

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, April 24, 2018

5:45 P.M.

Woodbury Leadership Academy School

600 Weir Drive, Woodbury, MN – Room 1200 (2nd Grade Pod Area)

**PLEASE LEAVE THIS BINDER ON THE BACK SIGN-IN TABLE AND DO NOT
REMOVE ANY DOCUMENTS.**

THANK YOU.

Property of: Woodbury Leadership Academy Board of Directors

WOODBURY LEADERSHIP ACADEMY
Payment Register by Check No.

Payment Date Range: 03/01/2018 - 3/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	1047	WX	1	MIN Association of Charter Schools		03/13/2018	\$366.92	4342	E 01 005 110 000 000 820	Monthly membership fee
ANCH	1337	WX	1	Anchor Bank		03/13/2018	\$214.35	4341	E 01 005 110 000 000 305	Account Service Charge
ANCH	1001	WX	1	Public Employee Retirement Association		03/19/2018	\$983.88	4357	B 01 215 017	Payroll Deductions PERA
ANCH	1002	WX	1	Teachers Retirement Association		03/19/2018	\$4,819.78	4358	B 01 215 018	Payroll Deductions TRA
ANCH	1003	WX	1	Internal Revenue Service		03/19/2018	\$5,845.88	4359	B 01 215 010	Payroll Deductions FICA
ANCH	1003	WX	1	Internal Revenue Service		03/19/2018	\$2,297.12	4359	B 01 215 011	Payroll Deductions Fed Tax
ANCH	1004	WX	1	MN Department of Revenue Service		03/19/2018	\$1,266.56	4360	B 01 215 013	Payroll Deductions MN Tax
ANCH	1128	WX	1	AssociatedBank		03/19/2018	\$75.00	4361	B 01 215 022	Payroll Deductions - HSA
ANCH	1417	WX	1	VOYA		03/19/2018	\$1,451.98	4362	B 01 215 021	TSA
ANCH	1014	WX	1	Trusted Employees		03/20/2018	\$18.50	4367	E 01 005 110 000 000 305	Volunteer
ANCH	1014	WX	1	Trusted Employees		03/20/2018	\$27.50	4367	B 01 215 020	Staff
ANCH	1027	WX	1	Amazon.com		03/20/2018	\$6.41	4366	E 01 005 110 000 000 401	Dry Erase Markers
ANCH	1027	WX	1	Amazon.com		03/20/2018	\$52.99	4368	E 01 010 203 000 000 430	PE: Supplies pom poms
ANCH	1027	WX	1	Amazon.com		03/20/2018	\$58.50	4369	E 01 010 420 000 740 433	SPED: Social Skills Curriculum
ANCH	1027	WX	1	Amazon.com		03/20/2018	\$84.63	4370	E 01 010 420 000 740 433	SPED: Sensory processing - fidgets
ANCH	1027	WX	1	Amazon.com		03/20/2018	\$132.40	4371	E 01 010 420 000 740 433	SPED: Reading/Writing Curriculum
ANCH	1030	WX	1	Target		03/20/2018	\$28.20	4365	E 01 005 110 000 000 490	KE Round Up Ice Cream Sandwiches
ANCH	1073	WX	1	Lakeshore Learning		03/20/2018	\$297.80	4372	E 01 010 420 000 740 433	SPED: Reading/Writing Curriculum - letters,
ANCH	1200	WX	1	Dollar Tree		03/20/2018	\$8.57	4374	E 01 005 110 000 000 401	KE Roundup balloons
ANCH	1259	WX	1	Costco		03/20/2018	\$16.88	4373	E 01 010 203 000 000 490	Athletics - Triathlon - water and granola bars
ANCH	1346	WX	1	Hobby Lobby		03/20/2018	\$8.94	4375	E 01 005 110 000 000 401	Art Fair - Gr5/6 class project - materials/tote
ANCH	1346	WX	1	Hobby Lobby		03/20/2018	\$12.75	4376	E 01 005 110 000 000 401	Art Fair - Gr5/6 class project - materials/tote
ANCH	1346	WX	1	Hobby Lobby		03/20/2018	\$16.39	4377	E 01 005 110 000 000 401	Art Fair - Gr5/6 class project - materials/tote
ANCH	1355	WX	1	JoAnn Fabrics		03/20/2018	\$56.43	4378	E 01 005 110 000 000 401	Art Fair - Gr5/6 class project - materials/tote
ANCH	1355	WX	1	JoAnn Fabrics		03/20/2018	\$22.46	4379	E 01 005 110 000 000 401	Art Fair - Gr5/6 class project - materials/tote
ANCH	1372	WX	1	Teachers Pay Teachers		03/20/2018	\$10.74	4363	E 01 010 420 000 740 433	SPED: Science curriculum materials
ANCH	1426	WX	1	PALOS Sports Inc		03/20/2018	\$70.62	4364	E 01 010 203 000 000 430	PE Supplies - floor tape and balloons
ANCH	1027	WX	1	Amazon.com		03/21/2018	\$45.48	4385	E 01 010 201 000 000 430	Air Dry Clay
ANCH	1027	WX	1	Amazon.com		03/21/2018	\$23.99	4386	E 01 010 203 000 000 401	Fidget chair bands
ANCH	1031	WX	1	Sam's Club		03/21/2018	\$53.66	4388	E 01 010 203 000 000 490	Movie Night - Water, Friday Pizza - Gogurts
ANCH	1101	WX	1	Papa John's		03/21/2018	\$43.52	4387	E 01 005 110 000 000 490	Dinner- teacher interview team
ANCH	1317	WX	1	Panera Bread		03/21/2018	\$78.75	4389	E 01 005 110 000 000 490	Dinner - Teacher interview team
ANCH	1427	WX	1	PotBelly		03/21/2018	\$163.21	4384	E 01 010 203 000 000 490	Lunch - teacher inservice training
ANCH	1001	WX	1	Public Employee Retirement Association		03/30/2018	\$1,030.37	4391	B 01 215 017	Payroll Deductions PERA
ANCH	1002	WX	1	Teachers Retirement Association		03/30/2018	\$5,071.00	4392	B 01 215 018	Payroll Deductions TRA

