was today and we now own the building! Ms Mortensen acknowledged the Myers family (prior owners) to be wonderful landlords and great partners to work with in the acquisition of the building. Mr Livingston stated that the Facilities Committee met and focused on the building closing. He shared some key dates: construction for the expansion will begin July 5th, the groundbreaking ceremony is scheduled for July 27th, and planned completion is March/April, 2022.

Ms Mortensen shared that closing on the parcels of land across the road will occur in June and the plan is to construct fenced-in soccer and baseball fields, add a rain shelter, and a second playground. A shed is planned for storage of PE and outdoor equipment.

6.6.1 Accept May Facilities Committee Minutes

Mr Livingston moved "to accept the May Facilities Committee meeting minutes." 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.

7. Board Training, Discussion and Business

7.1 Incident Command Team Update

Ms Folks shared the ICT continues to meet to monitor the status of Covid within the school and community. No change in learning models is anticipated thru the end of the school year. The Team will continue to meet during the summer or until MDE dissolves the ICT requirement. It is unknown what if any impact Covid will have on the upcoming school year.

7.2 Upcoming Board Elections

Ms Folks shared that Board Elections are in process, with voting to close on Friday. Ms Erickson and Mr Livingston's seats expire and the June meeting will be their final meeting. Three parents are running for the open Parent Seat, one individual is running for the open Community Member Seat and there were no teachers interested in running for the open

Teacher Seat. Election results will be announced at the June Board meeting, with the winners seated at the July meeting.

Ms Folks shared that any seat not filled thru election, can be filled by Board appointment. As of July, there will be three empty seats: one each Parent, Teacher and Community Member.

7.3 New Employee Contracts

Ms Mortensen reviewed three employee agreements presented in the Director's Report: Radhika Sharma, Kailin Thomas and Roberto Martinez. Ms Folks moved "to ratify the employment agreements presented this evening." Ms Kelly 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.

7.4 Consultant Contract for Pursuing PK-12 Approval

Ms Mortensen shared the Project Stages for the process of expanding to add a high school (grades 9-12). Because the process is complex and takes time, she requested approval to hire a consultant to complete the initial Conceptual Stage of the process. At that point, the project could be shelved if the Board decided that WLA was not ready or interested in moving forward with the grade expansion. The cost would be approximately \$6,000. There was discussion.

Ms Mortensen shared she plans to move forward with an internal Pre-K analysis also, following a similar process.

Ms Erickson left the meeting at 6:58 PM

There was further discussion on the idea of expanding grade offerings. The Board cautiously agreed to proceed with the conceptual investigative process. Once that report is received by the Board, a decision will be made as to how to proceed.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that members did a lot of reflecting tonight of the journey to purchasing the building.

Mr Livingston expressed interest in an appointment to the open one-year Parent Seat. There was discussion on the appointment process. This will be addressed at the July meeting.

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 Wednesday, June 23, 2021 at 5:30 PM. Virtual participation will be available through Zoom.

10. Adjournment

Ms Kelly moved "to adjourn." Mr Livingston seconded. A roll call vote was taken: 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 7:23 PM.

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

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, JUNE 23, 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 6/10/2021, we have 568 students currently enrolled. We will end the current school year within 2 ADMs, with Brenda and myself adjusting year end purchasing accordingly.
- Enrollment for the upcoming school year continues to be strong.

Regularly Scheduled Meetings

- The Governance Committee met on June 7th.
- The Finance Committee met on June 10th.
- The Facilities Committee met on June 8th.

Design Expansion, Bonding, Remodeling

- We closed on the purchase of property on June 14th.
- Wexford has begun their remodeling of the 1st floor gym space area. This area will be set up with temporary walls for third grade classrooms, an additional door between the 3rd grade area and the east hallway to minimize sound to and from the music classrooms area, and the addition of a small office to be used for speech and occupational therapists.

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

- As Curriculum Coordinator, Kylie Griffith has been purchasing all instructional resources for the coming school year so that we will receive shipments asap.
- Teachers Megan Nafe and Casidee Schrandt have agreed to work this summer assisting me to organize protocols and organizational management staff resources.
- I completed a grant for a 2022 summer school program. The grant will cover staffing expenses, transportation, instructional resources, and other expenses. The program will include visits to 3M, Medtronics, state parks, and other venues. The purpose is to work with students on SEL skills, remediation or enrichment, and provide opportunities for exploration of interests.

- I met with Vanessta Spark on June 3rd to review the process for moving forward with plans to gain expansion permission from VOA and MDE, making it possible for WLA to be PK-12 if the board determines to go either or both of those directions. She will be paid on a fee schedule that can be ended at any point. The first steps will be to do a market analysis of area schools, and to survey stakeholders to assess the demand for expansion.

III. Financial Management

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

- We will be changing cleaning companies
- All utilities have been transferred from Mike to WLA
- The trash company will continue serving WLA
- There are some vendors we haven't been able to get through to yet, to provide us with bids
- Shawn, Mike and I will be meeting to determine how best to do property management for the unusual items like flushing hydrants, cleaning and resurfacing Globe Drive and so forth.
- All expected ESSER funds did come in.
- An additional (and unexpected) \$17,000.00 has been allotted to WLA for summer school expenses. In order to accept the amount, I completed the required application/grant to provide services in the summer of 2022. Programming will include a variety of activities including remediation, enrichment, SEL activities, site visits to 3M and Medtronics, field trips to state parks, and some basic building activities for outdoor benches, birdhouses, and picnic tables.
- WLA has submitted the CEIS grant for just over \$13,000 (thank you to Paula Kripner, Director of Special Education and Brenda at BergenKDV) Those funds will go towards funding part of the WLA remediation program staffing compliment.

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 for the English Language Arts position.
- Megan Nafe and Casidee Schrandt are working on a summer project for WLA. They are putting together "Staff Resource Manuals" that cover a wide variety of topics including but not limited to the WLA Mission/Vision, Strategic Plan, board governance, Core Knowledge fundamentals, Responsive Classroom fundamentals, Crisis Management, as well as key policies and procedures. These manuals are being customized for teachers, paras, office staff, and administration. This initiative will aid the streamlining of operations as we move to a school of approximately 700 students.

Oversee conflict resolution and all other personnel matters

- There is an issue that is being addressed through a mediation process. If adequate progress is not made managing the issue in-house, I will hire a consultant to follow-up and make recommendations.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- As a learning community, we are all relieved that we've had a safe school year, and we are now making plans for school safety in regard to construction, traffic routing, and outdoor PE and recess.
- We are awaiting the next version for Safe Schools from MDE as we ease up with COVID restrictions.

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

- Kindergarten graduation occurred outside, and in person on June 4th. We had prepared with water, first aid, and plenty of staff members assisting visitors and watching for heat exhaustion or other concerns. (95 degrees and the ceremony was scheduled for high noon!) Special thanks to the parents who loaned us shade tents for the event, and of course the kindergarten teachers did a wonderful job. There was a large crowd and it was interesting to have the audience facing the building with "Woodbury Leadership Academy" lettering at the top, and seeing a very different perspective than what is usually seen. We have a beautiful campus!
- We had the 3rd grade Talent Show also on June 4th, with a lot of variety and smiles by performers and audience members alike.
- The end of year car parade was a huge success with a long line of cars at one point, past the Portello's parking lot. I was up on the 3rd floor terrace at one point, highly concerned that the authorities were going to shut it down for obstructing traffic on Hudson Road, but it went fine and I believe the count was over 500 for students in attendance. One of the heart warmers was to see some of our WLA alumni return to tell us how wonderful things are going for them at their various high schools and how much they miss WLA. Although the car parade was in response to COVID, it may be something we want to build on as a year-end tradition. Families are very enthusiastic about seeing, being seen, decorating cars, and thanking staff members. Next year we could also look at having a special tent/table for alumni students to sign-in. All in all, it was again a very tearful evening, and great to see the many of the online kiddos and families.
- The VOA Conference is all set for June 16-18th. After months of co-planning, I hope it all goes well! We have twice the number of attendees expected, some out of state folks coming in, and only one vendor that I seemed to have offended. Fingers crossed that all attendees relax, enjoy some time in and outdoors, make good connections, and come away with some fresh insights. (I'm writing this Director Report as I prepare for the drive to Bemidji.)



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Thursday, June 10, 2021

Time: 4.30pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:35

Roll Call - Brenda Kes, Kathy Mortensen, Judith Darling, Jolene Skordahl. Not present Mandi Folks

WLA Mission & Vision – Kathy Mortenson

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. Benefits renewal presentation - Jenny Wiederholt-Pine, KRAUS-ANDERSON INSURANCE - review of changes from small group to large group options with Preferred One & Blue Cross Blue Shield. Brenda to meet with Jenny to review and budget for insurance and propose at July mtg.
2. Review financial statements for May 2021, Brenda Kes. - on track and within normal ranges.
3. Property Management update. Kathy received 2 bids for cleaning from Robemy and Gaminos. Recommend Robemy based on cost savings. Snow and landscaping bids continue to come in. Trash and utilities have been transferred to WLA.
4. Kathy met with Vanesta Spark in regards to \$6,000 retainer for investigation and viability of WLA growing to K-12 school. Verified that if WLA ends her services the payment will end.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: July 8, 2021

Time: 4:30 pm

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

Adjournment @ 6:00 pm



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

May 31, 2021

bergankdv | **DO MORE.**

Prepared by:
Brenda Kes
CFO, Outsourced Services

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

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

Executive Summary

Summary of Key Indicators

- The School is currently budgeting 568 Average Daily Membership (ADM). Actual Membership as of May 31st is 555, 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 \$898,417, projected cumulative fund balance of \$1,859,860, 33% of total budgeted expenditures.
- Overall, the school is right on track with 85.3% of expenditures spent year to date, compared to 92% 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 \$1,653,517. The larger balance is due to receiving the PPP Loan of \$493,588. This represents the amount of cash available to use for operations or 114 days of cash on hand.

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

Due from Other Funds amount is now zero because the School has been reimbursed by the Building Company for costs related to the Bond Project as of May 26th.

The School began receiving State aid holdback payments for FY 2019-2020 in August. The remaining State aid holdback payments of \$4,457 will be received in the next month once FY 2019-2020 has been finalized.

The State holdback for the current fiscal year is estimated to be a receivable of \$738,134 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 beginning in August.

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 remains high due to the PPP loan funds. The cash flow projection tracks the activity of revenues and expenditures from previous months. Currently at 114 days of cash on hand.

Other Items

- 990 tax return was completed and submitted.

Supplemental Information

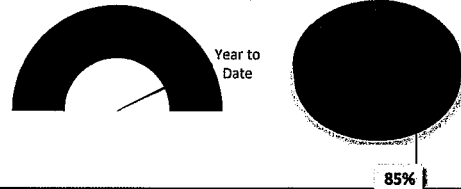
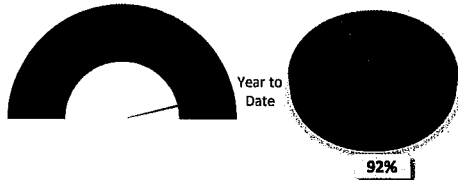
A separate Management Report is provided, which shows checks that were written during the month, receipts that were accounted for, journal entry transactions that were recorded, and contracted services details.

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

Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
May 31, 2021

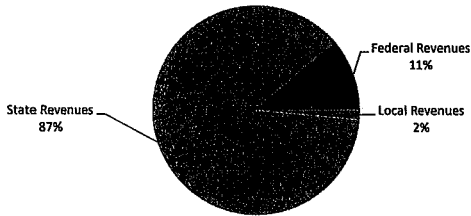
Financial Summary - Budgeted Amounts and Year to Date Activity

Resources to Operate Programs (Revenues):		Funds Used to Provide Programs and Services (Expenses):			Excess / Deficit
Approved Budget	\$5,513,753		Approved Budget	\$5,416,851	\$96,903
Revised Budget	\$6,581,357		Revised Budget	\$5,684,941	\$896,416
Year to Date	\$6,076,833	92.33%	Year to Date	\$4,845,134	85.23%
					\$1,231,699

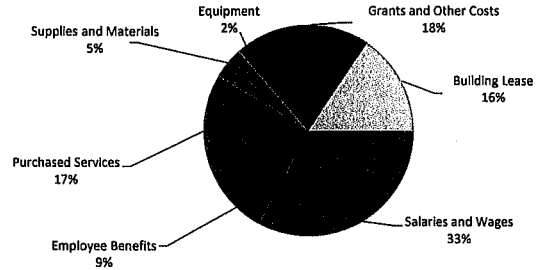


Budgets for the Year

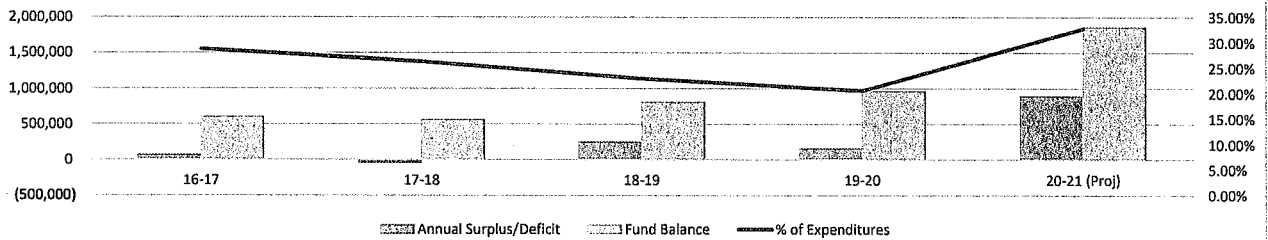
Where funds will come from to operate the school:

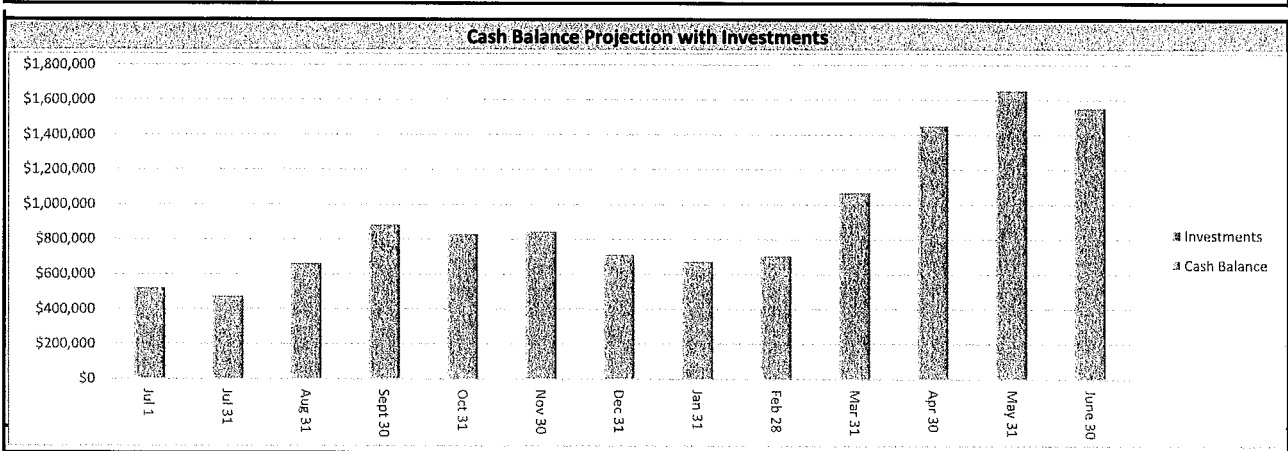
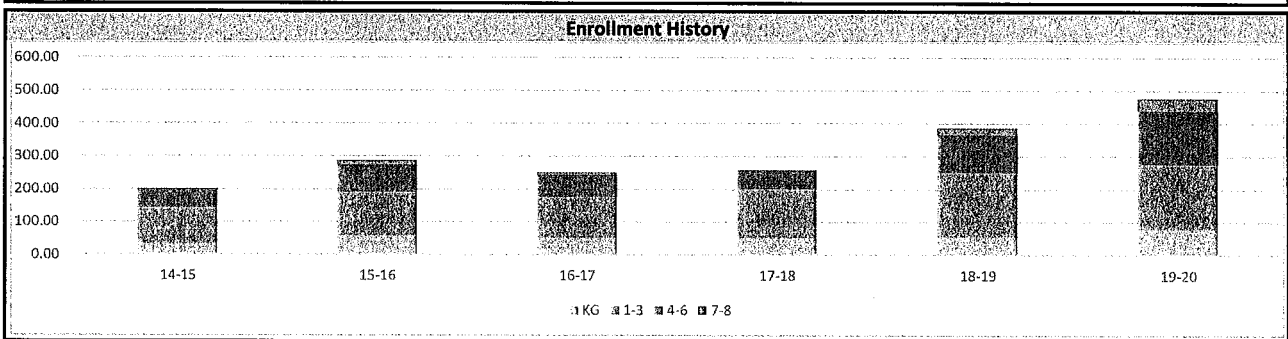
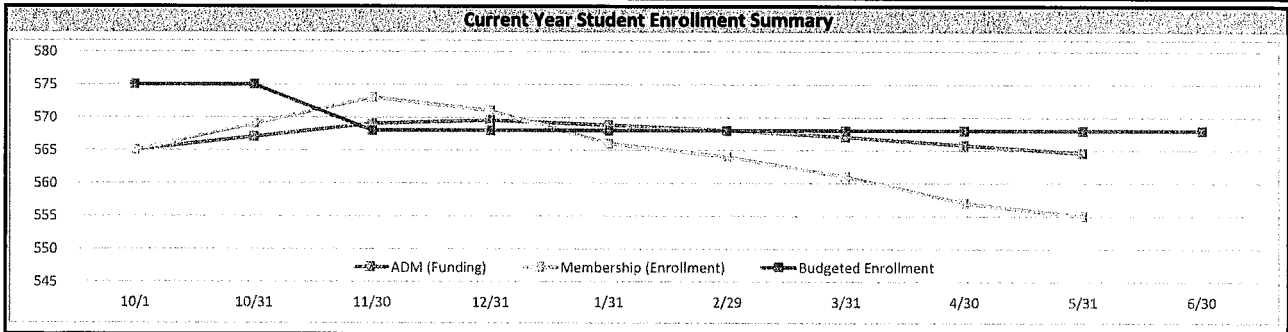
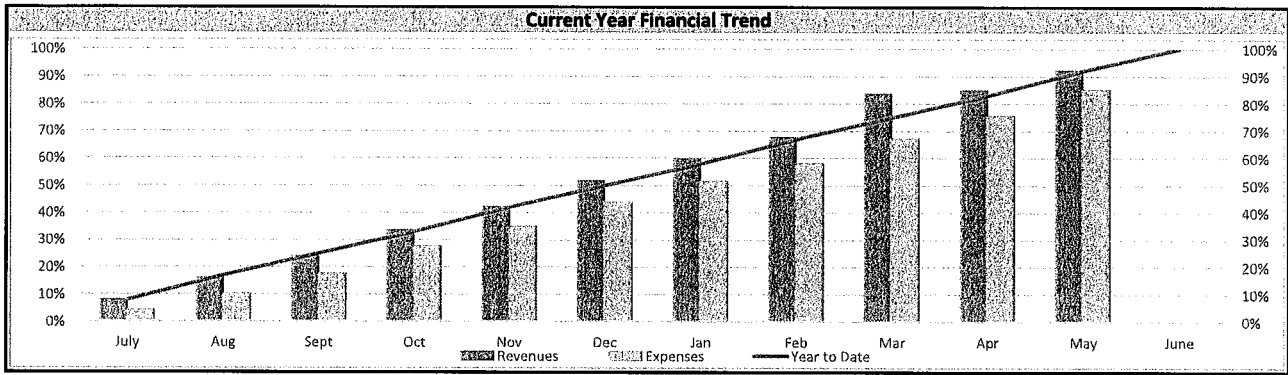