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2018 - 3/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/VOID Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1003	Internal Revenue Service	03/30/2018	\$6,152.86	4393	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service	03/30/2018	\$2,442.27	4393	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service	03/30/2018	\$1,348.99	4394	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank	03/30/2018	\$75.00	4395	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1 1417	VOYA	03/30/2018	\$1,604.03	4396	B 01 215 021	TSA
ANCH		WX	1 1018	Office Max	03/30/2018	\$134.97	4417	E 01 005 110 000 000 401	Pressboard 3 divider files - HR files
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$24.99	4400	E 01 010 201 000 000 430	Butterfly Growing Kit
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$39.09	4401	E 01 010 203 000 000 460	Cival War Books
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$80.23	4403	E 01 010 420 000 740 401	Binders, dividers - IEPS
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$914.38	4404	E 01 010 640 000 316 366	Professional Development - books
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$50.56	4405	E 01 005 110 000 000 401	Colored copy paper - mint, canary, orchid
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$299.90	4406	E 01 010 203 000 000 430	Copier paper
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$29.96	4408	E 01 005 110 000 000 401	Colored copy paper - pink
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$122.60	4409	E 01 005 110 000 000 401	File/Hanging folders, copier paper, label tape
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$74.61	4409	E 01 010 203 000 000 401	File/Hanging folders, copier paper, label tape
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$15.99	4410	E 01 010 420 000 740 433	9x12 envelopes - IEP protocols
ANCH		WX	1 1027	Amazon.com	03/30/2018	\$32.99	4412	E 01 010 203 000 000 401	Pocket chart and cards - PE
ANCH		WX	1 1032	Walmart	03/30/2018	\$27.30	4411	E 01 005 110 000 000 490	Snacks for Staff Meeting
ANCH		WX	1 1032	Walmart	03/30/2018	\$12.99	4419	E 01 005 110 000 000 401	Cups, Facial tissues, pens
ANCH		WX	1 1032	Walmart	03/30/2018	\$12.93	4419	E 01 005 110 000 000 490	Snacks for staff and board meetings
ANCH		WX	1 1101	Papa John's	03/30/2018	\$165.49	4413	E 01 010 203 000 000 401	Pizza Friday Pizza
ANCH		WX	1 1101	Papa John's	03/30/2018	\$224.48	4414	E 01 010 203 000 000 401	Pizza Friday Pizza
ANCH		WX	1 1346	Hobby Lobby	03/30/2018	\$8.53	4416	E 01 005 110 000 000 401	Stickers for charting
ANCH		WX	1 1366	Aldi	03/30/2018	\$16.23	4398	E 01 010 203 000 000 490	Food - forgotten lunches/almond milk - pizza
ANCH		WX	1 1372	Teachers Pay Teachers	03/30/2018	\$17.50	4399	E 01 010 203 000 000 430	Curriculum materials - Grade 2
ANCH		WX	1 1372	Teachers Pay Teachers	03/30/2018	\$42.00	4402	E 01 010 420 000 740 433	Curriculum - Social Skills
ANCH		WX	1 1391	Alerus	03/30/2018	\$30.00	4397	E 01 005 110 000 000 305	Alerus cobra
ANCH		WX	1 1428	Schmittly & Sons	03/30/2018	\$1,296.00	4407	E 01 005 760 000 733 360	Field Trip - Busing Grade 5/6 to Wolf Ridge
ANCH		WX	1 1429	FedEx	03/30/2018	\$376.26	4415	E 01 005 107 000 000 401	Marketing Flyers
ANCH		WX	1 1430	PayPal	03/30/2018	\$269.94	4418	E 01 010 298 000 000 401	Legos - Grade K-1 Lego Club
ANCH		WX	1 1259	Costco	03/30/2018	\$91.05	4420	E 01 005 010 000 000 401	Lock box for board elections
ANCH		WX	1 1409	T-Mobile	03/30/2018	\$99.76	4435	E 01 005 110 000 000 320	Cell phone service 2/2-3/1/2018
ANCH		WX	1 1431	MACMH	03/30/2018	\$359.00	4436	E 01 010 640 000 316 366	Conference Registration - M. Engelsjerd
ANCH		WX	1 1432	Principal Life Insurance Company	03/01/2018	\$170.74	4438	E 01 010 203 000 000 140	FICA Match 3rd party sick pay