How the money is budgeted to be spent:



Fund Balance History





Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
May 31, 2021

	Audited Balance June 30, 2020	Ending Balance
Assets		
Cash and Investments	\$ 520,783	\$ 1,653,517
Accounts Receivable	750	10
Due from Other Funds	-	(0)
State Aids Receivable	604,292	4,457
Current Year State Holdback Receivable		738,134
Federal Aids Receivable	16,536	1,671
Prepaid Expenses and Deposits	72,463	6,662
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
Total All Assets	\$ 1,214,824	\$ 2,404,451
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 115,779	\$ 167,765
Accounts Payable	36,221	-
Payroll Deductions and Contributions (Owed)	99,381	41,544
Total current liabilities	251,381	209,309
Fund balance		
Fund balance 07-01-2020	\$ 963,443	\$ 963,443
Net income to date		1,231,699
Total fund balance	963,443	2,195,142
	<hr/>	<hr/>
Total liabilities and fund balance	\$ 1,214,824	\$ 2,404,451
<i>Days of cash on hand</i>		114

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
May 31, 2021

	Months: 11 0.92%						
	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 Revised 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	316,990	41.7%	
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	540,121	78.2%	
Prior Year Adjustments	(287)	-	-	-	-	-	
Estimated State Holdback Amount	-	-	-	-	738,134	-	
Total State Revenues	4,705,162	5,364,453	5,748,145	5,752,115	5,272,772	91.7%	3,970
Federal Revenues							
Federal Title I, II, V	25,064	38,600	31,021	31,021	18,428	59.4%	
Federal Special Education	68,056	54,700	57,233	57,233	60,240	105.3%	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	712,927	97.4%	
Local Revenues							
Fees from Students	29,101	47,000	9,400	9,400	8,846	94.1%	0
Medical Assistance	897	2,000	1,100	1,100	1,259	114.5%	0
Interest Earnings	4,668	7,000	3,500	3,500	468	13.4%	0
Contributions and Gifts, Grants	8,841	-	47,200	54,700	54,707	100.0%	7,500
Miscellaneous Revenues	5,436	-	28,553	28,553	28,553	100.0%	0
Sale of Merchandise/Fundraising	(2,440)	-	-	-	(2,699)	-	0
Total local revenues	46,502	56,000	89,753	97,253	91,134	93.7%	
Total Revenues	\$ 4,844,784	\$ 5,513,753	\$ 6,076,299	\$ 6,581,357	\$ 6,076,833	92.3%	\$ 505,058
Expenditures							
Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 1,865,014	\$ 1,748,253	93.7%	5,355
Employee Benefits	427,043	558,017	485,605	486,417	430,134	88.4%	812
Contracted Services	260,271	295,987	266,586	266,586	206,771	77.6%	
Technology Services	19,407	26,300	27,400	27,400	14,282	52.1%	
Communication Services	6,872	8,650	8,650	8,650	5,415	62.6%	
Postage	1,373	3,400	3,500	3,500	2,658	75.9%	
Utilities	87,639	122,842	122,842	122,842	102,409	83.4%	
Property and Casualty Insurance	15,120	17,600	18,400	18,400	17,992	97.8%	
Repairs and Maintenance	58,001	127,564	127,564	127,564	56,460	44.3%	
Student Transportation	339,604	362,476	375,153	375,153	377,574	100.7%	
Field Trip Transportation	11,331	10,940	5,000	5,000	-	0.0%	
Travel and Conferences	22,605	10,000	10,000	10,000	9,552	95.5%	
Field Trip Admissions	15,400	12,040	5,000	5,000	690	13.8%	
Building Lease	681,276	815,848	885,683	885,683	868,153	98.0%	0
Other Rentals and Leases	33,996	2,000	2,000	2,000	2,129	106.4%	

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

	Months: 11 0.92%						
	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 Revised Budget	Revised #2 Budget Changes
Office Supplies/General Supplies	38,909	54,100	56,200	56,200	23,025	41.0%	
Maintenance Supplies	17,112	17,500	20,800	20,800	17,237	82.9%	
Non-Instructional Software	13,280	14,900	13,085	13,085	12,110	92.6%	
Instructional Software	9,293	13,700	44,200	44,200	38,144	86.3%	
Instructional Supplies	61,820	62,400	75,100	75,100	53,851	71.7%	
Textbooks and Workbooks	46,547	50,000	66,000	66,000	40,948	62.0%	
Standardized Tests	5,013	9,500	9,900	9,900	5,988	60.5%	
Media/Library Resources	-	2,500	2,500	2,500	-	0.0%	
Food	2,223	5,500	5,500	5,500	5,634	102.4%	
Building Improvements	131,386	70,000	70,000	70,000	18,230	26.0%	0
Furniture and Other Equipment	20,065	40,000	20,000	20,000	10,732	53.7%	0
Technology Equipment	6,348	30,000	30,000	30,000	-	0.0%	0
Principal and Interest - Capital Lease	12,114	20,000	20,000	20,000	14,175	70.9%	0
Dues and Memberships	27,642	30,500	30,500	30,500	26,626	87.3%	0
School Safety	5,248	-	3,772	3,772	-	0.0%	0
Third Party Expenditures	897	2,000	1,100	1,100	-	0.0%	0
Give to the Max	-	-	13,000	20,500	74	0.4%	7,500
Director's Discretionary Fund	-	5,000	5,000	5,000	-	0.0%	0
State Special Education	590,715	536,600	743,174	743,174	516,550	69.5%	0
Federal Title I, II, V	25,064	38,600	31,021	31,021	18,428	59.4%	0
Federal Special Education	68,056	54,700	57,233	57,233	60,240	105.3%	0
Federal GEER & ESSER	-	-	38,241	38,241	28,766	75.2%	0
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	\$ 4,845,134	85.2%	13,667
				31,198			
General Fund Net Income	\$ 167,555	\$ 116,903	\$ 405,023	\$ 896,416	\$ 1,231,699		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
May 31, 2021

Months: 11 0.92%

	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 Revised Budget	Revised #2 Budget Changes
Total All Funds							
Revenues							
State Revenues	\$ 4,705,162	\$ 5,364,453	\$ 5,748,145	\$ 5,752,115	\$ 5,272,772	91.7%	3,970
Federal Revenues	93,120	93,300	238,401	731,989	712,927	97.4%	0
Local Revenues	46,502	56,000	89,753	97,253	91,134	93.7%	0
Total Revenues	\$ 4,844,784	\$ 5,513,753	\$ 6,076,299	\$ 6,581,357	\$ 6,076,833	92.3%	505,058
Expenditures							
Salaries and Wages	\$ 1,625,563	\$ 1,965,687	\$ 1,859,659	\$ 1,865,014	\$ 1,748,253	93.7%	5,355
Employee Benefits	427,043	558,017	485,605	486,417	430,134	88.4%	812
Purchased Services	1,552,894	1,815,647	1,857,778	1,857,778	1,664,085	89.6%	0
Supplies and Materials	194,483	230,100	293,285	293,285	196,936	67.2%	0
Equipment	171,238	180,000	160,000	140,000	43,138	30.8%	(20,000)
Grants and Other Costs	717,622	667,400	1,034,947	1,042,447	762,589	73.2%	7,500
Total Expenditures	\$ 4,688,843	\$ 5,416,851	\$ 5,691,274	\$ 5,684,941	\$ 4,845,134	85.2%	(6,333)
Total Revenues All Funds	\$ 4,844,784	\$ 5,513,753	\$ 6,076,299	\$ 6,581,357	\$ 6,076,833	92.3%	505,058
Total Expenditures All Funds	\$ 4,688,843	\$ 5,416,851	\$ 5,691,274	\$ 5,684,941	\$ 4,845,134	85.2%	(6,333)
Net Income All Funds	\$ 155,942	\$ 96,903	\$ 385,025	\$ 896,416	\$ 1,231,699		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	\$ 1,859,859			
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		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	\$ 348,267	\$ 134,423	\$ 261,455	\$ -	\$ -	\$ 395,878	\$ 473,172
Aug 31	346,367	-	5,865	585,921	142,720	255,843	-	-	398,563	660,530
Sept 30	357,326	-	6,246	592,414	193,080	176,642	-	-	369,722	883,222
Oct 31	346,531	-	30,869	486,105	192,061	347,562	-	-	539,623	829,704
Nov 30	378,190	57,367	4,003	440,229	185,814	214,898	25,000	-	425,712	844,221
Dec 31	352,737	54,539	38,783	446,306	190,654	379,330	9,649	-	579,633	710,894
Jan 31	352,712	-	4,480	387,368	178,503	231,922	13,991	-	424,416	673,847
Feb 28	371,254	44,505	1,595	419,272	179,847	171,997	35,050	-	386,894	706,225
Mar 31	364,980	500,714	1,117	878,616	180,608	307,661	28,117	-	516,385	1,068,456
Apr 30	907,400	20,030	3,427	913,478	182,885	315,011	29,576	-	527,472	1,454,462
May 31	410,725	34,102	50,497	529,055	137,933	333,449	(141,382)	-	330,000	1,653,517
June 30	410,232	13,413	-	423,645	217,760	304,404	-	-	522,164	1,554,998
Projected	4,944,871	724,669	147,983	6,450,678	2,116,288	3,300,175	-	-	5,416,463	(268,478)
Totals	5,176,904	724,669	147,983	6,450,678	2,116,288	3,300,175	-	-	5,684,941	1,554,998

Assumptions: 10% State Aid Holdback

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

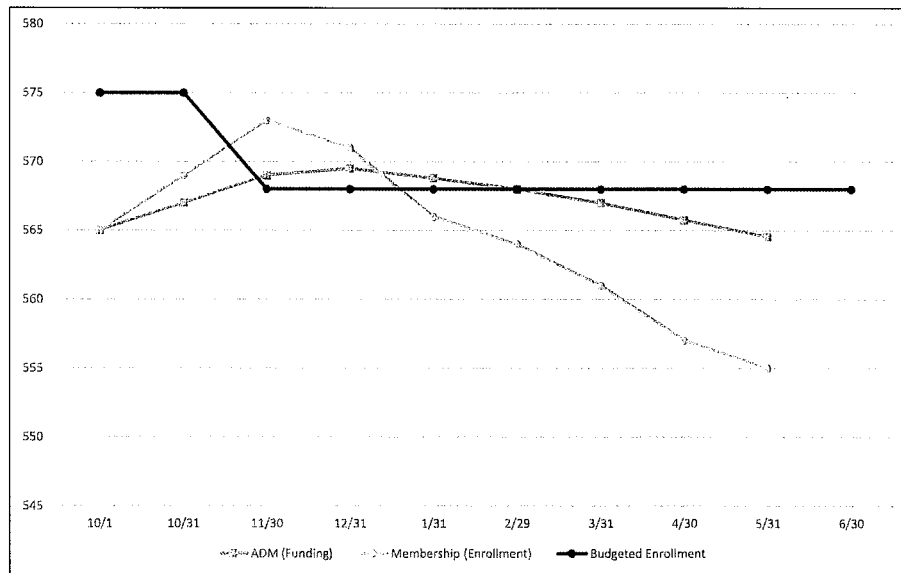
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Woodbury Leadership Academy
Woodbury, MN
Enrollment Report
May 31, 2021

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	86	85	85	85	
	1	93	94	94	94	94	94	94	94	94	
	2	71	70	69	69	69	68	68	68	68	
	3	78	77	77	77	76	76	76	75	75	
	4	69	69	69	69	69	69	69	69	69	
	5	68	69	69	69	69	69	69	69	68	
	6	51	52	52	52	52	52	52	53	53	
	7	29	31	32	32	32	32	32	32	31	
	8	20	21	22	22	22	22	22	22	22	
Grand Total		565	567	569	570	569	568	567	566	565	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	83	
	1	93	94	95	95	94	93	93	93	93	
	2	71	68	69	68	67	66	67	67	66	
	3	78	76	76	76	75	74	74	73	73	
	4	69	69	70	69	68	68	68	68	68	
	5	68	69	69	69	69	68	68	68	68	
	6	51	52	52	52	52	54	54	54	54	
	7	29	33	33	33	33	33	31	29	28	
	8	20	22	23	23	23	23	22	22	22	
Grand Total		565	569	573	571	566	564	561	557	555	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

May 31, 2021

bergankDV | **DO MORE.**

Prepared by:
Brenda Kes
CFO Outsourced Services

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	6867			Wire	1	1001	Public Employee Retirement Association		No	Yes	No	05/14/2021	2,561.07
OLDN	6868			Wire	1	1002	Teachers Retirement Association		No	Yes	No	05/14/2021	12,792.44
OLDN	6869			Wire	1	1003	Internal Revenue Service		No	Yes	No	05/14/2021	21,610.17
OLDN	6870			Wire	1	1004	MN Department of Revenue Service		No	Yes	No	05/14/2021	3,590.97
OLDN	6871			Wire	1	1128	AssociatedBank		No	Yes	No	05/14/2021	900.01
OLDN	6872			Wire	1	1417	VOYA		No	Yes	No	05/14/2021	1,739.90
OLDN	6873			Wire	1	1558	Bill.com		No	Yes	No	05/25/2021	98.87
OLDN	6874			Wire	1	1591	PreferredOne Insurance Company		No	Yes	No	05/25/2021	17,935.34
OLDN	6875			BP	1	1029	The Home Depot		No	Yes	No	05/04/2021	66.10
OLDN	6876			BP	1	1029	The Home Depot		No	Yes	No	05/04/2021	91.66
OLDN	6877			BP	1	1029	The Home Depot		No	Yes	No	05/04/2021	968.99
OLDN	6878			BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	05/04/2021	3,124.53
OLDN	6879			BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/04/2021	442.00
OLDN	6880			BP	1	1240	Keys to Communication		No	Yes	No	05/04/2021	7,522.50
OLDN	6881			BP	1	1241	Sheila Merzer		No	Yes	No	05/04/2021	750.00
OLDN	6882			BP	1	1369	BergankDV Outsourced Services LLC		No	Yes	No	05/04/2021	650.00
OLDN	6883			BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/04/2021	3,740.00
OLDN	6884			BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/04/2021	3,080.00
OLDN	6885			BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/04/2021	2,860.00
OLDN	6886			BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/04/2021	4,840.00
OLDN	6887			BP	1	1481	Comcast		No	Yes	No	05/04/2021	393.35
OLDN	6888			BP	1	1626	Kemmetmueller Photography		No	Yes	No	05/04/2021	2,714.50
OLDN	6889			BP	1	1029	The Home Depot		No	Yes	No	05/12/2021	103.05
OLDN	6890			BP	1	1029	The Home Depot		No	Yes	No	05/12/2021	776.49
OLDN	6891			BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	05/12/2021	1,796.67
OLDN	6892			BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/12/2021	221.00
OLDN	6893			BP	1	1150	JR Computer Associates		No	Yes	No	05/12/2021	1,200.00
OLDN	6894			BP	1	1233	Reno Mothes		No	Yes	No	05/12/2021	612.50
OLDN	6895			BP	1	1273	Priority Courier Express		No	Yes	No	05/12/2021	44.82
OLDN	6896			BP	1	1461	Gamino's Cleaning Company LLC		No	Yes	No	05/12/2021	10,443.00
OLDN	6897			BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/12/2021	35,559.84
OLDN	6898			BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/12/2021	660.00
OLDN	6899			BP	1	1509	Colliers Architecture LLC		No	Yes	No	05/12/2021	28,688.84
OLDN	6900			BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	05/12/2021	767.68
OLDN	6901			BP	1	1592	JO.J School Nurse Consulting LLC	Ind/Sole Proprietor	No	Yes	No	05/12/2021	90.00
OLDN	6902			BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/12/2021	178.05
OLDN	6903			BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/12/2021	146.54
OLDN	6904			BP	1	1602	Heidi Dettman		No	Yes	No	05/12/2021	468.00
OLDN	6905			BP	1	1029	The Home Depot		No	Yes	No	05/20/2021	66.10

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	6906			BP	1	1029	The Home Depot		No	Yes	No	05/20/2021	33.05
OLDN	6907			BP	1	1029	The Home Depot		No	Yes	No	05/20/2021	324.96
OLDN	6908			BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/20/2021	442.00
OLDN	6909			BP	1	1116	Strategic Staffing Solutions		No	Yes	No	05/20/2021	385.00
OLDN	6910			BP	1	1240	Keys to Communication		No	Yes	No	05/20/2021	7,607.50
OLDN	6911			BP	1	1302	Toshiba Financial Services		No	Yes	No	05/20/2021	1,787.99
OLDN	6912			BP	1	1313	Nancy Baumann		No	Yes	No	05/20/2021	165.54
OLDN	6913			BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	05/20/2021	6,163.00
OLDN	6914			BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/20/2021	206.95
OLDN	6915			BP	1	1457	MSB Holdings - Woodbury LLC		No	Yes	No	05/21/2021	120,630.50
OLDN	6916			Wire	1	1508	First Bankcard		No	Yes	No	05/24/2021	16,047.13
OLDN	6917			Wire	1	1001	Public Employees Retirement Association		No	No	No	05/28/2021	2,276.68
OLDN	6918			Wire	1	1002	Teachers Retirement Association		No	No	No	05/28/2021	12,733.07
OLDN	6919			Wire	1	1003	Internal Revenue Service		No	No	No	05/28/2021	21,101.00
OLDN	6920			Wire	1	1004	MN Department of Revenue Service		No	No	No	05/28/2021	3,482.02
OLDN	6921			Wire	1	1128	AssociatedBank		No	No	No	05/28/2021	900.01
OLDN	6922			Wire	1	1417	VOYA		No	No	No	05/28/2021	1,739.90
OLDN	6923			Wire	1	1508	First Bankcard		No	Yes	No	05/26/2021	5,345.50
OLDN	6924			Wire	1	1441	Old National		No	Yes	No	05/28/2021	96.47

Bank Total: \$375,763.25

Report Total: \$375,763.25

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

r_ap_checkregd

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1001	B 01 215 017	Invoice	Public Employee Retirement Association	5/14/2021	Wire
		PO#: 7425	Invoice No: S2021210		Payroll Deductions PERA		Paid Amt: \$2,561.07
							Check Amount: \$2,561.07
4228	OLDN	1002	B 01 215 018	Invoice	Teachers Retirement Association	5/14/2021	Wire
		PO#: 7427	Invoice No: S2021210		Payroll Deductions TRA		Paid Amt: \$12,792.44
							Check Amount: \$12,792.44
4228	OLDN	1003	B 01 215 010	Invoice	Internal Revenue Service	5/14/2021	Wire
					Payroll Deductions FICA		Paid Amt: \$14,832.38
					Payroll Deductions Fed Tax		Paid Amt: \$6,777.79
		PO#: 7424	Invoice No: S2021210				Paid Amt: \$21,610.17
							Check Amount: \$21,610.17
4228	OLDN	1004	B 01 215 013	Invoice	MN Department of Revenue Service	5/14/2021	Wire
		PO#: 7426	Invoice No: S2021210		Payroll Deductions MN Tax		Paid Amt: \$3,590.97
							Check Amount: \$3,590.97
4228	OLDN	1128	B 01 215 000	Invoice	AssociatedBank	5/14/2021	Wire
		PO#: 7423	Invoice No: S2021210		Payroll Deductions		Paid Amt: \$900.01
							Check Amount: \$900.01
4228	OLDN	1417	B 01 215 021	Invoice	VOYA	5/14/2021	Wire
		PO#: 7428	Invoice No: S2021210		TSA		Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
4228	OLDN	1558	E 01 005 110 000 000 305	Invoice	Bill.com	5/25/2021	Wire
		PO#: 7430	Invoice No: 5.17.21		Service Fees		Paid Amt: \$98.87
							Check Amount: \$98.87
4228	OLDN	1591	B 01 215 008	Invoice	PreferredOne Insurance Company	5/25/2021	Wire
		PO#: 7429	Invoice No: 5.3.21		May: Health Insurance Premiums- PC02 300.1		Paid Amt: \$17,935.34
							Check Amount: \$17,935.34
4228	OLDN	1029	E 01 005 810 000 000 401	Invoice	The Home Depot	5/4/2021	BP
		PO#: 7431	Invoice No: 612208645		Janitorial Supplies: Cleaner		Paid Amt: \$66.10
							Check Amount: \$66.10