Check Total: \$41,425.78

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Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
ANCH	5343	CH	1 1291	Booth Law Group, LLC	03/02/2018	\$305.50	4302	E 01 005 111 000 000 305	Legal Services 10/2-10/30/2017
ANCH	5343	CH	1 1291	Booth Law Group, LLC	03/02/2018	\$598.00	4303	E 01 005 111 000 000 305	Legal Services 10/9-10/24/2017
ANCH	5343	CH	1 1291	Booth Law Group, LLC	03/02/2018	\$3,055.00	4304	E 01 005 111 000 000 305	Legal Services 10/19-10/31/2017
ANCH	5343	CH	1 1291	Booth Law Group, LLC	03/02/2018	\$858.00	4305	E 01 005 111 000 000 305	Legal Services 12/7-12/31/2017
ANCH	5343	CH	1 1291	Booth Law Group, LLC	03/02/2018	\$47.00	4306	E 01 005 111 000 000 305	Legal Services 12/20/2017
						Check Total:	\$4,863.50		
ANCH	5344	CH	1 1140	Computer Integration Technologies	03/02/2018	\$638.00	4307	E 01 005 108 000 000 405	Computer Software Licensing
						Check Total:	\$638.00		
ANCH	5345	CH	1 1054	Integrative Therapy, LLC.	03/02/2018	\$1,260.00	4308	E 01 010 420 000 740 394	OT: 2/12-2/23/2018 15hrs@\$84
						Check Total:	\$1,260.00		
ANCH	5346	CH	1 1150	JR Computer Associates	03/02/2018	\$800.00	4310	E 01 005 605 000 000 315	March Tech Retainer
						Check Total:	\$800.00		
ANCH	5347	CH	1 1402	Kathleen Nilles	03/02/2018	\$975.00	4309	E 01 010 420 000 740 394	Psych Services: 2/1-2/27/2018 15hrs@\$65
						Check Total:	\$975.00		
ANCH	5348	CH	1 1240	Keys to Communication	03/02/2018	\$1,742.50	4311	E 01 010 401 000 740 394	Speech: 2/13-2/22/2018 19.5hrs@\$85 2hrs@
						Check Total:	\$1,742.50		
ANCH	5349	CH	1 1422	Macsoving LLC	03/02/2018	\$200.00	4312	E 01 010 203 000 000 305	Music Services 2/23/2018
						Check Total:	\$200.00		
ANCH	5350	CH	1 1334	Mary Kelly	03/02/2018	\$2,680.00	4313	E 01 010 420 000 419 303	SPED Director: 2/1-2/28/2018 33.5hrs@\$80
						Check Total:	\$2,680.00		
ANCH	5351	CH	1 1423	Megan Walsh	03/02/2018	\$65.89	4314	E 01 010 203 000 000 430	Reim: Curriculum materials - grammar, greek
						Check Total:	\$65.89		
ANCH	5352	CH	1 1097	PLIC - SBD GRAND ISLAND	03/02/2018	\$865.70	4315	B 01 215 007	March life, ADD, STD, LTD premiums
						Check Total:	\$865.70		
ANCH	5353	CH	1 1241	Sheila Merzer	03/02/2018	\$375.00	4316	E 01 010 408 000 740 394	ASD Specialist: 2/5-2/16/2018 3hrs@\$125
						Check Total:	\$375.00		
ANCH	5354	CH	1 1070	South Washington County Schools	03/02/2018	\$250.50	4317	E 01 005 760 000 733 360	Field Trip transportation 1/19/2018
						Check Total:	\$250.50		
ANCH	5355	CH	1 1116	Strategic Staffing Solutions	03/02/2018	\$3,106.25	4318	E 01 010 420 000 740 394	Psych Services: 1/12-2/16/18 35.5hrs@\$87.
						Check Total:	\$3,106.25		