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1029	1029	E	The Home Depot		BP
				01	005 810 000 401	Janitorial Supplies: Windex	\$91.66
PO#:		Voucher #:	7432	Invoice	Invoice No: 612208652	5/4/2021	Paid Amt: \$91.66
							Check Amount: \$91.66
4228	OLDN	1029	1029	E	The Home Depot		BP
				01	005 810 000 401	Janitorial Supplies: Bathroom Supplies	\$968.99
PO#:		Voucher #:	7433	Invoice	Invoice No: 612467043	5/4/2021	Paid Amt: \$968.99
							Check Amount: \$968.99
4228	OLDN	1054	1054	E	Integrative Therapy, LLC.		BP
				01	010 420 000 740 394	OT 23 @ \$90/hr	\$2,070.00
				01	010 420 000 740 394	FY21 COTA Services: 14.25 hrs @ \$74	\$1,054.53
PO#:		Voucher #:	7440	Invoice	Invoice No: 2726	5/4/2021	Paid Amt: \$3,124.53
							Check Amount: \$3,124.53
4228	OLDN	1098	1098	E	Teachers on Call		BP
				01	010 203 000 000 305	MS Science Sub	\$442.00
PO#:		Voucher #:	7437	Invoice	Invoice No: 124782	5/4/2021	Paid Amt: \$442.00
							Check Amount: \$442.00
4228	OLDN	1240	1240	E	Keys to Communication		BP
				01	010 401 000 740 394	Speech Services: 3.1-4.2.21 83hrs @ \$85/hr, +	\$7,522.50
PO#:		Voucher #:	7435	Invoice	Invoice No: 9201651	5/4/2021	Paid Amt: \$7,522.50
							Check Amount: \$7,522.50
4228	OLDN	1241	1241	E	Sheila Merzer		BP
				01	010 411 000 740 394	Autism Specialist: 4.13-4.20.21-4 hrs @ \$125 +	\$750.00
PO#:		Voucher #:	7439	Invoice	Invoice No: 22794	5/4/2021	Paid Amt: \$750.00
							Check Amount: \$750.00
4228	OLDN	1369	1369	E	BerganKDV Outsourced Services LLC		BP
				01	005 110 000 000 305	PPP Loan Application Prep & Review	\$650.00
PO#:		Voucher #:	7436	Invoice	Invoice No: 1129142	5/4/2021	Paid Amt: \$650.00
							Check Amount: \$650.00
4228	OLDN	1462	1462	E	Monarch Bus Service Inc		BP
				01	005 760 000 715 360	Transportation-Foster Care March	\$3,740.00
PO#:		Voucher #:	7441	Invoice	Invoice No: 43458	5/4/2021	Paid Amt: \$3,740.00
							Check Amount: \$3,740.00
4228	OLDN	1462	1462	E	Monarch Bus Service Inc		BP
				01	005 760 000 723 360	Transportation-Sped March	\$3,080.00
PO#:		Voucher #:	7442	Invoice	Invoice No: 43459	5/4/2021	Paid Amt: \$3,080.00
							Check Amount: \$3,080.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1462	E 01 005 760 000 715 360		Monarch Bus Service Inc	5/4/2021	BP
		Voucher #: 7443	Invoice	Invoice No: 43460	Transportation-Foster Care April		
							Paid Amt: \$2,860.00
							Check Amount: \$2,860.00
4228	OLDN	1462	E 01 005 760 000 723 360		Monarch Bus Service Inc	5/4/2021	BP
		Voucher #: 7444	Invoice	Invoice No: 43461	Transportation-SPED April		
							Paid Amt: \$4,840.00
							Check Amount: \$4,840.00
4228	OLDN	1481	E 01 005 110 000 000 320		Comcast	5/4/2021	BP
		Voucher #: 7434	Invoice	Invoice No: 4/16/2021	Internet Services: 4.21-5.20.21 Acct#8772 10 57		
							Paid Amt: \$393.35
							Check Amount: \$393.35
4228	OLDN	1626	R 01 005 000 000 000 619		Kemmetmueller Photography	5/4/2021	BP
		Voucher #: 7438	Invoice	Invoice No: 219	Yearbooks		
							Paid Amt: \$2,714.50
							Check Amount: \$2,714.50
4228	OLDN	1029	E 01 005 810 000 000 401		The Home Depot	5/12/2021	BP
		Voucher #: 7445	Invoice	Invoice No: 612735506	Janitorial Supplies: Pine-Sol Cleaner		
							Paid Amt: \$103.05
							Check Amount: \$103.05
4228	OLDN	1029	E 01 005 810 000 000 401		The Home Depot	5/12/2021	BP
		Voucher #: 7446	Invoice	Invoice No: 613510163	Janitorial Supplies: Can Liners		
							Paid Amt: \$776.49
							Check Amount: \$776.49
4228	OLDN	1054	E 01 010 420 000 740 394		Integrative Therapy, LLC.	5/12/2021	BP
		Voucher #: 7453	Invoice	Invoice No: 2753	FY21 COTA Services: 5.83 hrs @ \$74		
					OT 15.17 @ \$90/hr		
							Paid Amt: \$1,796.67
							Check Amount: \$1,796.67
4228	OLDN	1098	E 01 010 203 000 000 305		Teachers on Call	5/12/2021	BP
		Voucher #: 7450	Invoice	Invoice No: 125135	Music Sub		
							Paid Amt: \$221.00
							Check Amount: \$221.00
4228	OLDN	1150	E 01 005 605 000 000 315		JR Computer Associates	5/12/2021	BP
		Voucher #: 7459	Invoice	Invoice No: R20211290	Month to month Contract Services: May 2021		
							Paid Amt: \$1,200.00
							Check Amount: \$1,200.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4228	OLDN	1233	E 01 010 404 000 740 394	Invoice	Reno Mothes	5/12/2021	BP	\$612.50
PO#:		7460	Invoice No: WLA-0051		DAPE Services: April- 8.75 hrs @ \$70/hr		Paid Amt:	\$612.50
							Check Amount:	\$612.50
4228	OLDN	1273	B 01 118 000	Invoice	Priority Courier Express	5/12/2021	BP	\$44.82
PO#:		7451	Invoice No: 1372103		Courier: Bonding Project Documents to attorney		Paid Amt:	\$44.82
							Check Amount:	\$44.82
4228	OLDN	1461	E 01 005 810 000 000 305	Invoice	Gamino's Cleaning Company LLC	5/12/2021	BP	\$10,443.00
PO#:		7454	Invoice No: 2967		Janitorial Services: May		Paid Amt:	\$10,443.00
							Check Amount:	\$10,443.00
4228	OLDN	1462	E 01 005 760 000 720 360	Invoice	Monarch Bus Service Inc	5/12/2021	BP	\$35,559.84
PO#:		7455	Invoice No: 38569		Student Transportation: Installment 10 of 10		Paid Amt:	\$35,559.84
							Check Amount:	\$35,559.84
4228	OLDN	1462	E 01 005 760 000 723 360	Invoice	Monarch Bus Service Inc	5/12/2021	BP	\$660.00
PO#:		7458	Invoice No: 43973		Transportation-SPED March-Correction Addition		Paid Amt:	\$660.00
							Check Amount:	\$660.00
4228	OLDN	1509	B 01 118 000	Invoice	Colliers Architecture LLC	5/12/2021	BP	\$28,688.84
PO#:		7452	Invoice No: 2020.301.0-6		Architect Services -Gym Expansion 3.22-4.23.2		Paid Amt:	\$28,688.84
							Check Amount:	\$28,688.84
4228	OLDN	1555	E 01 010 405 000 740 394	Invoice	DHH Consulting LLC	5/12/2021	BP	\$767.68
PO#:		7449	Invoice No: 1106		DHH Services: March -8 hrs @ \$89/hr/Mileage		Paid Amt:	\$767.68
							Check Amount:	\$767.68
4228	OLDN	1592	E 01 010 420 000 740 394	Invoice	JOJ School Nurse Consulting LLC	5/12/2021	BP	\$90.00
PO#:		7448	Invoice No: 1058		SPED Nursing Services: April		Paid Amt:	\$90.00
							Check Amount:	\$90.00
4228	OLDN	1594	E 01 010 203 000 000 490	Invoice	InstantWhip- Minneapolis	5/12/2021	BP	\$178.05
PO#:		7456	Invoice No: 4300279618		Lunch Milk		Paid Amt:	\$178.05
							Check Amount:	\$178.05