ANCH	5356	CH	1 1098	Teachers on Call	03/02/2018	\$221.00	4319	E 01 010 203 000 000 305	Sub Teachers 2/16/2018
ANCH	5356	CH	1 1098	Teachers on Call	03/02/2018	\$884.00	4320	E 01 010 203 000 000 305	Sub Teachers 2/20-2/23/2018
						Check Total:	\$1,105.00		

WOODBURY LEADERSHIP ACADEMY

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ANCH	5357	CH	1 1369	BerganKDV Outsourced Services LLC	03/16/2018	\$4,743.00	4343	E 01 005 110 000 000 305	March Financial Management and Account S
					Check Total:		\$4,743.00		
ANCH	5358	CH	1 1394	CKC Good Food	03/16/2018	\$286.00	4344	E 01 010 203 000 000 401	Febuary Milk
					Check Total:		\$286.00		
ANCH	5359	CH	1 1336	Hennepin County Medical Center	03/16/2018	\$330.00	4345	E 01 010 720 000 000 305	GenEd
ANCH	5359	CH	1 1336	Hennepin County Medical Center	03/16/2018	\$412.50	4345	E 01 010 420 000 740 394	SPED
					Check Total:		\$742.50		
ANCH	5360	CH	1 1054	Integrative Therapy, LLC.	03/16/2018	\$1,449.00	4346	E 01 010 420 000 740 394	OT: 2/27-3/9/2018 17.25hrs@\$84
					Check Total:		\$1,449.00		
ANCH	5361	CH	1 1240	Keys to Communication	03/16/2018	\$1,912.50	4347	E 01 010 401 000 740 394	Speech: 21.25hrs@\$85 2.5hrs@\$42.50 2/21
					Check Total:		\$1,912.50		
ANCH	5362	CH	1 1137	Math Master MN	03/16/2018	\$105.00	4348	E 01 010 298 000 000 369	Math Masters Registration 4.21.18
					Check Total:		\$105.00		
ANCH	5363	CH	1 1233	Reno Mothes	03/16/2018	\$375.00	4349	E 01 010 420 000 740 394	Feb DAPE Services
					Check Total:		\$375.00		
ANCH	5364	CH	1 1108	Scholastic Book Fairs - 8	03/16/2018	\$708.73	4350	R 01 005 000 000 000 619	Book Fair
					Check Total:		\$708.73		
ANCH	5365	CH	1 1261	State of Minnesota	03/16/2018	\$25.00	4351	E 01 005 110 000 000 305	State Tax Fee
					Check Total:		\$25.00		
ANCH	5366	CH	1 1116	Strategic Staffing Solutions	03/16/2018	\$656.25	4352	E 01 010 420 000 740 394	Psychology Services: 7.5hrs@\$87.50 2/23-3
					Check Total:		\$656.25		
ANCH	5367	CH	1 1098	Teachers on Call	03/16/2018	\$221.00	4353	E 01 010 203 000 000 305	3rd grade
					Check Total:		\$221.00		
ANCH	5368	CH	1 1293	Tierney	03/16/2018	\$244.00	4354	E 01 005 108 000 000 455	Replacement lamp
					Check Total:		\$244.00		
ANCH	5369	CH	1 1411	Tiger Oak Media Inc	03/16/2018	\$574.00	4355	E 01 005 107 000 000 305	Marketing
					Check Total:		\$574.00		
ANCH	5370	CH	1 1205	Volunteers of America-Minnesota	03/16/2018	\$23,542.07	4356	E 01 005 110 000 000 820	FY17-18 Authorizer Fee
					Check Total:		\$23,542.07		
ANCH	5371	CH	1 1082	Delta Dental of MN	03/21/2018	\$997.80	4380	B 01 215 009	April dental premiums
					Check Total:		\$997.80		
ANCH	5372	CH	1 1064	HealthPartners - Group	03/21/2018	\$6,153.42	4381	B 01 215 008	April medical premiums
					Check Total:		\$6,153.42		