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4228	OLDN	1594	E 01 010 203 000 000 490	Invoice	InstantWhip- Minneapolis Lunch Milk	5/12/2021	BP	
		Voucher #: 7457			Invoice No: 4300279897		Paid Amt:	\$146.54
							Check Amount:	\$146.54
4228	OLDN	1602	E 01 010 407 000 740 394	Invoice	Heidi Dettman SPED Consulting 4.2-4.12.21- 12 hrs @39/hr	5/12/2021	BP	
		Voucher #: 7447			Invoice No: 1004		Paid Amt:	\$468.00
							Check Amount:	\$468.00
4228	OLDN	1029	E 01 005 810 000 000 401	Invoice	The Home Depot Janitorial Supplies: Fabuloso	5/20/2021	BP	
		Voucher #: 7461			Invoice No: '613770379		Paid Amt:	\$66.10
							Check Amount:	\$66.10
4228	OLDN	1029	E 01 005 810 000 000 401	Invoice	The Home Depot Janitorial Supplies: Fabuloso	5/20/2021	BP	
		Voucher #: 7462			Invoice No: '613770387		Paid Amt:	\$33.05
							Check Amount:	\$33.05
4228	OLDN	1029	E 01 005 810 000 000 401	Invoice	The Home Depot Janitorial Supplies: Hand Soap, Vacuum Cloth, F	5/20/2021	BP	
		Voucher #: 7463			Invoice No: '614044634		Paid Amt:	\$324.96
							Check Amount:	\$324.96
4228	OLDN	1098	E 01 010 201 000 000 305	Invoice	Teachers on Call Kindergarten Sub	5/20/2021	BP	
							Paid Amt:	\$221.00
							Check Amount:	\$221.00
4228	OLDN	1116	E 01 010 411 000 740 394	Invoice	Strategic Staffing Solutions ASD consultant: 4.2-4.23.21- 5.5 hr @ \$70.00	5/20/2021	BP	
		Voucher #: 7466			Invoice No: 10175-23		Paid Amt:	\$385.00
							Check Amount:	\$385.00
4228	OLDN	1240	E 01 010 401 000 740 394	Invoice	Keys to Communication Speech Services: 4.5-4.30.21 83.5 hrs @ \$85/h	5/20/2021	BP	
		Voucher #: 7465			Invoice No: 9201659		Paid Amt:	\$7,607.50
							Check Amount:	\$7,607.50
4228	OLDN	1302	E 01 010 203 000 000 401	Invoice	Toshiba Financial Services Overages	5/20/2021	BP	
							Paid Amt:	\$499.34
							Check Amount:	\$1,288.65
4228	OLDN	1302	E 01 010 605 000 000 580	Invoice	Toshiba Financial Services FY21 May Copier Lease	5/20/2021	BP	
		Voucher #: 7470			Invoice No: 5015006954		Paid Amt:	\$1,787.99
							Check Amount:	\$1,787.99

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1313			Nancy Baumann		BP
			E 01	005	110 000 000 490		\$149.60
			E 01	010	203 000 000 430	Staff Lunch	\$15.94
			E 01	010	203 000 000 430	Science Supplies	
PO#:		Voucher #:	7464	Invoice	Invoice No: 5/14/2021	5/20/2021	Paid Amt: \$165.54
							Check Amount: \$165.54
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP
			E 01	005	110 000 000 305	FY21 May Financial Management and Account	\$6,163.00
PO#:		Voucher #:	7467	Invoice	Invoice No: 1130925	5/20/2021	Paid Amt: \$6,163.00
							Check Amount: \$6,163.00
4228	OLDN	1594			InstantWhip- Minneapolis		BP
			E 01	010	203 000 000 490	Lunch Milk	\$206.95
PO#:		Voucher #:	7469	Invoice	Invoice No: 4300280161	5/20/2021	Paid Amt: \$206.95
							Check Amount: \$206.95
4228	OLDN	1457			MSB Holdings - Woodbury LLC		BP
			E 01	005	850 000 348 370	Lease	\$120,630.50
PO#:		Voucher #:	7471	Invoice	Invoice No: R5204	5/21/2021	Paid Amt: \$120,630.50
							Check Amount: \$120,630.50
4228	OLDN	1508			First Bankcard		Wire
			E 01	010	203 000 000 430	Amazon-10 large kites-PE	\$128.90
			E 01	010	203 000 000 401	Amazon-Air purifier filters, auto soap dispenser	\$68.97
			E 01	005	110 000 000 401	Amazon-Copy paper-salmon-enrollment	\$36.00
			E 01	005	110 000 000 401	Amazon-Copy paper-various colors-enrollment	\$111.58
			E 01	010	720 000 000 401	Amazon-Dixie cups	\$37.00
			E 01	010	203 000 000 430	Amazon-Laminating pouches	\$39.98
			E 01	010	201 000 000 430	Amazon-Laminating pouches	\$19.99
			E 01	010	203 000 000 401	Amazon-Large room air purifier	\$129.99
			E 01	010	720 000 000 401	Amazon-Laundry detergent	\$12.82
			E 01	010	630 000 000 456	Amazon-Math Remediation curriculum-MS	\$23.36
			E 01	010	720 000 000 401	Amazon-Nosebleed clips	\$29.98
			E 01	010	203 000 000 401	Amazon-Open front student desk	\$79.99
			E 01	010	203 000 000 430	Amazon-Rain Barrel-Outdoor classroom	\$102.63
			E 01	010	203 000 000 460	Amazon-Reading & Math Remediation curriculum	\$133.98
			E 01	010	203 000 000 460	Amazon-Reading Rem ediat on curriculum	\$99.96
			E 01	010	203 000 000 401	Amazon-Replacement caster wheels-cart	\$21.51
			E 01	010	630 000 000 456	Amazon-Smartboard replacement bulb	\$44.79
			E 01	010	203 000 000 456	Amazon-Smartboard replacement bulb	\$44.79
			E 01	010	203 000 000 430	Amazon-Spray chalk-PE	\$74.35
			E 01	005	110 000 000 401	Amazon-Toner cart ridges-NB printer	\$54.88
			E 01	005	010 000 000 401	Amazon-VOA conference materials	\$27.78

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
E	01	010	630	000	456	Amazon-Wireless headset microphone-PE	\$35.99
E	01	010	640	000	316	ASCD-Books-Staff development	\$106.49
E	01	010	640	000	316	ASCD-Books-Staff development	\$111.31
E	01	010	203	000	460	ASCD-Reading & Math Remediation curriculum	\$129.35
E	01	010	203	000	530	BLT Restaurant Supply-Milk cooler	\$3,013.27
E	01	005	110	000	490	Caribou-Staff Appreciation -aft ernoon beverage	\$4.38
E	01	005	110	000	490	Caribou-Staff Appreciation-afternoon beverages	\$73.97
E	01	010	203	000	430	Carolina Biologic Supply-24 pair Binoculars-Out	\$351.63
E	01	010	203	000	430	Carolina Biologic Supply-32 forceps/tweezersRa	\$49.00
B	01	131	000			Center for Responsive-Responsive Classroom r	\$1,658.00
E	01	010	203	000	401	Decker Equipment-L brackets to hang white boa	\$61.15
E	01	005	110	000	401	Dollar Tree-Balloons & weights	\$44.00
E	01	010	720	000	401	EasyKeysCom Inc-Keys for health office medici	\$21.86
E	01	005	110	000	490	Firehouse Subs-Staff lunch-sub & cookies	\$334.80
E	01	005	110	000	305	First Bank-Finance Charge-Due from Bergan	\$127.69
E	01	005	110	000	305	First Bank-Late fee-Due From Bergan	\$39.00
B	01	131	000			First Bank-Prior statement balance-duplicate pm	\$2,735.82
E	01	010	203	000	401	Home Depot-White lockdown window shade clip	\$14.76
E	01	005	110	000	320	HumbleFax-Fax service-57-67721	\$10.00
E	01	010	201	000	430	Insect Lore Educa-Caterpillar shipping cost	\$15.90
E	01	010	420	000	419	Learning without Tears-Writing & printing workbc	\$78.65
E	01	005	110	000	320	Sangoma-SipStation subscription (VoIP) 4/28-5/	\$25.00
E	01	005	110	000	320	Sangoma-SipStation subscription (VoIP) excess	\$41.92
E	01	005	110	000	490	Starbucks-Staff Appreciation-afternoon beverage	\$101.66
E	01	010	203	000	430	Target-Foam machine & 2 bottles foam mix-PE	\$224.97
E	01	010	203	000	430	Target-Foam mix - 2 bottles-PE	\$39.98
E	01	010	203	000	430	Target-Foam mix - 3 bottles-PE	\$59.97
E	01	010	203	000	430	Target-Foam mix - 3 bottles-PE	\$59.97
E	01	005	110	000	490	Target-Staff lunch-chips & beverages	\$33.97
E	01	005	110	000	320	Tmobile-Cell phone 3/2-4/1/21-ED & Dean	\$130.00
E	01	005	107	000	305	Totally Promotional-Credit for shorted WLA adjus	(\$11.40)
E	01	010	203	000	430	Vexrobotics-Robotics equipment-class set (24 st	\$4,549.00
E	01	010	203	000	430	Walmart-Science experiment day supplies-Gr 1	\$81.73
E	01	010	203	000	490	Walmart-Staff Appreciation (3rd fir) brkfst-juice &	\$17.20
B	01	131	000			Woodbury Parks & Rec-Park shelter deposit	\$100.00
E	01	010	203	000	370	Woodbury Parks & Rec-Park shelter rental-Gr 8	\$133.91