WOODBURY LEADERSHIP ACADEMY

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description	
ANCH	5373	CH	1 1399	Jolene Skordahl		03/21/2018	\$41.44	4382	E 01 010 640 000 316 366	Reim: parking and mileage for Bullying Symp	
							Check Total:	\$41.44			
ANCH	5374	CH	1 1098	Teachers on Call		03/21/2018	\$629.00	4383	E 01 010 203 000 000 305	GenEd	
ANCH	5374	CH	1 1098	Teachers on Call		03/21/2018	\$221.00	4383	E 01 010 400 000 000 305	Non-Licensed Sped Sub	
ANCH	5374	CH	1 1098	Teachers on Call		03/21/2018	\$221.00	4383	E 01 010 201 000 000 305	Kindergarten	
							Check Total:	\$1,071.00			
ANCH	5375	CH	1 1421	ISD No. 625		03/29/2018	\$10,583.33	4390	E 01 005 810 000 000 330	Utilities	
ANCH	5375	CH	1 1421	ISD No. 625		03/29/2018	\$21,750.00	4390	E 01 005 810 000 000 305	Janitorial	
ANCH	5375	CH	1 1421	ISD No. 625		03/29/2018	\$3,666.67	4390	E 01 005 810 000 000 350	Grounds Keeping	
ANCH	5375	CH	1 1421	ISD No. 625		03/29/2018	\$1,457.50	4390	E 01 005 850 000 348 370	Admin Fee	
ANCH	5375	CH	1 1421	ISD No. 625		03/29/2018	\$3,600.00	4390	E 01 005 850 000 000 370	Admin Fee	
							Check Total:	\$41,057.50			

Bank ANCH Total: \$145,258.33

Report Total: \$145,258.33

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check Date	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1348	4228	ANCH		Adj	A	03/12/18			Check	1	1003 SCHOOL DEPOSIT						
			Original Receipt # 1297				4228	R 01 005 000 000 000 620			FY18 Uniform Swap				(90.00)		0.00
							4228	R 01 005 000 000 000 621			Original Receipt # 1297				90.00		0.00
															Receipt Total:	\$0.00	\$0.00
															Deposit Total:	\$0.00	\$0.00
1353	4228	ANCH	CR031E	Credit	A	03/16/18			Check	1	1003 SCHOOL DEPOSIT						
			FY18 School Deposit				4228	R 01 005 000 000 000 621			FY18 Book Fair Sales				714.79		0.00
							4228	R 01 005 000 000 000 621			FY18 Spirit Wear Sales				152.00		0.00
							4228	R 01 005 000 000 000 096			FY18 Donation				8.60		0.00
							4228	R 01 005 000 000 000 621			FY18 School Store Sales				121.01		0.00
															Receipt Total:	\$996.40	\$0.00
															Deposit Total:	\$996.40	\$0.00
1354	4228	ANCH	CR031E	Credit	A	03/15/18			Check	1	1001 MN DEPT OF EDUCATION						
			FY18 IDEAS				4228	R 01 005 000 000 000 201			FY18 Endow Fund Apportion				4,867.38		0.00
							4228	R 01 005 000 000 000 211			FY18 General Education Aid				69,360.67		0.00
															Receipt Total:	\$74,228.05	\$0.00
															Deposit Total:	\$74,228.05	\$0.00
1355	4228	ANCH	CR031E	Credit	A	03/30/18			Check	1	1001 MN DEPT OF EDUCATION						
			FY18 IDEAS				4228	R 01 005 000 000 000 211			FY18 General Education Aid				69,527.41		0.00
															Receipt Total:	\$69,527.41	\$0.00
															Deposit Total:	\$69,527.41	\$0.00
1356	4228	ANCH	CR031E	Credit	A	03/26/18			Check	1	1003 SCHOOL DEPOSIT						
			FY18 School Deposit				4228	R 01 005 000 000 000 050			FY18 Pizza Friday				769.00		0.00
															Receipt Total:	\$769.00	\$0.00
															Deposit Total:	\$769.00	\$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
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Meeting: Finance Committee

Date: April 12, 2018

Time: 4:30pm

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044/Main Office

MINUTES

The meeting was called to order by Jessica Erickson at 4:35 pm.

Attendees: Jessica Erickson, Mandi Folks, Kathy Mortensen, and Judith Darling

Jessica Erickson read the WLA Mission & Vision.

Development & Discussion

- Discussion:
 - Review recent financial statements and budget

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: May 10, 2018

Time: 4:30 p.m.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044 in the Main Office.

Jessica Erickson adjourned the meeting at 5:50 pm.

Meeting: Governance Committee

Date: Wednesday, March 21, 2018

Time: 4:15 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044/Main Office

Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order (Ro Krejci, Committee Chair) at 4:17 p.m.

Roll Call (Ro Krejci, Committee Chair)

Kathy Mortensen, Claudia George, Jolene Skordahl and Mary Hietzmann

WLA Mission & Vision

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 Action

Policy 201.1 - Board Election Procedure - Currently in 1st Reading Status - It was discussed and agreed Jolene and Ro will work on this policy and present back to the committee for review.

Policy 504 - Student Dress and Appearance - Uniform: Discussed these policies will merge into one. It was agreed Ro will work on this and present back to the committee for review.

Policy 413 - Harassment and Violence: It was discussed and agreed Mary will review edits and report back to the committee.

Policy 521- Student Disability Nondiscrimination: It was discussed and agreed Mary will review edits and report back to the committee.

2018-2019 Student Handbook - Discussion: It was agreed that Claudia will work on the handbook and will present back to the committee for review.

Employee Handbook - Discussion: It was agreed that Mary and Kathy would work on this collaboratively. They will present back to the committee for review.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, April 18, 2018

Time: 4:15 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – Conference Room 1044 in the Main Office.

Adjournment

Adjournment (Ro Krejci, Committee Chair) at 5:03 p.m.

WOODBURY LEADERSHIP ACADEMY

Adopted: May 27, 2014

Revised: _____

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of Woodbury Leadership Academy is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 2. has a record of such an impairment; or
 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR POLICY

Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

Persons who have questions, comments or complaints regarding a student's disability issue should contact the school's Section 504 Coordinator in accordance with Woodbury Leadership Academy's Section 504 Complaint Procedure. If the Section 504 Coordinator is the subject of the complaint, the Executive Director will appoint an impartial investigator who will conduct the investigation.

Anyone who wishes to report an incident that may involve discrimination or unlawful discriminatory conduct should follow the reporting procedures in Woodbury Leadership Academy Policy 413.

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

MSBA/MASA Model Policy 521-F

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Woodbury Leadership Academy maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

WOODBURY LEADERSHIP ACADEMY

Adopted: April 29, 2014

Revised: _____

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from discrimination, harassment, and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of Woodbury Leadership Academy is to maintain a learning and working environment that is free from discrimination, harassment, and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Woodbury Leadership Academy prohibits any form of discrimination, harassment, or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy discriminates against a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school

personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy.