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508	E 01 005 110 000 000 820	First Bankcard	Amazon Prime-Annual membership renewal-no 1	5/24/2021	Wire
							\$119.00
		PO#:	7479	Invoice	Invoice No: 5/24/2021		Paid Amt: \$16,047.13
							Check Amount: \$16,047.13
4228	OLDN	1001	B 01 215 017	Public Employee Retirement Association	Payroll Deductions PERA	5/28/2021	Wire
							\$2,276.68
		PO#:	7474	Invoice	Invoice No: S2021220		Paid Amt: \$2,276.68
							Check Amount: \$2,276.68
4228	OLDN	1002	B 01 215 018	Teachers Retirement Association	Payroll Deductions TRA	5/28/2021	Wire
							\$12,733.07
		PO#:	7476	Invoice	Invoice No: S2021220		Paid Amt: \$12,733.07
							Check Amount: \$12,733.07
4228	OLDN	1003	B 01 215 010	Internal Revenue Service	Payroll Deductions FICA	5/28/2021	Wire
							\$14,463.24
							\$6,637.76
		PO#:	7473	Invoice	Invoice No: S2021220		Paid Amt: \$21,101.00
							Check Amount: \$21,101.00
4228	OLDN	1004	B 01 215 013	MN Department of Revenue Service	Payroll Deductions MN Tax	5/28/2021	Wire
							\$3,482.02
		PO#:	7475	Invoice	Invoice No: S2021220		Paid Amt: \$3,482.02
							Check Amount: \$3,482.02
4228	OLDN	1128	B 01 215 000	AssociatedBank	Payroll Deductions	5/28/2021	Wire
							\$900.01
		PO#:	7472	Invoice	Invoice No: S2021220		Paid Amt: \$900.01
							Check Amount: \$900.01
4228	OLDN	1417	B 01 215 021	VOYA	TSA	5/28/2021	Wire
							\$1,739.90
		PO#:	7477	Invoice	Invoice No: S2021220		Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
4228	OLDN	1508	E 01 010 203 000 000 430	First Bankcard	Amazon-10 world globes-History & Geography		Wire
							\$337.80
							\$879.89
							\$68.79
							\$32.98
							\$140.85
							\$804.48
							\$47.97
							\$87.96

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
E	01	010	203	000	430	Amazon-Composter, weather station, sink-Outdrc	\$578.54
E	01	010	203	000	430	Amazon-Electric counter top burner/hot plate-Sc	\$16.98
E	01	010	203	000	430	Amazon-Foam cups 8 oz-Science K-2	\$29.15
E	01	010	203	000	430	Amazon-Foam disks/firsbees-PE	\$46.48
E	01	010	203	000	430	Amazon-Folding foam gymnastic mats-PE	\$358.20
E	01	010	203	000	430	Amazon-Geologic time scale poste-Science	\$11.52
E	01	010	203	000	430	Amazon-Geology games w/ rock collections	\$99.80
E	01	010	203	000	430	Amazon-Gr 6 Year End Activity supplies-water b:	\$47.98
E	01	010	203	000	430	Amazon-Gypsum plaster-Science K-2	\$51.18
E	01	010	203	000	430	Amazon-Heavy twine-Science K-2	\$21.56
E	01	010	203	000	490	Amazon-Icees for Field Day-PE	\$101.04
E	01	010	203	000	401	Amazon-Literature organizer/classroom mailbox	\$83.21
E	01	010	203	000	401	Amazon-Literature organizers/classroom mailbo	\$166.42
E	01	010	203	000	430	Amazon-Mighty Magnets-Science K-2	\$36.28
E	01	010	203	000	430	Amazon-Miscellaneous science supplies K-2	\$39.44
E	01	010	203	000	430	Amazon-Miscellaneous science supplies K-2	\$1,399.55
E	01	005	110	000	401	Amazon-Monthly Planner - NB	\$12.99
E	01	010	201	000	401	Amazon-Multi-color rug 8"x10"-Gr L EL	\$149.99
E	01	010	203	000	430	Amazon-Paper lunch bags-Science K-2	\$15.99
E	01	010	203	000	430	Amazon-Pickleball sets, balloons, tennis balls-PI	\$322.44
E	01	010	203	000	430	Amazon-Plastic basters-Science K-2	\$18.76
E	01	010	203	000	430	Amazon-Posters-Dec of Ind, Constitution, Bill of	\$19.90
E	01	010	203	000	430	Amazon-Ripple Tank w/ mirror-Science	\$388.39
E	01	010	203	000	430	Amazon-Tetonic plates poster-Science Gr 6	\$22.98
E	01	010	203	000	430	Amazon-Velcro dots-Gr 1 DE	\$12.99
E	01	010	203	000	430	Amazon-Vinyl messy mats-Art	\$292.65
E	01	010	203	000	430	Amazon-Wooden Dreidels-History & Geography	\$27.96
E	01	010	203	000	430	Amazon-World flags banner-History & Geograp	\$35.97
E	01	005	110	000	490	Brueggers-MS Staff Appreciation (3rd fir) brkfst-	\$21.98
E	01	005	110	000	401	CAB Store-Supplies for VOA conference	\$138.86
E	01	005	110	000	401	CAB Store-Supplies for VOA conference	\$89.98
E	01	005	110	000	401	Chuck & Don's Pet Food-Supplies for VOA conf	\$176.97
E	01	010	203	000	430	Dollar Tree-K-2 Science supplies	\$31.00
E	01	010	203	000	430	Dollar Tree-Plastic tumblers-EOY activity Gr 4	\$63.08
E	01	005	110	000	305	First Bank Card-Finance charge reversed	(\$127.69)
E	01	005	110	000	305	First Bank Card-Payment dishonored fee	\$35.00
B	01	131	000			First Bank Card-Prior statement balance-duplica	(\$2,735.82)
E	01	010	203	000	430	Hobby-Lobby-Gr 2 Year End Activity supplies-pa	\$41.10

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4228	OLDN	1508			First Bankcard		Wire	
		E 01	010	203	000 000 460	Home Depot-Gr 2 Year End Activity supplies-pot	\$39.78	
		E 01	010	201	000 000 490	SamsClub-Snacks for year-end events-K Gradu.	\$162.82	
		E 01	010	203	000 000 490	SamsClub-Snacks for year-end events-Gr 2 & 3	\$56.55	
		E 01	010	203	000 000 430	Scholastic-Books-How to Catch a.../Snail & Wh	\$26.78	
		E 01	010	201	000 000 430	Scholastic-Books-On My Way to First Grade (8€	\$136.58	
		E 01	010	203	000 000 430	Speed Stacks-Jumbo Speed Stacks-PE	\$149.99	
		E 01	010	203	000 000 430	TeachersPayTeachers-Music charts and posters	\$11.50	
		E 01	010	203	000 000 401	Wayfair-8 x 10 rug teal indoor/outdoor rug-Gr 5 S	\$127.99	
		E 01	010	203	000 000 401	Wayfair-Grayish Blue/Ivory rug 8"x10"-Gr 1 DE	\$89.99	
PO#:		Voucher #:	7480	Invoice	Invoice No: 05/26/2021		Paid Amt: \$5,345.50	
							Check Amount: \$5,345.50	
4228	OLDN	1441			Old National		Wire	
		E 01	005	110	000 000 305	Service Charge:	\$96.47	
PO#:		Voucher #:	7481	Invoice	Invoice No: 5.28.21	5/28/2021	Paid Amt: \$96.47	
							Check Amount: \$96.47	
							Report Total:	\$375,763.25

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Type	Pmt	Grp	Code	Customer	Inv No	Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1712	4228	OLDN	CR0521	1716	Credit	A	05/10/21	Check	1	DONATED	Donations								
							4228	R	01	005	000	000	096			20.00		0.00	
																<u>\$20.00</u>	<u>\$0.00</u>		
																<u>\$20.00</u>	<u>\$0.00</u>		
1713	4228	OLDN	CR0521	1717	Credit	A	05/13/21	Check	1	M	Miscellaneous Customer								
							4228	R	01	005	000	401	400			1,887.42		0.00	
							4228	R	01	005	000	433	400			10,000.00		0.00	
							4228	R	01	005	000	011	401			5,892.95		0.00	
							4228	R	01	005	000	011	151			1,661.28		0.00	
							4228	R	01	005	000	011	152			11,468.01		0.00	
							4228	R	01	005	000	420	400			35.66		0.00	
							4228	R	01	005	000	425	400			3,156.25		0.00	
																<u>\$34,101.57</u>	<u>\$0.00</u>		
																<u>\$34,101.57</u>	<u>\$0.00</u>		
1714	4228	OLDN	CR0521	1718	Credit	A	05/14/21	Check	1	M	Miscellaneous Customer								
							4228	R	01	005	000	740	360			93,734.70		0.00	
							4228	R	01	005	000	348	300			111,627.67		0.00	
																<u>\$205,362.37</u>	<u>\$0.00</u>		
																<u>\$205,362.37</u>	<u>\$0.00</u>		
1715	4228	OLDN	CR0521	1719	Credit	A	05/24/21	Check	1	DONATED	Donations								
							4228	R	01	005	000	000	096			69.83		0.00	
																<u>\$69.83</u>	<u>\$0.00</u>		
																<u>\$69.83</u>	<u>\$0.00</u>		
1716	4228	OLDN	CR0521	1720	Credit	A	05/21/21	Check	1	M	Miscellaneous Customer								
							4228	R	01	005	000	372	071			33,731.48		0.00	
																<u>\$33,731.48</u>	<u>\$0.00</u>		
																<u>\$33,731.48</u>	<u>\$0.00</u>		

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1717	4228	OLDN	CR0521	5.28.21 Deposit	1721	Credit A	05/28/21	Check 1	M	Miscellaneous Customer						
						4228	R 01 005 000 000 050			Milk Sales					186.00	0.00
						4228	R 01 005 000 202 050			Art Club-E&S Fatokun					50.00	0.00
						4228	R 01 005 000 000 096			Box Tops					7.10	0.00
						4228	R 01 005 000 000 050			FY21 Yearbook Sales					1,300.00	0.00
						4228	R 01 005 000 000 372 071			Med Assist Fr Dept of HS					510.16	0.00
															\$2,053.26	\$0.00
															\$2,053.26	\$0.00
1718	4228	OLDN	CR0521	May Interest	1722	Credit A	05/28/21	Check 1	I	Interest					37.36	0.00
						4228	R 01 005 000 000 092			Interest Earnings					\$37.36	\$0.00
															\$37.36	\$0.00
1719	4228	OLDN	CR0521	FY21 IDEAS	1723	Credit A	05/28/21	Check 1	M	Miscellaneous Customer					205,362.38	0.00
						4228	R 01 005 000 000 348 300			FY21 Charter School Lease					\$205,362.38	\$0.00
															\$205,362.38	\$0.00
1720	4228	OLDN	CR0521	BC Reimb School	1724	Credit A	05/26/21	Check 1	M	Miscellaneous Customer					48,317.00	0.00
						4228	B 01 118 000			MSB Holdings Deposit Reimb					\$48,317.00	\$0.00
															\$48,317.00	\$0.00
1721	4228	OLDN	CR0521	BC Reimb School	1725	Credit A	05/26/21	Check 1	M	Miscellaneous Customer					136,419.75	0.00
						4228	B 01 118 000			Colliers					5,500.00	0.00
						4228	B 01 118 000			City of Woodbury					25,000.00	0.00
						4228	B 01 118 000			First American Title Ins					8,050.00	0.00
						4228	B 01 118 000			Northern Tech					49.12	0.00
						4228	B 01 118 000			Priority Courier					4,100.00	0.00
						4228	B 01 118 000			Wenck Associates						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	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1721	4228	OLDN	CR0521	Credit	A	05/26/21	4228 B 01 118 000	Check	1	M	Miscellaneous Customer				4,576.50	0.00
										Wenck Associates					\$183,695.37	\$0.00
															\$183,695.37	\$0.00
1722	4228	OLDN	CR0521	Credit	A	05/28/21	4228 R 01 005 000 000 372 071	Check	1	M	Miscellaneous Customer				0.09	0.00
										Dep Corr-MA IEP 3rd Party					\$0.09	\$0.00
															\$0.09	\$0.00
1723	4228	OLDN		Adj	A	05/31/21	4228 R 01 005 000 000 372 071	Check	1	M	Miscellaneous Customer				(33,731.48)	0.00
							4228 B 01 121 000			Med Assist Fr Dept of HS					33,731.48	0.00
										Original Receipt # 1720					\$0.00	\$0.00
															\$0.00	\$0.00
															\$712,750.71	\$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
4203	202111	05/31/2021	P	JE	Vision	Vision		B	01	215	000				Payroll Deductions	607.24	0.00
								B	01	215	023				Vision-Pay Ded	0.00	607.24
																\$607.24	\$607.24
4205	202111	05/26/2021	P	JE		MSB Holdings reimb secur de	reimb to prepaid 131-00	B	01	118	000				Due From Other Funds	48,317.00	0.00
							CR 1724 MSB Reimb prepaid	B	01	131	000				Prepaid Expenditures	0.00	48,317.00
																\$48,317.00	\$48,317.00



Meeting: Governance Committee

Date: Monday, June 7, 2021

Time: 3:00 p.m.

Location: WLA School zoom.us account

Minutes:

The meeting was called to order by Jessica Erickson at 3:00 pm.

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

Members Absent: Claudia George

Development, Discussion, and Recommendations

- Electronic Policy (541): Edited policy to reflect electronic usage during MCA testing.
- 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.
- Family Handbook
 - Kylie and Kathy presented the revision of the family handbook. Edits were suggested to Kathy and will be brought back to governance once ready for us to review.
- Health Insurance Policy
 - We created policy 428 and it is ready to present for second reading to the Board of Directors in June's meeting.
- Uniform Policy
 - This policy will need to go into first reading in the June Board Meeting

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Monday, July 14, 2021

Time: 2:00 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 4:30 pm

Woodbury Leadership Academy

Adopted: June 7, 2021

Board Approved:

428 EMPLOYEE HEALTH INSURANCE POLICY

I. PURPOSE

The purpose of this policy is to comply with the group health insurance requirements set forth in Minnesota Statutes, 124E.12, subdivision 5.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy (WLA) will follow the guidelines set forth in Sections III and IV when procuring group health insurance coverage for WLA employees.

III. REQUESTS FOR PROPOSALS

WLA will request sealed proposals for group health insurance coverage from a minimum of three sources at least once every two years.

IV. SEALED PROPOSAL PROCESS

WLA will use a sealed proposal process for the purchase of group health insurance coverage. All sealed proposals will be opened at the same time. Upon the openings of the proposals, the proposals become public data.

- A.** The WLA Executive Director will receive and open all sealed proposals on a date specified.
- B.** The Executive Director will make a recommendation to the WLA Finance Committee regarding which bid appears to be in the best interest of WLA.
- C.** The Finance Committee and then the BOD will review and vote on the recommendation.
- D.** If the BOD approves the recommendation, the Executive Director will notify WLA employees covered by group health insurance of the changes in group health insurance (if any) prior to the effective date of the group health contract.

V. ELIGIBILITY

Only full-time employees at WLA Academy will be eligible for benefits. Full-time employment is defined as at least 32 hours per week for the school-year for non-exempt employees. Exempt employees with an FTE contract of at least .8.

VI. WEBSITE

This policy will be posted on WLA's website.

WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

Amended: January 23, 2019

541 CELL PHONES AND OTHER ELECTRONICS POLICY

I. PURPOSE

- A. While ~~the~~ school personnel understands that cell phones and other electronics ~~devices~~, ~~including cell phones~~, are prevalent, convenient and a part of day-to-day life for many students for social interaction and communication, ~~their~~ use by students during the instructional hours ~~school day~~ is ~~most often~~ a distraction to the ~~classroom~~, learning environment and the safe operation of the school. Common concerns include:
- Disruption to the educational environment and learning process which includes academic integrity, cheating, harassment, confidentiality;
 - Theft or loss of cell phones and electronic devices;
 - Misuse of phones/electronic devices (possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds or school events shall be prohibited and may result in disciplinary action);
 - Taking any unauthorized pictures of other students, teachers or staff;
 - Right of privacy of students, staff and visitors.
- B. It is the intention of Woodbury Leadership Academy (WLA) ~~to maintain a safe and healthy learning environment for all students at all times.~~
- C. ~~The Cell Phones and Other Electronics Policy at WLA is in place to address concerns that are present when cell phones or electronic devices are brought to school. Common concerns include:~~
- ~~Disruption to the educational environment and learning process which includes academic integrity, cheating, harassment, confidentiality;~~
 - ~~Theft or loss of cell phones and electronic devices;~~
 - ~~Misuse of phones/electronic devices (possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds or school events shall be prohibited and may result in disciplinary action);~~
 - ~~Taking any unauthorized pictures of other students, teachers or staff;~~
 - ~~Right of privacy of students, staff and visitors.~~

II. GENERAL STATEMENT OF POLICY

A. Personal Electronics During Instructional Hours

- a. Personal electronics ~~items of value such as cell phones, iPads, iPods, etc.~~ are the responsibility of the student. ~~WLA discourages students from bringing these items to school.~~ If electronics ~~items~~ are lost or stolen, the school *is not* responsible for search, replacement or reimbursement. However, possession of another student's ~~phone or electronic~~ device may constitute theft and will be disciplined accordingly.
- ~~b. There is only one situation where any electronic device may be turned on during the school day: If the device is being used in the classroom for instructional purposes with specific permission from the teaching staff, the device may be turned on.~~
- c. Rules governing student use of personal ~~cell phones or other~~ electronics: ~~devices on campus are as follows:~~
 - i. ~~Cell phones and electronic devices~~ Electronics must be *turned off* (not just on vibrate or silent) during the school day;
 - ii. ~~Cell phones and electronic devices~~ Electronics must be stored in a backpack, handbag, locker or with teacher, etc. ~~If a cell phone or electronic device is being used or seen by staff, the device will be confiscated;~~
 - iii. ~~Possession of another student's phone or electronic device may constitute theft and will be disciplined accordingly.~~
- d. Students in violation of ~~WLA's Cell Phones and Other Electronics Policy~~ will result in the following disciplinary action:
 - i. **1st Offense:** The student may retrieve the personal electronic device from the administrative office *at the end of the instructional day* in which the phone was confiscated.
 - ii. **2nd Offense:** The student's parent/legal guardian may retrieve the personal electronic device from the administrative office *at the end of the instructional day* in which the phone was confiscated. Further disciplinary actions may apply.
 - iii. ~~**3rd Offense:** The student's parent/legal guardian may retrieve the personal electronic device from the administrative office *at the end of the instructional day* in which the device was confiscated. Further disciplinary actions may apply.~~

Please Note: ~~Students who need to make a phone call during the school day must come to the office. Students are permitted to bring cell phones and electronic devices to school as long as they respect the~~

~~guidelines for having them at school:~~

B. Personal Electronics During Standardized Testing

- a. Rules governing student use of personal electronics:
 - i. Students may not use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed.
- b. Students in violation will result in the following disciplinary action:
 - i. If a student has a cell phone or device out at any point during a Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) session, the student's test has been compromised and needs to be invalidated, even if the student did not use the cell phone or device.
 - ii. If a student has a cell phone or device out at any point during Measure of Academic Progress (MAP), ACCESS and Alternate ACCESS session, the student's test has been compromised and may need to be invalidated, even if the student did not use the cell phone or device.



Meeting: Facilities Committee

Date: Tuesday, June 8, 2021

Time: 4:30 p.m.

Location: Virtual Meeting

Minutes:

The meeting was called to order by Jason Livingston at 4:33 p.m.

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

Members Absent: Mandi Folks

Others in attendance: Shawn Smith , Craig Kepler

The meeting ended at 5:35 p.m.

Development, Discussion, and Recommendations

• Purchase is COMPLETE!

• We closed on the Bonds mid-morning and the Real Estate mid-afternoon.

• We will close on the land later this month.

• Discussion of monument signage

• Construction update:

• Building Permit applications submitted 6/3/21. Should receive permit before end of June.

• Site mobilization the week of July 12th

• Ground Breaking: Tues, July 27th, 2021. 3:00 pm tentative start.

• Completion estimated for beginning of April 2022

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, July 13, 2021

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