- D. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- E. Woodbury Leadership Academy will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. An act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. The threat to do bodily harm to another with present ability to carry out the threat.
- B. "Discriminate" includes segregate or separate. It also includes:
 - 1. An "unfair discriminatory practice", as described in Minn. Stat. §§ 363A.13, 363A.14 and 363A.15; and
 - 2. Any violation of federal laws prohibiting discrimination in education (including "Section 504 of the Rehabilitation Act of 1973" and the "Americans with Disabilities Act").
- C. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or

group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. Otherwise adversely affects an individual's employment or academic opportunities.
- D. "Immediately" means as soon as possible but in no event longer than one regular student contact school day.

E. Protected Classifications; Definitions

1. "Age" means the person is over the age of 25 years.
2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. Has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. Has a record of such an impairment; or
 - c. Is regarded as having such an impairment.
3. "Familial status" means the condition of one or more minors being domiciled with:
 - a. Their parent or parents or the minor's legal guardian; or
 - b. The designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:

- a. Unwelcome verbal harassment or abuse;
- b. Unwelcome pressure for sexual activity;
- c. Unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. Unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. APPLICABILITY OF THIS POLICY

- A. The antidiscrimination laws and this policy apply to all of the academic and nonacademic (e.g. athletic and extracurricular) programs of Woodbury Leadership Academy, whether conducted in school facilities or elsewhere.
- B. For purposes of this policy, any Woodbury Leadership Academy student who is discriminated or harassed against, including being subjected to violence, by students or Woodbury Leadership Academy employees or agents based upon that student's membership in a protected class may file a complaint as described more fully in section VI below.

V. STAFF EXPECTATIONS

- A. Teachers and staff at Woodbury Leadership Academy are expected to do the following to prevent and stop incidents of discrimination, harassment, or violence:
- B. Be alert for possible signs of discrimination, harassment, or violence;
- C. Any school employee who witnesses prohibited conduct and possesses reliable information that would lead a reasonable person to suspect that a student is a target of a prohibited conduct must make reasonable effort to intervene to stop the prohibited conduct unless circumstances would make such intervention dangerous; and
- D. Report any incident of discrimination, harassment, or violence to the Woodbury Leadership Academy's Executive Director.

VI. COMPLIANCE OFFICER DESIGNATIONS, REPORTING PROCUEDEURES

A. Human Rights Office Designation

1. The Board of Directors of Woodbury Leadership Academy hereby designates the schools Executive Director as the school's Human Rights Officer to receive reports or complaints of discrimination, harassment, or violence.
2. The Human Rights Officer can be contacted at:
Woodbury Leadership Academy's mailing address, phone number and the Executive Directors email address.
3. If the complaint involves the designated human rights officer, the complaint will be filed directly with the Woodbury Leadership Academy's Board Chair to receive reports or complaints of discrimination, harassment, or violence.
4. Woodbury Leadership Academy shall conspicuously post the name of the human rights office(s), including mailing address, email address and telephone numbers.

B. Reporting Procedures

1. Any person who believes he or she has been the victim of discrimination, harassment, or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy, or any person with knowledge or belief of conduct which may constitute discrimination, harassment, or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to the Executive Director. Reports made to other employees will be provided to the Executive Director.
2. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the Woodbury Leadership Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting discrimination, harassment, or violence prohibited in this policy directly to the Executive Director or the school human rights officer.

- C. The Executive Director, or the Executive designee, is the person responsible for receiving oral or written reports of discrimination, harassment, or violence prohibited by this policy. Any adult school personnel who receives a report of discrimination, harassment, or violence prohibited by this policy shall inform the Executive Director or the Executive Director's designee immediately. If the complaint involves the Executive Director, the complaint shall be made or filed directly with the Woodbury Leadership Academy human rights officer by the reporting party or complainant.
- D. Upon receipt of a report, the Executive Director must notify Woodbury Leadership Academy human rights officer immediately. The Executive Director may request, but may not insist upon, a written complaint.
 - 1. If the Executive Director fails to forward any discrimination, harassment, or violence report or complaint (written or oral) to the human rights officer within one school day, that individual will be subject to disciplinary action.
 - 2. If the report was given orally, the Executive Director will personally reduce it to written form no later than seventy-two (72) hours and forward it to the human rights officer.
- E. Woodbury Leadership Academy will establish a protocol for recording all incidents of discrimination, harassment, or violence prohibited by this policy.
- F. Submission of a good faith complaint or report of discrimination, harassment, or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Reports of discrimination, harassment, or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Woodbury Leadership Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of Woodbury Leadership Academy, the human rights officer, upon receipt of a report or complaint alleging discrimination, harassment, or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Woodbury Leadership Academy.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, Woodbury Leadership Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. Based on the preponderance of the evidence, Woodbury Leadership Academy will determine whether the alleged conduct created an intimidating, hostile, or offensive educational environment
- E. In addition, Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged discrimination, harassment, or violence prohibited by this policy.
- F. The investigation will be completed as soon as practicable. Woodbury Leadership Academy human rights officer shall make a written report to the administration upon completion of the investigation. If the complaint involves the administration, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL ACTION

- A. Upon completion of the investigation, Woodbury Leadership Academy may take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School action

taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school policies.

- B. The result of Woodbury Leadership Academy’s investigation of each complaint filed under these procedures will be reported in writing to the complainant by Woodbury Leadership Academy in accordance with state and federal law regarding data or records privacy.
- C. Depending on the severity and nature of the discrimination, harassment, violence, or other prohibited conduct, Woodbury Leadership Academy may take one or more of the following steps, as appropriate:
1. **Intervention, Warning, and Redirection.** A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that discrimination, harassment, or violence will not be tolerated. The staff member will redirect the student and may help the student identify better choices the student can make in the future.
 2. **Notification of Parents.** School staff will notify the parents of involved students and inform affected students and parents of their rights under state and federal data practices law to obtain access to data related to the incident and their right to contest the accuracy or completeness of the data. The parents may be asked to meet with the Executive Director or other members of the school staff, including the student’s teacher.
 3. **Opportunity to Present Defense.** The alleged perpetrator of the discrimination, harassment, violence or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
 4. **Resolution with the Target of the discrimination, harassment, or violence.** A student who violates this policy may be required to participate in appropriate resolution, including restorative justice activities.
 5. **Referral to Professional School Support Staff.** A student who violates this policy may be asked to meet with school staff to work on positive behavioral interventions to help prevent future violations.

6. **Adjustment in Student's Schedule.** In cases of severe or repeated discrimination, harassment, or violence the student's schedule may be altered. This action will be designed to minimize the burden on the Target's educational program.
7. **Loss of School Privileges.** The student may lose recess for one or more days, may lose school privileges, or be suspended, as appropriate.
8. **Suspension/ Expulsion.** In cases of severe or repeated discrimination, harassment, or violence prohibited by this policy, the student may be suspended or expelled.
9. **Staff Consequences.** A Woodbury Leadership Academy employee who fails to immediately and appropriately address discrimination, harassment, or violence prohibited in this policy may be asked to participate in additional staff training or may be mentored unless circumstances would make such intervention dangerous. A staff member's repeated failure to address discrimination, harassment, or violent behavior prohibited in this policy may result in discipline up to and including discharge, as appropriate.
10. **Community Resources.** Woodbury Leadership Academy may provide information about available community medical and mental health resources to the target, actor, or other affected individuals.
11. **Student with a Disability.** The Student's individualized education program or section 504 plan may be used to address the skills and proficiencies the student needs to respond to or not engage in the prohibited conduct.
12. **If the discrimination, harassment, or violent behavior or other prohibited conduct violates the law or any other school rules or policy, additional actions may be taken by Woodbury Leadership Academy against the student for the violation as appropriate.**

VII. REPRISAL

Woodbury Leadership Academy will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged discrimination, harassment, or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such discrimination, harassment, or violence.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit Woodbury Leadership Academy from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. Woodbury Leadership Academy will develop a method of discussing this policy with students and employees.
- E. Woodbury Leadership Academy may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Woodbury Leadership Academy maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group: _____

If the alleged harassment or violence was toward another person or group, identify that person or group:

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur: _____
